LONG BEACH CITY COLLEGE
CATALOG 2006-2007
VOLUME XLIX

LONG BEACH COMMUNITY COLLEGE DISTRICT
LONG BEACH, CALIFORNIA

On behalf of administrators, faculty and staff, I would like to welcome you to Long Beach City College, a college rich in tradition, that is recognized for academic excellence around the state, as well as across the nation.

Long Beach City College is dedicated to providing you quality, affordable educational programs and related student services. Our faculty is recognized as experts in their field and our staff is dedicated to bringing you the best in service.

While providing you with an outstanding, comprehensive academic curriculum, the college is also proud to offer you one of the largest and most active Associated Student Body (ASB) programs in the California Community College system.

Whether your educational goals are to transfer to a four-year institution, enhance personal or professional development or transition into a new career, I want to assure you that Long Beach City College is dedicated to helping you reach your educational goals.

Again, welcome to Long Beach City College, where we are "Building Tomorrow Today."

E. Jan Kehoe, Ph.D.
Superintendent-President

The faculty at Long Beach City College want to welcome you as you begin your college career here at the LAC or PCC campus. You have chosen one of the best community colleges in the State of California. At LBCC, you can receive the preparation you need to begin, or change, a career by selecting one of our outstanding certificate programs. If you choose to transfer to a four-year institution, you can complete your general education for a Baccalaureate degree and lock these units closed by Long Beach City College's power to certify the work you have done. Also, you can develop an area of concentration that will allow you to develop a major and win entry into one of the numerous four-year institutions located in Southern California. Furthermore, you can avail yourself of the best support system I know of in higher education; we have counselors and student services that will help you in your course selection, career preparation and transfer goals. On behalf of myself and all the faculty, let me say that we are very pleased you have chosen Long Beach City College as the place to explore your future, to interact with our neighbors and to get to know your instructors before you move on.

David Morse
Academic Senate President

Summer Sessions 2006

June 5	**First Summer Session Classes Begin**
June 19	**Second Summer Session Classes Begin**
July 17	**Third Summer Session Classes Begin**
July 4	Holiday (Independence Day)

Fall Semester 2006

August 21	**Begin Fall Classes**
September 4	Holiday (Labor Day)
October 5	**Deadline to Apply for December Graduation**
November 10	Holiday (Veterans Day)
November 23-24	Holiday (Thanksgiving)
December 14-22	Final Exams -Refer to Fall Schedule of Classes
December 22	Fall Classes End
December 23-January 15	Winter Recess

Spring Semester 2007

January 16	**Spring Classes Begin**
February 16	Holiday (Lincoln's Birthday)
February 19	Holiday (Washington's Birthday)
March 1	**Deadline to Apply for May Graduation**
April 9-13	Spring Recess
May 21-30	Final Exams - Refer to Spring Schedule of Classes
May 28	Holiday (Memorial Day)
May 31	Spring Classes End
May 31	Graduation

For more detailed registration information, refer to the Schedule of Classes or college website.

College Campus Locations

Liberal Arts Campus	**Pacific Coast Campus**
4901 East Carson Street	1305 East Pacific Coast Highway
Long Beach, California 90808	Long Beach, California 90806
(562) 938-4111	(562) 938-3903

Off-Campus Location:
Office of Economic Development
3950 Paramount Boulevard, Su 101
Lakewood, California 90712

For Other Off-Site Locations Contact:
Office of Extended Instruction (562) 938-4810

Accreditation

Long Beach City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Curriculum Offerings

The college reserves the right to determine which of the courses listed in the catalog are to be offered in each semester. Changes in curriculum or course content may occur after the information cut-off date of this catalog, March 2006.

Schedule Of Classes

Long Beach City College publishes a schedule of classes before the beginning of each semester indicating each course to be offered. Schedules are available for sale in the college bookstores or local 7-Eleven stores, and for review in the Counseling Center, the college website (http://www.lbcc.edu) and other campus locations. Changes in curriculum offerings or in fees charged may occur after printing.

In compliance with Section 508 of the Workforce Investment Act of 1998, the Long Beach Community College District provides the catalog and other college publications in alternative formats. If you are an individual who requires special assistance and would like materials in an alternative format, contact the Disabled Students Programs & Services department at (562) 938-4558 or (562) 938-4833 TDD. The Disabled Students Programs & Services department is located on the Liberal Arts Campus (LAC), located at 4901 E. Carson St., Long Beach, CA 90808.

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College Vision and Mission

2020 Vision
Long Beach City College prepares students to be successful in the world of the 21st century.

Sitting at a global crossroads, the college constantly crafts its educational programs to meet the needs of students living in:

− A world of increased complexity and speed
− A world both global and remarkably accessible
− A world technologically advanced but intensely interdependent.

A culturally diverse college, Long Beach City College welcomes all people who desire to grow and serve.

The college nurtures a vibrant environment that cultivates a passion for learning, which continues for life.

Mission
Long Beach City College is a comprehensive community college that provides open and affordable access to quality associate degree and certificate programs, workforce preparation, and opportunities for personal development and enrichment. The college develops students' college-level skills and expands their general knowledge, enables their transfer to four-year institutions, prepares them for successful careers or to advance in their current careers, and fosters their personal commitment to lifelong learning. Based upon a commitment to excellence, college programs foster and support the intellectual, cultural, economic, and civic development of our diverse community.

The College's commitment to excellence in student learning incorporates the following expected outcomes from the educational process:

Aesthetics: An appreciation for a range of cultural expression, including art, music, dance, theater, literature, and film.

Civic Engagement: The ability to participate actively in a democracy that respects the rights of diverse peoples and cultures.

Communication: The ability to read, write, listen, and speak clearly.

Creative Thinking: The ability to generate useful and original ideas.

Critical Thinking: The ability to analyze, synthesize, and evaluate a spectrum of ideas that are represented by theories, images, and concepts.

Goal Attainment: The ability to achieve one's personal, educational, and career goals.

Information Technology and Computer Literacy: The skills necessary to find, use, manage, evaluate, and convey information efficiently and effectively.

Numeric Literacy: The mathematical and arithmetic skills necessary to solve everyday problems.

Science Literacy: The ability to apply the scientific method to gain an evidenced-based understanding of contemporary issues.

Teamwork and Collaboration: The ability to cooperate and work effectively with individuals and groups using appropriate social skills.

Wellness: The ability to make lifestyle choices that promote physical, mental, and social health.

College Functions

Transfer
The first two years of courses satisfying either the general education or major requirements for a four-year college (Baccalaureate) degree in the University of California system, California State University system or other colleges and universities to which our students commonly transfer.

General Education
A community college (Associate) degree that includes a broad general education and selected fields of concentration most appropriate to the educational and occupational needs of our community.

Occupational Education
Specialized education and training in selected occupational fields leading to job skills preparation, promotion, retention and certification.

Developmental Education
Educational and learning assistance to help students succeed in a community college program once they have demonstrated minimum communication and computational levels.

Support Services
A multifaceted support program to assist students to assess their abilities and to establish and achieve realistic educational and career goals.

Beyond the Classroom
An appropriate co-curricular program including practical educational experiences, as well as opportunities for growth in leadership and citizenship.

Life-Long Learning
Selected continuing education programs and courses that are cost effective and provide life-long learning and training opportunities.

Economic and Resource Development
Economic and Resource Development provides workforce preparation programs and services to individuals to develop entry-level skills, new technical skills, career advancement, and to regional industry to ensure business attraction, retention and global competitiveness.

College History

Long Beach City College is a two-year community college located in Long Beach, California. It is one of the largest of the 108 community colleges in California, and serves the same area as the Long Beach Unified School District, encompassing the cities of Long Beach and Signal Hill, two-thirds of Lakewood and Santa Catalina Island.

The college has 30,000 students and is governed by a five-member, elected Board of Trustees. It offers two-year associate degree courses in business, health, services, trade and technical, and liberal arts fields; as well as one-year, vocational certificates in occupational trades and courses that transfer to four-year universities or offer job skills.

Long Beach City College has received state awards for its registered nursing and childcare programs and is widely known for its extensive and technologically advanced commercial music and electronics programs. It has special training partnerships with several corporations, including a diesel mechanics training program with Caterpillar.

The national newspaper, *Community College Week* has reported that Long Beach City College is one of the largest and most effective community colleges in the nation. In 1993, a study found that only nine other two-year colleges in the nation award more associate degrees to minority students than Long Beach City College, according to the magazine, *Black Issues in Higher Education.*

The college was founded in 1927, and initially housed at Woodrow Wilson High School until the 1933 earthquake, which destroyed the building. Classes were held outside and in tents at neighboring Recreation Park until the college moved to the site of its present-day Liberal Arts Campus at Carson Street and Clark Avenue in 1935.

From its earliest days, the college established traditions that are alive today, such as the mascot, Ole, and team name, Vikings. A student newspaper, yearbook, and social, service and intramural programs were launched in the first year. Academic honors included having a library that was viewed as a model nationally and the state's top junior college debate team. Athletic honors included Southern California championships in wrestling, baseball, men's and women's swimming and the state championship in men's basketball, all in the 1928-29 school year.

The college grew rapidly during and after World War II and added the Pacific Coast Campus, formerly Hamilton Junior High, in 1949. Numerous extension campuses and satellite locations were added as growth continued into the early 1970s. As a result of state law, the college separated from the Long Beach Unified School District. Retrenchment occurred during the late 1970s and early 1980s as Proposition 13 forced the end of many popular classes and services.

Changes in the workplace, and in the community's demographics, brought about rapid changes in the mid-1980s. The influx of Southeast Asian refugees led to extensive courses in English as a Second Language and other programs to assist and acculturate this burgeoning population. A later wave of amnesty applicants ensured that ESL stayed the college's largest program. The amnesty program garnered awards as a state model.

Computers entered nearly every instructional program necessitating acquisition of new equipment and revisions to curriculum. Apple Computer presented Long Beach City College with one of 10 grants nationally for its extensive commitment to computer technology.

In 1987, the college completed a decade of negotiations with the City of Long Beach to acquire the neighboring Veterans Stadium. Through the sale of surplus land to another neighbor, McDonnell Douglas (now Boeing), the college was able to finance the $3 million in renovations required to upgrade the facility. The college's adapted physical education then moved to modernized facilities under the stadium. In 1992 the college celebrated completion of these and other projects, including an all-weather track and redesigned athletic fields.

Within the last five years the college has completed a multi-million-dollar upgrade of its swimming pool facilities at the Liberal Arts Campus.

Long Beach City College students also have access to more than 65 computer-based learning classrooms with full Internet connection and a state-of-the-art math and science building which opened with the beginning of the 2000 fall semester.

Extended Instruction/Off-Campus Programs

Off campus classes are offered at several community sites to facilitate student access to a variety of course offerings. These sites enable students to attend classes at convenient locations near their homes or work.

Students can enroll for these classes through the regular college registration process or by "walk-in" classroom registration during the first class meeting. For further information, consult the schedule of classes or call (562) 938-4810.

Senior Studies Program

Long Beach City College Senior Studies Program offers a variety of non-credit classes for enrichment and mind-body healthy living. Special theater programs, music, exercise and stimulating lectures are designed for the active adult (50 and older). Mini tours to museums and galleries and a campus Senior Club are unique to the program.

The Senior Center is located at the Pacific Coast Campus, Room FF 108. Special helps is given during registration and counseling is available. For further information, call (562) 938-3048.

Distance Learning

Online TeleWeb Instruction

Online/TeleWeb courses offer students an opportunity to take a variety of courses through a remote access by using a personal computer, Internet connection, and a valid E-mail address. Students can access these courses at home, off-campus public facilities, or make use of the college's open access labs to log on to their course website. These course offerings are entirely web based and do not require students to be present on campus (some courses require on-campus orientations or testing; check the section notes in the schedule of classes or the e-courses directory at http://de.lbcc.edu/e-courses). TeleWeb courses, in addition to online course requirements may require access to TV/Public Broadcast Stations (PBS) and/or LBCC Cable station.

Students can enroll for these classes through the regular college registration process or by accessing the OLE On-line Experience page at
 http://www.lbcc.edu/ole.html. For further information access the Distance Learning website http://de.lbcc.edu/ or call (562) 938-4025.

Televised Instruction

Televised courses offer students an opportunity to take a variety of courses via TV, at home or at other off-campus public facilities. Students need to have access to Public Broadcast Stations and/or LBCC cable station (Charter Communications channel 15 in Long Beach and channel 29 in Lakewood). Televised courses are accompanied by a website that provides access to course information, communication and practice opportunities. Students need a computer, Internet access and a valid E-mail address, or they can make use of the computers in the college's open access labs. On-campus meetings for these courses are limited (check the section notes in the schedule of classes).

Students can enroll for these classes through the regular college registration process or by accessing the OLE On-line Experience page at
http://www.lbcc.edu/ole.html. For further information access the Distance Learning website
(http://de.lbcc.edu), or call (562) 938-4025.

Hybrid Courses

Hybrid courses include some face-to-face meetings on campus as well as off-campus instruction used in any of the above sections. Check the schedule of classes for information about the requirements for the hybrid course of your interest.

Weekend Classes

An increasing number of Saturday and Sunday classes are being offered at the Pacific Coast Campus. Some meet for the entire regular session of eighteen weeks. Others fall under the ACE umbrella (see below) and meet for nine week sessions. Classes are offered in academic, general education, and in the School of Trades and Industry (vocational).

Accelerated College Education (ACE)

ACE (Accelerated College Education) is a two-year curriculum offered at the Pacific Coast Campus of Long Beach City College. It is designed to meet the needs of busy, working adults by offering classes in nine-week sessions that meet one night during the week for two hours and four hours on Saturday. The curriculum meets the lower division, general education transfer requirements for the Liberal Studies major for all of the CSUs, in particular CSULB and CSUDH. CSUDH continues the format in their upper division Interdisciplinary Studies major. There is no formal application for ACE. Each course is listed with its own class number and students enroll in any individual course that meets his or her need.

For further information about ACE and Saturday and Sunday classes, call (562) 938-3904, Monday – Friday 8:00 a.m. – 5:00 p.m.

Honors Program and Courses

For over a quarter of a century, high-achieving LBCC students have flocked to the college's Honors Program for the intellectual challenge it offers. The LBCC Honors Program offers courses in more than a dozen disciplines to serve intellectually ambitious students.

Students who complete the Honors Program have proven records of success in their applications to competitive baccalaureate programs as well as to professional and graduate schools.

Major benefits of the program include Scholarships, Transfer Programs agreements and President's Scholar and Academic Senate Scholar Awards.

For detailed information about the LBCC Honors Program, call the Honors Program Office at (562) 938-4354 or visit us on the web at http://honorsprogram.lbcc.edu.

Rotary Club Honors

Each year the Long Beach Rotary Scholarship Foundation awards Rotary Honor Scholarships to Long Beach Unified High School students who will be attending Long Beach City College. Recipients must maintain a 3.0 GPA or higher and be enrolled in the honors program once they attend Long Beach City College.

In addition, the Long Beach City College Scholarship office has several more scholarships specifically for graduates of a Long Beach Unified High School. Scholarship applications are available in September. For more information please stop by the scholarship office in building I or call us at (562) 938-4267.

Transfer Programs

The LBCC Honors Program is a member of the UCLA, UCI, UCR, UCSC, CSUDH, CSUF (Honors) CSULB (Honors), SDSU (Honors), Chapman University, LaSierra University (Honors), Pitzer College, Pomona College and Whitman College Transfer Programs and can offer its graduates priority transfer consideration for admission to these universities for the Baccalaureate Degree. For further details about these and developing alliances, contact the Honors Program Office at (562) 938-4354.

President's Scholar Honors

The President's Scholar designation with the associate degree is awarded in recognition of outstanding achievement in the college's Honors Program.

I. To qualify, a student must complete a minimum of six Honors courses with a 3.5 or higher GPA. (Minimum units required: 15).*

In addition, a student must maintain a Long Beach City College cumulative GPA of 3.5 or higher with at least 80 percent of all units attempted in courses numbered 1-99.* A student must also satisfy the college's "units in residency" requirement.

*NOTE: Exceptions to the total number of units required and to the 80 percent rule may be made at the discretion of the Honors Program Committee.

II. The President's Scholar designation is entered on the transcript, next to the associate degree notation. In addition, qualifying students receive a gold seal on their diplomas and are given special recognition at commencement. President's Scholars are the first to receive their diplomas and are awarded medallions, which they wear at graduation.

III. As part of the President's Scholar award, students customarily receive a cash scholarship at graduation.

Academic Senate Scholar Honors

The Academic Senate Scholar designation upon transfer is awarded in recognition of outstanding achievement in the college's Honors Program.

I. To qualify, a student must complete a minimum of six Honors courses with a 3.5 or better GPA.

In addition, a student must maintain a Long Beach City College cumulative GPA of 3.5 or higher with at least 80 percent of all units attempted in courses numbered 1-99.* A student must also satisfy the college's "units in residency" requirement.

The Academic Senate Scholar designation is entered on the transcript after a student has completed the 60 units required for transfer.

*NOTE: Exceptions to the total number of units required and to the 80 percent rule may be made at the discretion of the Honors Program Committee.

II. As part of the Academic Senate Scholar award, qualifying students will receive a certificate of recognition for this achievement.

Honors Student

The Honors Student designation is awarded to all transfer students that complete the Honors Program successfully.

1. To qualify, a student must have completed a minimum of six Honors classes, a minimum of 15 units, with a 3.0 GPA or higher.

2. In addition, a student must maintain a Long Beach City College cumulative GPA of 3.0 or higher with at least 80 percent of all units attempted in courses numbered 1-99. A student must also satisfy the college's "units in residency" requirement.

3. The Honors Student designation is entered on the transcripts after the student has completed the 60 units required for transfer.

Honors Courses

General education Honors courses have as few as ten students and offer more intensive study than is normally possible. Over the years, Anatomy 1, Anthropology 1, Anthropology 2, Art 1, Art 2, Art 3, Art 4, Art 11, Biology 20, Biology 41, Economics 1A, English 1, English 3, English 44, English 45, English 48, English 49, Geology 1, Geology 3, German 3, German 4, History 1A, History 1B, History 2C, History 8A, History 8B, Humanities 1, Math 37, Music 40, Philosophy 6, Philosophy 7, Political Science 1, Psychology 1, Social Science 1, Sociology 1, Spanish 3 and Statistics 1 have been offered as Honors courses.

In addition, Honors courses sometimes offer an extensive approach to knowledge by considering the interconnections between disciplines and fields of knowledge. Guest speakers and field trips enhance this approach. Other extensive possibilities are available because many Honors classes are scheduled with instructors from different disciplines working together to encourage students to explore multi-disciplinary concerns as they fulfill the general education requirement. If you have any questions, please call (562) 938-4354.

Admission Requirements for Newly Enrolling Students

Students enrolling at Long Beach City College for the first time should have the following grades (overall GPA) and test scores (SAT, ACT or the equivalent) and are qualified for English 1 to qualify for the Honors Program:

GPA COMPOSITE	SAT TOTAL	ACT
4.0	800	20
3.9	850	21
3.8	900	22
3.7	950	23
3.6	1000	24
3.5	1050	25
3.4	1100	26
3.3	1150	27
3.25	1175	27

If you believe you are eligible for the Program based on other criteria, please make an appointment to see the Honors Coordinator after you have filled out the application. However, you must be close to the minimum requirements based on the SAT/ACT and GPA, have excellent letters of recommendation, and offer academic evidence showing why you believe you should be allowed to enroll in the Honors Program.

Admission Requirements for Currently Enrolled Students

Students currently enrolled at Long Beach City College qualify for the Honors Program if they have a 3.0 overall GPA in twelve or more college units (in courses numbered 1-99) and are qualified for English 1.

Continued superior academic achievement is required to remain in the Honors Program. A minimum 3.0 GPA is required in addition to completion of program requirements.

Some Benefits of the Long Beach City College Honors Program
• Honors Scholarships for entering students from local high schools
• Access to special research sources
• Free UCLA, UCI, CSULB library card
• Faculty mentors
• Honors academic counseling
• Informal degree checks
• Invitation to special honors forums, seminars and social events
• Participation in National Collegiate Honors Council (NCHC)
• Letters of recommendation, including a statement of the goals of the Honors Program and an evaluation of the student's participation in the program
• Facilitation of placement in four-year college Honors Programs
• President's Scholar Honors upon graduation
• Academic Senate Scholar Honors upon transfer
• Priority transfer privileges to universities at the junior level

For further information concerning the application process for the Honors Program, call (562) 938-4354 or visit the Honors Program Office in the LAC Library Mezzanine, L203A, or visit us on the web at http://honorsprogram.lbcc.edu.

Admissions & Registration Information

Admission Requirements
Any person 18 years or older, or who has a high school diploma or its equivalent, is eligible to enroll at Long Beach City College, provided the applicant otherwise meets the admission requirements. Under certain conditions, K-12 students may also attend college classes.

All students are classified as either a California "resident" or a "non-resident." In general, a student must have lived in the state of California with full intent to remain as a permanent resident for at least one year prior to the start of the semester in order to be classified as a "resident."

In order to be considered California residents, students must provide evidence of intent to become a permanent California resident, such as a California driver's license, voter registration, car registration, proof of purchase of a home, etc, that is a year old before the semester begins. No single document is necessarily conclusive proof. California residence cannot be granted if there is

evidence of any such document from another state. Residence for unmarried minors (those under 18) will be determined by the residence of the parent with whom the student lives. **Students must establish that they have lived in California, with the intent to become a permanent resident, for more than one year before the start of the semester they plan to attend.**

Students who are not U.S. citizens must verify their immigration status at the time of registration. If classified as a non-resident, they must pay non-resident tuition. Foreign students who plan to enroll with a student visa (F-1) must have the application files completed at least three weeks before the start of the semester. No I-20 will be issued until all requirements are met.

The above statements on residence are not intended to include all of the laws governing residence. The full text of the laws is presented in the California Education Code, available in the college library.

Students must submit the appropriate admissions applications and/or enrollment forms for each term they wish to attend. Documents, such as applications and transcripts, submitted to the college become the property of Long Beach City College and will not be returned and may not be duplicated.

Matriculation

Matriculation is a process that brings together the college and a student into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies and requirements. Matriculation services include registration, orientation, assessment, counseling, post-enrollment evaluation and referral of students to services. The student is expected to participate in these services unless he/she requests a waiver from a particular service.

I. **College's Responsibility**
In accordance with the matriculation agreement, the college agrees to provide guidance to students by evaluating basic skills, helping to place students in courses where they will encounter the greatest possible success, aiding them in developing realistic educational plans and providing the services to assist the student in achieving his/her goals.

II. **Student's Responsibility**
a. All new non-exempt students must complete assessment and orientation before they enroll in their second term. If the student has not completed the assessment and orientation processes at that time, he/she will not be able to register until assessment and orientation are completed. All students affected by this policy will be notified by letter during their first term, if they have not completed these processes.

b. The agreement calls for the student's expression of at least a broad educational intent at admission and the willingness to declare a

specific educational objective by the semester after he/she has completed fifteen units of degree applicable credit coursework. Diligence in class attendance, completion of assigned coursework and maintenance of progress toward an educational goal is expected.

III. Components of Matriculation

Matriculation is composed of the following components to ensure student success:

*Admission to the college

*Assessment of English, math, reading (SOAR) and English as a Second Language skills

*Orientation to the college's programs and services

*Counseling to receive assistance with course selection and planning of an educational goal

Other Student Services are available to assist students in attaining an educational goal:

- EOP&S - Financial Aid - Health Center
- Job Placement - Transfer Center - DSPS
- Learning Center - Career Planning - Tutoring

*THESE COMPONENTS ARE REQUIRED OF ALL STUDENTS TO BE FULLY MATRICULATED. (See V. for exemptions)

IV. Matriculation Requirement

Admission, Orientation and Assessment. All new non-exempt students must complete assessment and orientation before they enroll in their second term. If the student has not completed the assessment and orientation process at that time, he/she will not be able to register until assessment and orientation are completed. All students affected by this policy will be notified by letter during their first term if they have not completed these processes. (See V. below) The **assessment test (SOAR) is required of any student who falls under one** of the following categories:

a. All new, non-exempt (see below) students.

b. Students who want to enroll in any English composition, reading or math course.

c. Students who want to use this option to fulfill their associate degree math or reading proficiency.

d. Students who are financial aid recipients, including Extended Opportunities Programs and Services.

e. Candidates for any of the Nursing and Health Technologies programs.

f. Students wishing to fulfill English and/or math prerequisites as specified by a department program.

V. Matriculation Component Exemptions

a. **Orientation** - Students who are exempt from the matriculation service of orientation are those students who hold associate degrees or higher, or those students who demonstrate that they are taking courses only for personal enrichment or those students who are co-enrolled at a four-year college or university or those students who are enrolled only in:

1. Performance or activity classes.

2. Classes for advancement in current job/career (update job skills).

3. Distance education classes.

4. Contract education classes.

5. Non-Credit classes.

b. **Assessment** - The exemptions for orientation apply to the assessment component, unless a student plans to take a math, reading, English or English as a Second Language class and has not met the prerequisite. The assessment component for math, reading and writing can be partially met with documentation of coursework from another accredited college or high school.

VI. Matriculation Component Appeal/Waiver Process and District Policies of Handling

a. **Admission -** All students must participate in this component; there is no waiver process.

b. **Orientation, Counseling and Assessment -** Any student who feels that he/she is exempt from any of these components may appeal by filing a Matriculation Component Waiver form, which is available in the Assessment Office. These exemptions do not provide clearance for enrollment into specified English, math, reading or ESL courses. The waiver will be reviewed by the Matriculation Specialist and the student is then notified of the decision by mail. A student may request to participate in a previously waived component by contacting the Matriculation Specialist.

c. **College Assessment Test -**

1. **Retest Policy**: A student may retake any part of the College Assessment Test (SOAR) after a five-month period has passed. You can retake a different math level (Algebra Readiness, Elementary Algebra, or Intermediate Algebra) test without waiting five months.

2. **Appeals of Initial Placement Recommendation**: A student may appeal an initial placement recommendation in English, math, reading or ESL by completing the Placement Appeal form available at the Assessment Center, Counseling Office or the respective department. The student will be notified of the appeal decision by mail.

VII. <u>**Student Rights and Matriculation**</u>

A student may file a complaint against Long Beach City College matriculation practices by filing a complaint form, which is available at the Assessment Office. Complaints will be filed with the Dean of Counseling and Student Support Services, who is responsible for investigation and resolution of such complaints. The Dean will maintain a file on all formal complaints.

Student Grievance Policy

Long Beach City College is committed to resolving problems students may be encountering while working within the guidelines and policies established by the state of California and the Board of Trustees. For specific information on both the policy and process for student grievances, contact the office of the Dean of Student Affairs.

Procedures For Application To School of Health and Science Programs 2006-2007

Some of the Health Programs in the School of Health and Science have limited enrollments due to the availability of clinical sites. These programs have separate admissions processes based on a combination of ranking and a lottery to insure that students are selected in a fair and equitable manner. Admission to Long Beach City College does not insure acceptance into these programs. To be considered, students must complete stated prerequisites, submit an official application form, send official transcripts, and attend a formal group advising session before stated deadlines. After the stated deadlines, applications are evaluated and given numerical scores. Once admissions for a given semester are completed, there are no waiting lists maintained. Students have the opportunity to reapply for a subsequent term and are evaluated compared to the other students applying at the same time.

Effective August 2004, no new students were added to existing waiting lists. Students on existing waiting lists must complete all prerequisites that were in effect at the time they applied. New students must meet current requirements.

High School Graduates (2006)
Students in their senior year may apply as specified above.

International Student Program/ Admissions

Long Beach City College encourages students from other countries to enroll. International student tuition is $160 per unit, the capital outlay fee is $9 per unit, and the enrollment fee is $26 per unit. All fees are subject to change without notice. In addition, students will pay a College Services fee and a Health Services fee. International students must also purchase the College Health Insurance Plan. There is an optional parking fee.

Students may live in an apartment, with relatives or friends or with an American family in a homestay. The prices range widely. Contact the International Student Office for assistance. There is bus transportation directly to campus from throughout the community.

Through the college's International Students Club, members plan local trips, parties and other events that help international students make friends, learn about other cultures and explore Southern California activities and attractions.

How to Apply:
Request an application packet containing the forms you need from:

> Long Beach City College
> Attention: International Student Admissions
> 4901 East Carson Street
> Long Beach, CA 90808 USA
> **or**
> obtain it online at http://intl.lbcc.edu.

Complete and return your application, along with a $40 application fee. Application materials must be completed by June 1 for the fall semester and November 1 for the spring semester. The form I-20 will not be issued until all requirements are met. Those applicants who have properly submitted all necessary forms will be accepted in order of completion until the semester begins.

Your completed application file should contain:

1. A TOEFL test score. English proficiency, indicated by a score of 500/173/61 or better on the Test of English as a Foreign Language (TOEFL), is required to be considered for admission. Request a test application form from:

> TOEFL - Educational Testing Services
> Box 899
> Princeton, New Jersey 08540 USA
> **or**
> online at http://www.toefl.org.

2. A financial statement, to comply with U.S. immigration requirements, showing access to sufficient funds to pay college and living expenses for the duration of your studies. Submit the College Financial Statement form with your application. The approximate cost per school year is $16,000 in U.S. dollars. The financial statement must be filled out using U.S. dollars. A sponsor's bank statement showing sufficient funds must also be submitted. The form may be requested from the International Student Office.

3. Transcripts showing academic preparation equivalent to receipt of a U.S. high school diploma, which is twelve years of elementary and secondary school. Please request that official copies of your transcripts be sent to the college. They should show all courses taken in the last three years of secondary school, the grade received in each course, grading method, the minimum passing grade allowed and the date of your completion of secondary school. Transcripts for any college classes completed must also be supplied. All must

be translated into English and notarized before being submitted.

4. Proof of medical insurance must be on file before a student may register for classes. Such insurance must be maintained throughout enrollment at the college. Applicants must provide proof of not having tuberculosis.

5. An F-1 application form for Form I-20 must also be signed and returned directly to the college.

American Language and Culture Institute

Long Beach City College's American Language and Culture Institute combines instruction for men and women at all levels of English proficiency with exposure to Southern California's dynamic blend of arts, sports, entertainment and business.

Whether you want to master English to take a TOEFL exam, attend a U.S. university, travel in English-speaking countries or for your business or career, the Long Beach City College American Language and Culture Institute is for you.

Students, business people, professionals and others will benefit from this strong program of language acquisition enhanced by the opportunity to learn about U.S. culture and customs.

The American Language and Culture Institute offers the opportunity to acquire or improve English language skills rapidly through intensive study, augmented by individualized computer instruction. Adults of all ages and levels of proficiency will be able to benefit.

Nine-week sessions are held throughout the year. Classes are conveniently scheduled early in the day to permit free time to explore Southern California's many attractions.

Registration Procedures

Students are responsible for officially registering in classes. A registration receipt is proof of enrollment. Students may not attend a class unless they are properly registered in that class. Registration may be done on-line, over the phone, or on a walk-in basis. See the Schedule of Classes for the semester enrolled to learn about registration dates, times and instructions.

Students are also responsible for officially dropping classes and must do this at the Admissions and Records Office, online, or over the phone.

Fees, Tuition and Other Expenses

Students must pay all fees and tuition at the time of registration unless otherwise indicated. All students are required to purchase their own books and regular supplies. All fees are subject to change after the printing of the schedule of classes.

A $15 fee will be charged for all returned checks. Under Assembly Bill 1226, any person who writes a check dishonored for lack of funds is civilly liable, and under the law is liable for three times the amount of the check, plus the face value of the check.

Nonresident Tuition: Students who have been classified as non-residents (see residence section) shall be required to pay nonresident tuition at the rate of $151 per unit and the normal enrollment fee of $26 per unit, for a total of $177 per unit (rate subject to change without notice). International students are required to pay the $151 non-resident fee, the $26 normal enrollment fee, and a capital outlay surcharge of $22 per unit, for a total of $199 per unit.

Books, Supplies and Course Materials Fees: You must purchase all books and many of the supplies required by instructors of the classes in which you enroll. If your class has a materials fee, it will be printed in the schedule of classes and that fee must be paid during registration. When possible, the bookstore sells used books at reduced prices. The bookstore generally stocks the supplies you may be required to purchase.

College Services Card Fee: This optional fee, administered by the Associated Student Body, underwrites many of the services, programs and extracurricular classroom experiences that otherwise cannot be provided. Some of these services include: scholarships, five percent discount on textbooks and supplies, foodcourt, on-campus check cashing, bus pass purchases, legal advice, accident insurance, theatre, music and athletic events and Long Beach Schools Credit union Services. The College Services Card fee is $20 for fall and spring and $15 for summer sessions.

Student Health Fee: A health fee will be charged upon registration, unless students meet one of the exemptions listed blow:

1. Any student who depends exclusively on prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. Documentary evidence of such an affiliation is required.

2. Students attending college under approved apprenticeship training programs under Section 76355(c)(2).

The Student Health Services Offices are located on both campuses and are staffed by a registered nurse. Services include:

- Health assessment
- Health referrals
- First aid treatment
- Health counseling
- Blood pressure check
- Pregnancy tests
- Vision screening
- Hearing screening
- Over-the-counter medications for colds, flu, and headache
- Health-related programs such as the annual LBCC health fair
- Insurance coverage for accidents occurring on campus or at off-campus, college-sponsored events ($50 deductible).

Parking Fee: Students must purchase a parking permit to park on-campus. The parking fee for automobiles or motorcycles is $25 during the fall or spring semester. For students receiving financial aid, the fee is $20. The fee for all students during summer sessions is $15.

Printing Fee: A printing fee of $.10/page will be charged for each page duplicated in the open access labs and library on campus. Students are welcome to save the information to a disk to print at home or take to another source for duplicating.

Indebtedness: The College cannot extend deadlines for paying fees or expenses. In the event that a student becomes indebted to the college due to library fines, books or athletic equipment damage or loss, student loan defaults, breakage of equipment, bad checks, failure to meet attendance regulations for financial aid or for any other reason, the college will deny further enrollment, refuse to release transcripts and refuse to release information to potential employers or other agencies until all indebtedness has been cleared.

Refunds

For purposes of this section, the "first week of instruction" is the first week scheduled for that class not necessarily the first week of student enrollment or attendance.

Long Beach City College will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they received.

At LBCC a student's withdrawal date is:
1. The date the student officially filed a drop through the Admissions Office, via online, or over the phone, or

2. The midpoint of the semester for a student who leaves without notifying the college or

3. The student's last date of attendance at a documented academically related activity.

Long Beach City College does not have leaves of absence.

Transfer Rules and Refunds

Students may transfer from one class to another within the same academic discipline upon the approval of the instructors involved. Transfers shall not be considered withdrawals.

Definition of a Course Transfer: After the refund/transfer period, transfers may only be made between classes in the same academic discipline. Furthermore, transfers will only be allowed under the following conditions:

1. Both classes are of equal length and start in the same week.

2. The class from which the transfer is being made is shorter than the new class and both start in the same week.

3. The class from which the transfer is being made is longer than the new class and both end in the same week.

Fee Refund/Transfer Period: In order to receive a refund or transfer enrollment fees or nonresident tuition from one class to another, students must officially withdraw or transfer within the period defined below. Transfer of fees and tuition will be made at the 100 percent rate; refunds will be 100 percent less the service charge of $10. The period depends on the length of the class, regardless of when the student enrolls.

1. For classes that are scheduled for the entire semester, the refund/transfer period is the first two weeks of the semester. After the second week, no refund can be made and transfers may only be made within the same academic department provided that permission is granted by the instructors.

2. For all other classes that are scheduled for shorter or longer periods of time than the regular semester, the refund/transfer period is the first ten percent of the total scheduled class meetings, excluding holidays. After ten percent of the scheduled class meetings have passed, no refunds can be made and transfers may only be made within the same academic department provided that permission is granted by the instructors.

Nonresident tuition, health fees, materials fees and enrollment fees will be automatically refunded to students who **officially** withdraw or transfer during the refund period. After this period, they will not be refunded. All enrollment fee refunds except those caused by cancellation of classes are subject to a service charge of $10.

In the case of a verified military withdrawal, enrollment fees will be refunded with no service charge, provided no academic credit is earned.

College Services Card and Parking Fees will be refunded within the refund/transfer period defined above. After this time there are no refunds. All requests for refunds must be accompanied by the College Services Card and/or parking permit. No refunds will be granted without the appropriate documentation. College Services Cards will be refunded at the ASB Bank. Parking permit must be surrendered to the Cashier's Office to be eligible for a refund. Parking fees will be refunded by the Cashier's Office via US mail.

Appeal for Refund Due to Special Circumstances
1. The Dean, Admissions and Records, and Registrar shall consider all appeals for refund of tuition and enrollment fees.

2. The Vice President of Student Support Services or Designee, shall consider all appeals for refund of College Services Card and parking fees.

Change of Address

Change of address or name must be reported immediately to the Admissions and Records Office to ensure that the student's grades and transcripts are correct. Change of address for payroll purposes is made in the Fiscal Affairs Office to ensure correct delivery of paychecks and W-2 Forms.

Student Conduct

All students must conform to the Standards of Student Conduct, which has been established by students and college staff and has been approved by the Board of Trustees. The Standards of Student Conduct are listed in the Academic Policies section of this catalog and are strictly enforced by the office of Student Life.

Knowing Your Responsibilities

Long Beach City College provides you with a wide variety of academic assistance and personal support, but it is up to you to know when you need help and to seek it out.

It is your responsibility to keep informed and to obey the rules, regulations and policies, which control your academic standing and your life as a Long Beach City College student.

Meeting deadlines, completing prerequisites and satisfying the degree and certificate requirements, as found in the curriculum guides and in this catalog, are all part of your duties as a student.

Consult this catalog, the college and school announcements and the schedule of classes for the information you need. Watch for official announcements in the *Viking* and on-campus bulletin boards.

Family Educational Right to Privacy Act (FERPA)

All student records of Long Beach City College are maintained in accordance with the provisions of the Family Rights and Privacy Act of 1974. Copies of the complete text of this act are available in the college library (see "Family Educational and Privacy Rights" in Shepherd's Acts and Cases by Popular Names). The two basic elements of the act are the student's right to review and challenge his/her record and the conditions under which information in the record can be released to outside parties.

1. Students may request access to challenge the correctness or appropriateness of any part of the record. However, students are advised that grades, though a part of the record, are considered final as assigned by the instructor and can only be challenged on the basis of clerical error, fraud, bad faith or incompetency.

2. Student information, except for directory information as defined below, cannot be released by the college to any outside agency, except for those entitled to access under the act, without signed permission of the student. The student may further restrict the release of name and attendance verification by completing the appropriate form in the Admissions Office. In the absence of having this form on file, the college may release directory information to any person or agency. Directory information is defined as dates of attendance, degrees, certificates or awards received, verification of student participation in school activities and sports and weight and height of members of athletic teams.

3. Parents may have access to records of their children but only if the children are still their dependents as evidenced by a claim of same on federal income tax returns. Parents desiring access to the records of a dependent child must present the full name, social security number and birth date of the child, their own personal identification and a copy, that the college district may keep, of the current year's federal income tax return indicating the child has been claimed as a dependent. Parents seeking to review records of a dependent child during the early months of the year must be able to demonstrate that they have already filed for the year even though the filing deadline isn't until April 15th.

4. By law, notwithstanding any of the above, all student records must be released under court order. The student will be notified by mail to the last address on file of any such access, and the student shall have the right to request a copy of any information released in this manner.

5. Any questions regarding the student's rights under this act should be directed to the Dean, Admissions and Records.

Drug-Free College Statement

The Long Beach Community College District is committed to providing an appropriate environment free from illicit drugs and alcohol. As a preventive measure, appropriate information regarding the health risks associated with the use of illicit drugs and abuse of alcohol will be provided for students. This information may be obtained from the College Health Services Offices–(LAC) (562) 938-4210 or (PCC) (562) 938-3992. In addition, information may be obtained regarding counseling, treatment, rehabilitation and re-entry programs. Long Beach City College offers forums and other educational programs regarding the harmful effects of drugs and alcohol. Information regarding programming may be obtained from the Office of Student Life, (562) 938-4154. All inquiries will be held in the strictest confidence.

In compliance with federal legislation, it is the policy of the Long Beach Community College District to maintain a drug-free environment and support a drug prevention program for students use. The unlawful

manufacture, distribution, dispensation, possession, use or sale of illicit drugs or alcohol is prohibited by all students in all buildings, property, facilities, service areas and satellite centers of the district or as part of any district activities. Any student violating this policy will be subject to appropriate disciplinary action.

Student Right-To-Know and Campus Security Act

The Long Beach Community College District is committed to making the campuses of Long Beach City College as safe as possible for students, employees and visitors. The Long Beach Police Department-College Unit exists to inform, educate and make individuals aware of personal safety, as well as the safety of others. Students are encouraged to promptly and accurately report all criminal and emergency actions to the Long Beach Police Department College Unit on either campus. Those actions requiring further reporting should also be reported to the appropriate law enforcement agency. Assistance will be provided, as needed, to accomplish this task.

Policies exist identifying Long Beach City College as a secure facility. Access to all facilities outside of class hours requires prior approval from the Office of Administrative Services.

Under the auspices of the Long Beach Police Department-College Unit, monthly crime reports are compiled and distributed for both student and employee consumption. These reports are intended to inform individuals about current criminal experience, as well as educate individuals regarding crime prevention. The Police Department also recommends and conducts programs designed to inform students and employees about campus security procedures and practices which encourage individuals to be responsible for their own security, as well as the security of others. In addition, pamphlets are prepared and distributed by the Long Beach Police Department- College Unit on a regular basis to new students and employees regarding campus safety and crime prevention.

Public information regarding sex offenders in California may be obtained by viewing the Megan's Law Web site at the Long Beach Police Department and/or the Los Angeles County Sheriff's Department.

Long Beach Police Officers assigned to the College Unit have the authority and responsibility to enforce all policies, rules and regulations of the District, as well as local, state and federal laws.

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, it is the practice of the Long Beach Community College District to make available its completion and transfer rates to all current and prospective students.

In accordance with this legislation, beginning in Fall, 2002, all certificate, degree and transfer-seeking first-time, full-time students were tracked over a three-year period; their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Long Beach City College, nor do they account for student outcomes occurring after this three-year tracking period. The Fall 2002 group represents only 2% of the students enrolled at the college that term.

Based upon the group defined above, 30% attained a certificate, degree or became "transfer-prepared" during the three-year period (Fall 2002 to Spring 2005). Students who are "transfer prepared" have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the group defined above, 20% transferred to another California postsecondary institution (CSU, UC or another California Community College) prior to attaining a degree, certificate, or becoming "transfer prepared" during a five-semester period (Spring 2003 to Spring 2005).

Of the students who entered the college in Fall 2002, 27% were still enrolled at Long Beach City College the academic year following the three-year tracking period. Based on another study, the average time to degree for Long Beach City College students is 4 1/2 years (9 semesters).

More information about Student-Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges "Student-Right-to-Know Information Clearinghouse Website" located at http://www.cccco.edu/divisions/tris/mis/srtk.htm.

Counseling & Student Development

The Counseling Office assists students in the selection of career and educational goals consistent with their interests and aptitudes. The counseling department is designed to complement the instructional department by providing specialized services, including testing and counseling on personal problems which may affect a student's progress in college. Counselors are available to help each student utilize to the best possible advantage the educational opportunities offered by Long Beach City College. Counseling services are available Monday-Wednesday 8 a.m.-7 p.m., Thursday, 8 a.m.-5 p.m. and Friday, 8 a.m.-4:30 p.m. Call LAC (562) 938-4560 or 938-4561 or PCC (562) 938-3920.

The Counseling Office also provides Online Counseling as a flexible alternative to meeting with a counselor. Visit the Online Counseling website at https://onlinecounseling.lbcc.edu or access it directly from the LBCC website at http://www.lbcc.edu and click *Online Counseling*. Not all counseling services are available online.

Campus Child Development Center

Child-care services make attending classes more convenient for many students. Quality care is available for children between 2-5 years of age (before kindergarten entrance). Both campuses have child-care facilities. The facility used is NOT dependent on the location of classes. Both Centers have scheduled four-hour sessions and extended times to accommodate students. The Centers are open Monday-Thursday, 7:00 a.m. – 5:30 p.m, Friday 7:00 a.m – 12:00 p.m. For information about fees, space availability and parent responsibilities, contact the PCC Center at (562) 938-3079 or 938-3080 and/or the LAC Center at (562) 938-4253 or 938-4728.

Student Success Transfer Services Center

The Student Success Transfer Services Center offers assistance to new students as well as those anticipating or in the process of transferring to a four-year university. Paper and Online Applications are available for CSU, UC, and private universities. Services available include scheduling of assessment exam/orientation; assisting with online registration; providing general education, transfer and curriculum guides; and sharing information about financial aid. Students may schedule appointments and transfer workshops with transfer representatives from a variety of four-year public and private colleges and universities. The SSTSC is open Monday-Wednesday from 8:00 A.M.-7:00 P.M., Thursday from 8:00 a.m.-5:00 p.m., and Friday from 8:00 a.m.-4:30 p.m. There are Centers on both campuses; at the Liberal Arts Campus in A-156 and at the Pacific Coast Campus in GG-108. Appointments may be made in the Center at the LAC by calling (562) 938-4670 and at PCC by calling (562) 938-3920. Please visit our website at http://transfer.lbcc.edu.

Student Life

The mission of Student Life is to create, encourage, and support a positive collegial learning environment whereby the educational goals of students and the College are enhanced. Various events and programs are scheduled on a regular basis, which give students the opportunity to become involved in campus life. These activities foster personal growth, social interaction, and cultural exchange. Other student programs also present opportunities for leadership development, shared governance, competition, and volunteerism.

The programs and services that make up the area of Student Life include the Associated Student Body Bank, Athletics, Intramurals, Student Conduct and Discipline. For more information on how the area of Student Life can assist you, contact the Office of Student Life, which is located upstairs in the College Center (Building E) on the Liberal Arts Campus.

Career & Job Services Center

The Career & Job Services Centers at LBCC are here to assist individuals in their career planning and job search endeavors. This dynamic process is lifelong and can entail individual counseling or group counseling in a classroom setting.

The programs and services available to help in this personal exploration include: career assessments and counseling, an expansive career library, and a career lab equipped with computers, Internet access, and a VHS/DVD library of career related materials.

The opportunity to explore choices is what the centers are all about. The centers are staffed with counselors, career technicians, and student assistants who are available to assist you. The centers are located on the Liberal Arts Campus, L-102 Southeast corner of the library and the Pacific Coast Campus, AA-128 Administration building. For more information and hours, call: LAC (562) 938-4283 or PCC (562) 938-3915. You may also visit our website at http://careers.lbcc.edu.

Economic and Resource Development

Economic and Resource Development develops, implements, and administers multiple economic development grants and workforce preparation projects from a variety of government and private funding sources to enhance the College's instructional programs and services to address regional workforce preparation needs. Economic Development grants are dedicated to business expansion in five core industry clusters – small business development, international trade, information technologies, transportation and healthcare. The grants and projects enable the college to enhance its full complement of services, including assessment, technical education, training in workplace skills, internships, apprenticeships, and customized training to meet business-specific needs.

Economic development refers to the activities that support the attraction, expansion and retention of jobs. Workforce preparation refers to programs and services, which prepare people for entry-level work and career advancement including technical preparation, basic skills and employability skill sets.

ERD develops and maintains collaborative partnerships between education and local industry, through industry advisory groups to ensure the College's curricula meets and exceeds industry standards. The office offers professional development courses for the community at large, customized training for business and industry, technical assistance, GED testing and employee assessment and skills development programs. For more information, please call (562) 938-5020.

Women and Men's Resource Center

The center provides services and activities designed to help individuals pursue career and educational goals through the development of skill, capability and confidence. These services include: referrals to college and community resources, weekly educational workshops and seminars, parenting education workshops, support groups, crisis counseling, a student lounge and study area with a student dedicated computer and staff to provide individual assistance.

The Women and Men's Resource Center is located on the Pacific Coast Campus in room DD142. For additional information, please call (562) 938-3987. Hours: Monday-Thursday 8:00 a.m. – 5:00 p.m., Friday 8:00 a.m. – 3:30 p.m.

Student Health Services

A Student Health Center on each campus provides health education and promotion, health assessment, selected health screenings and limited illness care. Scheduled health education and promotion events include the health fair, smoking cessation activities and breast cancer awareness programs. In cooperation with Student Health Services, the Long Beach Public Health Department provides counseling and testing for human immunodeficiency virus (HIV) and other sexually transmitted diseases (STDs).

Students are covered by accident insurance for injuries that occur on campus or at college-sponsored events. Students needing to use the college student accident insurance coverage must contact someone in one of the Student Health Centers as well as report the injury to the supervising instructor immediately. This accident coverage is secondary to any primary coverage by which students are covered and is subject to certain exclusions and limitations. In order to obtain the highest level of coverage, students must be treated by approved physicians in the Blue Cross Prudent Buyer program. All claims are subject to a $50 deductible.

The LAC Student Health Center is located in Q120-124, near the pool area. The PCC Student Health Center is located in the administration area in AA101-106. For information concerning current hours of operation or to make an appointment, telephone (562) 938-4210 for the LAC Center or (562) 938-3992 for the PCC Center.

Voluntary Health Insurance
Optional medical and dental insurance plans are available for students and their dependents. These are supplemental plans which have costs attached to them. Brochures and application forms are available in the office of the Student Life and in the Student Health Centers.

Psychological Counseling Services
Student Health Services and the Counseling Departments on both campuses have cooperated to provide brief psychological counseling for students with personal problems. Appointments are made and the counseling sessions are held in the offices of the Counseling Departments at LAC (562) 938-4559 and PCC (562) 938-3922. The personal counseling is provided by a clinical psychologist and professional counselors from Family Service of Long Beach. Sessions are strictly confidential. Visit our website at http://couns.lbcc.edu/personal_counseling/ index.htm

Campus Security and Crime Awareness

It is the policy of the Long Beach Community College District to maintain a safe and secure environment for its students, staff, and visitors. Safety and security requires that everyone on campus be alert, aware, and responsible.

The Long Beach Police Department provides police services to the Long Beach Community College District through its City College Unit. The City College Unit is comprised of an assigned Lieutenant, four police officers, and 16 security officers that are assigned to both the Liberal Arts Campus and the Pacific Coast Campus.

EMERGENCY SERVICES – 911 or 9911 from campus phones:
Contact the Long Beach Police Department with any emergencies such as crimes in progress, medical aid, or any incident requiring immediate police/security response.

GENERAL POLICE SERVICES – (562) 938-4910 or (562) 435-6711:
Contact the Police Department for questions or problems regarding security, lost and found items, thefts or other crimes. The LAC office is located north of the Library in Parking Lot C. Business hours are Monday through Friday, 8am to 5pm. After business hours call the General Service number or 911 (9911 for on-campus phones) for an emergency.

Evening Safety Escorts
Escorts are available to students at both LAC and PCC. Students should call the City College Unit through the General Service number to arrange for an escort to meet them on campus.

Parking and Traffic Regulations
Parking permits are required for all Long Beach City College lots; that is, a current semester student parking permit or a daily permit. Student permits and daily

permits do not authorize parking in staff or other reserved areas except where posted otherwise. Parking is available on a first-come, first-served basis. Having a permit does not guarantee that a student will find a parking space near his or her class. At the LAC, there is additional parking in the Veterans Stadium Parking Lot. Parking permits are purchased each semester during registration at the time the College Services Card is purchased or may be obtained later at the Cashier's Office.

These rules are enforced to ensure the rights of permit holders, as well as to provide for the safety of people and property:

1. Parking permits are **required at all times** in LAC and PCC parking lots. Parking permits are purchased each semester during registration. After registration, permits may be purchased from the Cashier's Office at either campus. For students who do not wish to purchase a semester parking permit, one-day parking permits are available at both campuses. Parking permit machines at LAC are located on the west side of parking lot 'J', on Lew Davis, and lot 'E'. The PCC Machine is located on the south side of parking lot 3. Meter Parking is available in Lot F, G, H, and on Lew Davis at LAC. Meters are available Lot 2 at PCC. There are also 30 minute visitor parking zones along the north curb of Carson Street for LAC.

2. Semester parking permits must be attached to either the rear view mirror so that it is visible from the front of the vehicle or on the lower left corner of the rear window (driverside). One-day parking permits must be placed in plain view on the vehicle dashboard with the permit facing upward. Students who are having difficulty displaying a permit should go to the College Police Trailer for assistance. Students driving a convertible-type vehicle can obtain a special convertible permit from the LAC College Police trailer, in lot 'C.' This special convertible permit can only be obtained after the purchase of a semester parking permit.

3. Student permits and daily permits do not authorize parking in staff or other reserved parking spaces except where posted otherwise.

4. Parking is available on a first-come, first-served basis.

5. All vehicles must be parked between the lines of a designated parking space only. Backing into parking stalls is not permitted.

6. A permit does not guarantee a parking space in the parking lot of choice. You are advised to allow ample time to find parking. At LAC, there is additional parking in the Veterans Stadium parking lot.

7. Citations are issued by the Long Beach Police Department to automobiles, motorcycle, and mopeds that do not display a properly placed, current parking permit. Students parked in staff or other specially designated areas will also be cited.

8. Students may not double park nor circle the parking lots to wait for a parking space.

9. No adjustments will be made for parking citations at the Long Beach Police Department - College Unit. Individuals wishing to contest citations must do so by following your instructions on your citation or by calling (562) 570-6822.

10. Motorcycles and mopeds are to be parked only in areas specifically posted for their use. Operators must purchase a current semester parking permit and keep it in their possession. Motorcycles and mopeds may not be driven on campus or parked on sidewalks. Violators will be cited.

11. Students, staff, or faculty with state-issued disabled placards are to park in the marked handicapped spaces. If a handicap space is not available, parking is allowed in any other student or staff space. Disabled permits are not valid in carpool or other reserved spaces.

12. Regulations pertaining to parking can vary from lot to lot. It is the responsibility of the driver to read the parking regulations that are posted at the entrance of each parking lot.

Student Financial Aid

Long Beach City College administers a comprehensive student financial aid program to assist students in meeting college costs. The amount of financial aid awarded varies from student to student, depending on the individual's need and resources.

Financial aid awards are based on calculated financial need as determined by the Free Application for Federal Student Aid. The FAFSA may be completed via the paper application, which is available at the LAC Financial Aid office or the PCC office, or may be completed on the Web at www.fafsa.ed.gov. Student budgets include educational expenses, such as tuition, fees, books, supplies, housing, food, transportation, child-care and personal expenses.

Financial aid recipients must adhere to the standards of progress of the financial aid programs.

Federal Programs
To be eligible for the federal Financial Aid programs, the student must be a U.S. citizen or an eligible non-citizen as defined by federal regulations.

Federal regulations also require financial aid recipients to either have graduated from high school or have completed a recognized equivalent (such as the California High School Equivalence examination or the GED). Those who do not meet the above requirements must pass a federally approved Ability to Benefit test through the Long Beach City College Assessment Center.

Federal Pell Grants provide federal grants that range from $400 to $4050. In order to be eligible for a Pell grant, the student must have financial need as

determined by a formula that is applied uniformly to all applicants throughout the nation.

Federal Supplemental Educational Opportunity Grants (FSEOG) are federal grants that range from $100 to $1000 per year at Long Beach City College.

The Federal Work Study Program (FWS) provides part-time employment. Students are employed a maximum of fifteen hours per week while school is in session. The pay rate for most Federal Work Study positions is currently $6.75 per hour for the first year (540 hours) and $7.25 per hour during subsequent years.

The Federal Perkins Loan Program (formerly the National Direct Student Loan Program) provides low-interest, long-term loans. No interest is charged, nor is repayment required while the borrower is enrolled in school at least half-time. Payments and interest of five percent per year begins nine months after the borrower ceases to be enrolled or is enrolled less than half-time.

The William D. Ford Direct Loan Program provides loans to students to be used for educational expenses. Community college students may borrow up to $2625 for the first year of study and up to $3500 per year after successful completion of the first year.

The amounts awarded to the student from the FSEOG, FWS, Perkins Loans and the William D. Ford Direct Loan programs will vary depending upon the financial need of the student. Financial need for these programs is determined by the use of the Free Application for Federal Student Aid (FAFSA), which is available at the Financial Aid Offices at LAC and PCC. FSEOG, FWS and Perkins Loans funds are limited and early application is strongly advised. Be sure to check the financial aid calendar published in the current schedule of classes for financial aid deadlines.

State Programs
Cal Grant A helps low- and middle-income students with tuition/fee costs at four-year colleges and universities. Grant recipients are selected on the basis of financial need and grade point average.

If you qualify for a Cal Grant A and want to attend a public community college first, the Student Aid Commission will hold the tuition/fee award on reserve until you transfer to a four-year school, provided you continue to qualify.

Cal Grant B provides a living allowance and tuition/fee help for low-income students. Cal Grant B's may be used at community colleges, as well as at four-year schools.

Cal Grant C helps vocational school students with tuition and training costs. Recipients must be enrolled in a vocational program at a community college, independent college or vocational school, in a program of study from four months to two years in length.

The application period for all Cal Grants is from January 1 until March 2 for the following academic year. Application materials and help with filling them out are available in the Financial Aid Offices at LAC and PCC during the application period.

Applications, Program Guidelines and Deadlines
Students who plan to apply for financial assistance to meet their educational costs at Long Beach City College are encouraged to obtain the following information bulletins from the Financial Aid Office.

USDE Student Guide
Financial Aid Workbook, 2006-2007
Money for College at LBCC
Satisfactory Progress Policy

Students are invited to visit the Financial Aid Office to talk to any of the staff members for further clarification and financial counseling.

Financial Aid Office	Financial Aid Office
Liberal Arts Campus	Pacific Coast Campus
4901 E. Carson Street	1305 E. Pacific Coast Hwy
Long Beach, CA 90808	Long Beach, CA 90806
(562) 938-4257	(562) 938-3955

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program provides services and activities that are "over and above" what is traditionally provided to community college students. EOPS is designed to help low-income and educationally disadvantaged students have a successful college experience and complete their career goals.

The following services are provided by the program at Long Beach City College: priority registration, academic and personal counseling, peer advisement, study skills workshops, developmental courses, individual tutoring and financial assistance.

Students who would like to apply for the program must first complete an application for financial aid at the Financial Aid Office.

EOP&S Eligibility: Students must be enrolled full-time, be eligible for the California Board of Governors' Grant (BOGG) and meet the educationally disadvantaged criteria.

Cooperative Agencies Resources for Education (CARE): The CARE program provides support services to assist students in EOPS who are single parents with children under the age of fourteen and recipients of CalWorks or GAIN. The objective of the program is to help eligible students complete college-level training and educational programs.

G. I. Bill
Generally, veterans' eligibility for benefits expires 10 years after release from active duty. (Extensions are sometimes granted in cases of disability.)

At the beginning of each semester, all veterans and dependents must pick up an Attendance Verification Card and return it to the Veterans' Affairs Office at PCC with all of their instructors' signatures within the first two weeks of class. Other information is available at the Veterans' Affairs Office (in the administration wing at the Pacific Coast Campus).

G. I. Bill benefits will be paid according to the following schedule:

Regular Semester

Full payment	at least 12 units
3/4 payment	at least 9 units
1/2 payment	at least 6 units
1/4 payment	at least 3 units

*1/4 payment is not available in all programs and may not be advisable under certain conditions. Check with the Veterans Affairs office for more information, (562) 938-3929.

College Programs

Long Beach City College administers more than 1000 scholarships each year. These scholarships are funded by campus and community organizations, local businesses and private donors. Applications for scholarships will be available October 3, 2005 and due December 15, 2005.

The Scholarship Office/Foundation Office is located in Building "I," Martha Knoebel Center, near Parking Lot C at the Liberal Arts Campus. The Scholarship Office is located in AA128 at the Pacific Coast Campus.

Support Services for Disabled Student Programs and Services (DSPS)

The Department of DSPS provides assistance to disabled students requiring special services at the college. They include:

1. Specially designated parking spaces.

2. Ramps and elevators for accessibility to main campus facilities.

3. Registration assistance for students unable to negotiate regular registration procedures.

4. Specialized academic, personal and vocational counseling.

5. Special equipment for campus use and home loan, such as tape recorders, visual enlarging machines, a talking calculator and adaptive computer equipment.

6. Services of the State Department of Rehabilitation, such as vocational counseling and guidance, training and job placement.

7. Specialized instruction for students with physical, learning, psychological and/or developmental disabilities.

8. An innovative Special Learning Center for disabled students to provide self-pacing programs and vocational exploration packages, located at the Pacific Coast Campus.

9. Specialized services for the deaf and hard of hearing, including speechreading (lipreading) instruction, courses in total communication, as well as the coordination of classroom interpreters for deaf students. Students who may need these services should inform the DSPS office before they enroll.

10. Adapted physical education for physically limited students requiring specialized physical education.

In addition to these services, the program has as its goal the integration of the student with a disability into the mainstream of college activities. For information or appointments, please call: LAC (562) 938-4558; PCC (562) 938-3921; (562) 938-4833 TDD. You may ask questions of a DSPS counselor online at https://onlinecounseling.lbcc.edu or from the LBCC website, http://www.lbcc.edu then click *Online Counseling.*

Civil Rights Compliance Statement

The Long Beach Community College District does not discriminate in its admissions, educational programs, activities or employment policies on the basis of race, religious creed, color, national origin, ancestry, gender, sexual orientation, age (over 40), disability, marital status, medical condition, or disability (mental and physical, including HIV and AIDS), other protected classes, or status as a Vietnam-era veteran, or obligations to the National Guard or Reserve forces of the United States.

The District is subject to Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments Act of 1972; the Rehabilitation Act of 1973, sections 503 and 504; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990.

The lack of English language skills will not be a barrier to admission and participation in the District's programs. Anyone with a question or a discrimination complaint should contact Irma Ramos, Administrative Dean of Human Resources at (562) 938-4095.

Title IX. Prohibiting Sex Discrimination in Education

The Long Beach Community College District is committed to support all regulations under Title IX. "No person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any operation of an educational institution that receives federal funds."

6Anyone with a question or a discrimination complaint should contact Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

AB 1088 Mandatory Orientation: Sexual Violence Prevention

In compliance with Assembly Bill 1088, the Long Beach Community College District provides sexual violence prevention information to students during on-campus orientations, and posts this information on the campus Internet Web site www.lbcc.edu, (follow links: Students, Health Services, Sexual Assault). This site contains valuable information about Ways to Avoid Rape, What to Do in a Risky Situation, and What to Do in Case of Rape.

If you are the victim of sexual assault on campus, **immediately** call the Long Beach Police Department unit at the college: **911** from a cell phone or **9911** from a campus phone for an officer response. You may choose to go directly to a hospital emergency room for medical care. In addition, the Sexual Assault Crisis Agency (SACA) provides several unique services including: an advocate to accompany you to the hospital, confidential individual counseling, support groups for survivors and families, and advocates to assist you in working with courts and law enforcement agencies.

LBCC Personal Counseling and Health Services are available on both campuses during business hours.
Counseling Offices: LAC Building A 938-4559 or PCC Building GG 938-3922.
Student Health Services: LAC Bldg Q120 near the Gym 938-4210, PCC Bldg AA114 near Administration 938-3992.
Sexual Assault Crisis Agency- 24 hour hotline (English and Spanish) 562-597-2002, 1703 Termino Avenue, Suite 103, Long Beach Ca 90804.

Americans with Disabilities Act of 1990

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination against people with disabilities in employment, public services including public and private transportation, public accommodations and telecommunications services.

Support services for students with a disability are provided through the Disabled Student Services Program. Anyone needing information about our services for students with a disability should contact this office at (562) 938-4558 voice or (562) 938-4833 TDD.

Anyone with a question or a discrimination complaint should contact Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808 at (562) 938-4095.

Sexual Harassment Policy Statement

The Long Beach Community College District provides an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes. Sexual harassment includes a prohibition against sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. Sexual harassment is a violation of an individual's civil rights and will not be tolerated.

Individuals with questions and/or a sexual harassment complaint should contact Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808 at (562) 938-4095.

Section 504, Rehabilitation Act

In compliance with Section 504 of the Rehabilitation Act, the District has developed a Disabled Student Services Program headed by Mark Matsui. He is located at 4901 E. Carson St., Long Beach, CA 90808. Anyone needing information about our program for students with a disability should contact this office at (562) 938-4558 voice or (562) 938-4833 TDD.

The Long Beach Community College District encourages the full participation of students with a disability in regular classes. The college offers support services to provide students with an equal educational experience. Disabled Student Services provides sign language interpreters, note-takers, readers, disability related counseling, test-taking accommodations, speech services, adapted equipment and a variety of other services.

Anyone with a question or a discrimination complaint should contact Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

Declaracion de Cumplimiento de los Derechos Civiles

El distrito de la universidad de la comunidad de Long Beach no discrimina en sus normas de admisión, programas educativos, actividades o regulaciones de empleo en lo referente a raza, edad (más de 40 años), sexo, religión, ascendencia, color, nacionalidad, incapacidad, condición médica, estado civil, orientación sexual o por ser veterano de la guerra de Vietnam o por tener obligaciones con la Guardia Nacional o con las Fuerzas de Reserva de los Estados Unidos. El distrito está sujeto a los artículos VI y VII del Acta de 1964 de los Derechos Civiles, el artículo IX de la Enmienda Educativa de 1972, el Acta de Rehabilitación de 1973, secciones 503, 504 y el Acta de Americanos con Incapacidades de 1990.

La falta de conocimiento de la lengua inglesa no será una barrera para la admisión y participación en los programas del distrito.

Para hacer preguntas o presentar quejas por discriminación, pueden comunicarse con Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

Articulo IX Prohibición de Discriminación Sexual en la Educación

El distrito de la universidad de la comunidad de Long Beach está comprometido a apoyar todas las regulaciones del artículo IX que especifica que: Ninguna persona en los Estados Unidos, por condición de su sexo, podrá ser excluída de participar o serle negados los beneficios o ser sujeta a discriminación en ninguna actividad que se lleve a cabo en una institución educativa que reciba fondos federales."

Para hacer preguntas o presentar quejas por discriminación, pueden comunicarse con Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

Americanos con Incapacidades–Acta De 1990

El Acta (ADA) de 1990 de Americanos con Incapacidades prohibe la discriminación contra personas con incapacidades en el trabajo, servicios públicos incluyendo transportes públicos y privados, alojamientos públicos y servicios de telecomunicación.

Se proveen servicios de ayuda para estudiantes con incapacidades mediante el Programa de Servicios Para Estudiantes Incapacitados. Para informarse de estos servicios, llame al (562) 938-4558 (Voz) o (562) 938-4833 TDD.

Para hacer preguntas o presentar quejas de discriminación, pueden comunicarse con Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

Declaracion de las Normas sobre Acoso Sexual

El distrito de la universidad de la comunidad de Long Beach provee un ambiente para la educación, el empleo, y el trabajo que no permite insinuaciones sexuales no soliticitadas, peticiones de favores sexuales, u otra conducta verbal, visual o física, o comunicaciones que constityen el acoso sexual que se define y se prohibe en los estatutos estatales y federales. El acoso sexual incluye la prohibición de acoso sexual, el acoso basado en el sexo de la persona, en el embarazo, en el parto, o en condiciones médicas relacionadas con ellos. El acoso sexual es una violación de los derechos civiles del individuo y no será tolerado.

Para hacer preguntas o presentar quejas por discriminación, pueden comunicarse con Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

Seccion 504, Acta de Rehabilitacion

De acuerdo con la Sección 504 del Acta de Rehabilitación, el distrito ha desarrollado un programa de servicios para los estudiantes incapacitados, dirigido por Mark Matsui. Él está localizado en 4901 E. Carson St., Long Beach CA 90808. Cualquier persona que necesite información acerca de nuestro programa para estudiantes con incapacidades puede ponerse en contacto con esta oficina al (562) 938-4558 voz o (562)938-4833 TDD.

El distrito de la universidad de la comunidad de Long Beach anima a los estudiantes con incapacidades a que participen completamente en todas nuestras clases. La universidad ofrece servicios de apoyo para dar a los estudiantes una experiencia educativa completa. Los servicios para estudiantes incapacitados ofrecen intérpretes de lenguaje por señas, ayudantes que toman notas, lectores, consejeros sobre incapacidades, acomodación para tomar exámenes, servicios de dicción, equipo especiales y otros varios servicios.

Para hacer preguntas o presentar quejas por discriminación, pueden comunicarse con Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

Libraries

Libraries at each of the two main campuses have a combined collection of more than 1,431,000 books and periodicals, accessible via a Web-based catalog remotely or on site. Additionally, the collections also include e-books, DVD's, CD's, and other video and audio recordings. Online databases facilitate literature searches and in some cases provide full text of documents. Librarians provide assistance during all hours the libraries are open. Instruction in the use of library resources is offered at both campuses. Online reference service is available over the Internet on a 24/7 basis.

Liberal Arts Campus
Hours (fall and spring)

Monday-Thursday	7 a.m.-10 p.m.
Friday	7 a.m.-4 p.m.
Saturday	10 a.m.-4 p.m.

For additional information or summer hours, call (562) 938-4232/4231.

Pacific Coast Campus
Hours (fall and spring):

Monday-Thursday	8 a.m.-9 p.m.
Friday	8 a.m.-2:30 p.m.
Saturday	10 a.m.-2 p.m.
Sunday	CLOSED

For additional information or summer hours, call (562) 938-3028.

Adult Learning Department

Learning Center
The Adult Learning Department, located at the Pacific Coast Campus, offers a variety of programs that provides students with personal learning assistance to develop literacy skills in reading, writing, or math. Emphasis is on reading comprehension improvement, vocabulary development, critical thinking, writing, basic math computation and problem solving, and information processing skills. The curriculum develops skills to enable a student to earn a high school diploma, prepare for further education, enhance basic skills required for college success, job placement or advancement, empower students to achieve their goals and embrace life-long learning.

The **Center for Adult Learning** in the Adult Learning Department provides individual and group learning environments using a variety of teaching methods and material including computer-based learning approaches that allow students to progress at their own pace.

The center is open to all students that need assistance in achieving necessary skills at any point in their educational development. The Center is designed to aid students who:

- Plan to enroll or are enrolled in regular classes and need to improve or refresh foundation skills for a successful learning experience.

- Plan to take the college assessment tests or examinations for employment.

- Plan to take the GED test to obtain the high school equivalency diploma.

- Wish to review or complete their elementary and/or secondary education.

- Need learning support services with skills development to complete class assignments or require assistance with information processing skills to master course readings and materials in specific courses or disciplines.

- Need to acquire specific skills as a prerequisite to mastering academic requirements of another class.

The center is open year round, and students can take advantage of the services offered at any time during the academic year as well as register for courses and workshop offerings. Scheduling is arranged to meet the personal timetable of students.

The Center is located in Room GG 129 at the Pacific Coast Campus and is open: Monday – Thursday, 8:00 a.m. – 9:00 p.m. and Friday, 8:00 a.m.-4:00 p.m. For information, call (562) 938-3978.

Learning and Academic Resources Department

Center for Learning Assistance Services
The Center for Learning Assistance Services (CLAS) in the Learning and Academic Resources department offers a variety of programs to help students achieve their academic and occupational goals. For more information about CLAS services, check the LAR web page at http://lar.lbcc.edu

Liberal Arts Campus	Pacific Coast Campus
North Wing of the L Building	GG Building
(562) 938-4474	(562) 938-3991
Hours: Monday-Thursday	8:00 a.m.-8:00 p.m.
Friday	8:00 a.m.-2:00 p.m.
Saturday	10:00 am.-2:00 p.m.

Learning and Study Skills
Skills to enhance learning, such as test taking and note taking, are taught in a variety of ways. Study skills assistance is offered through a series of free workshops. Learning skills are taught through individualized instruction or learning skills courses, such as LEARN11.

Media Materials
At the Liberal Arts Campus, CLAS houses the videotape collection for televised instruction courses which may be viewed in the Center. Music CDs are available for students who have listening exercises required by their music class. CLAS also maintains a reserve section for instructors who would like to have media materials available for their students.

Tutoring
Tutoring is offered in a variety of college subjects, including accounting, biology, chemistry, physics, foreign languages and math. Students work individually and in small groups. Interested students should inquire in person in Room L119 at LAC or GG116 at PCC.

Open Access Computer Lab

Both Macintosh and Gateway PC computers, software, laser printers and Internet access are available to students in a large open-access computer lab on the second floor of the L Building at LAC. Interested students may obtain information about the lab policies and services by visiting the facility.

An open access computer lab with a mix of Macintosh and PC computers with laser printers and Internet access is available in GG113 on the Pacific Coast Campus. For information on the lab hours and policies, students may visit the lab.

Instructional Technology Student Support Center

A technology support center for students using multimedia technology as a component of their courses is available in room L135 at the Liberal Arts Campus. Students can receive assistance with their computer-based projects. Both Macintosh and Gateway PC computers with a wide variety of software are available. Web-based supplemental instruction is also available in the Center.

Computer Proficiencies for Academic Success

The Learning and Academic Resources department offers courses designed to teach students the computer skills they will need to succeed in their academic classes. Both introductory (CPAS 1 and LEARN 617) and advanced (CPAS 10) computer skills courses are offered.

Supplemental Instruction

Supplemental Instruction (SI) services in selected courses offers organized discussion sessions designed to help students master course concepts and improve relevant learning skills. Regularly scheduled discussion sessions are conducted by trained SI Leaders in selected course sections. Students should check the schedule of classes to determine which courses offer supplemental instruction.

Computer Applications & Office Technology Self-Paced Classrooms

Pacific Coast Campus

Register at any time during the semester. Please see Schedule of Classes for specific deadlines for each course.

AA202

Courses offered are Beginning Keyboarding/Type-writing using Microsoft Word, Microsoft Windows, Microsoft Excel (Beginning, Intermediate and Advanced), Internet for Office and Personal Use, Business Calculating Machines, Filing A and B, Business English, Business Telephone Procedures, Customer Service, Call Centers, Customer Conflict Management, Job Search Skills, Professional Development, Keyboarding, and Desktop Publishing—Small Business using Microsoft Publisher (Beginning and Advanced). Phone No. (562) 938-3033

Hours of Operation

Monday-Thursday,	8 a.m.-8 p.m.
Friday,	8 a.m.-4 p.m.
Saturday	8 a.m.-noon

AA205

Instruction is offered in a supportive, self-paced environment. Computer application courses include Microsoft Word, Microsoft Access (Beginning, Intermediate, and Exam Prep), Microsoft Powerpoint, Microsoft Outlook, Financial Applications (provides hands-on experience with two versions of Intuit software and one tax program) and Electronic records management. Keyboarding classes include Intermediate and Advanced keyboarding using Microsoft Word to create a wide variety of office documents, Speed and Accuracy Building, and Computer Transcription. Data entry is offered in three levels (Beginning, Intermediate, and Advanced). Phone (562) 938-3035.

Hours of Operation

Monday-Thursday,	9 a.m.-2 p.m.
Tuesday and Thursday,	5–8 p.m.

Liberal Arts Campus

Register at any time during the semester. Please see Schedule of Classes for specific deadlines for each course.

M107/M109

Courses provide training in Microsoft Windows Operating System (Beginning and Advanced), Microsoft Word (Beginning, Intermediate, Advanced and Expert), Microsoft Excel (Beginning, Intermediate and Advanced), Microsoft Access (Beginning and Intermediate), Microsoft PowerPoint (Beginning and Advanced), Computer Transcription, Speed and Accuracy Building for Typists, Computer Keyboarding, filing, and Microsoft Publisher. Beginning and advanced courses help the student develop computer skills through a combination of short scheduled lectures and computer practice at the student's own pace. Choose your hours of attendance from the hours listed below. Phone Numbers: (562) 938-4061, 938-4461

Hours of Operation

Monday, Wednesday, and Friday	8 a.m.-3 p.m.
Tuesday and Thursday	5 p.m.-9 p.m.
Saturday	9 am-1p.m.

Writing and Reading Center

Liberal Arts Campus and Pacific Coast Campus
The Writing and Reading Center offers a wide range of beginning through advanced writing and reading courses taught by certificated instructors. These .5 unit courses are offered to help students improve their language skills. Additional instruction by trained peer tutors is also available. Reading courses include reading comprehension, phonics, spelling, and vocabulary development. Writing courses include writing, grammar, punctuation, and usage. Assistance is also available in techniques for writing research papers and the analysis of literature. A wide range of written and audiovisual materials are available for student use.

The Writing and Reading Center at the Liberal Arts Campus is located in the north wing of the Library in additional practice opportunities for students. Students can also use the computer labs for engineering courses, such as C++ and Engineering Graphics.

The Math Learning Center provides free peer tutoring to students registered in any math course offered at LBCC. In addition, students can arrange to meet others enrolled in the same course for informal group study or a study room can be reserved. Chemistry and physics tutors are also available. Math faculty are on hand for supplemental instruction.

The Math Learning Center is located in D103. Hours of operation are from 9:00 a.m.-8:00 p.m. Monday through Thursday, from 9:00 a.m.-4:00 p.m. Friday, and from 12:00 p.m.–4:00 p.m. Saturday. Students are invited to use the Math Learning Center facilities on a drop-in basis throughout the semester.

Nursing and Allied Health Learning Center and Skills Lab

Liberal Arts Campus
The Nursing and Allied Health Learning Center provides supplementary material and skills practice for students enrolled in a nursing and/or allied health course. A variety of self-paced, print media, multimedia programs and skills equipment are available

The center is located in Room C201 and is open during posted hours. For additional information, call (562) 938-4299.
L149. At the Pacific Coast Campus, the Writing and Reading Center is located in Room GG129. For additional information, call (562) 938-4520.

Aviation Learning Center

Liberal Arts Campus
The Center provides videotapes and computer-based instruction to students enrolled in aeronautics courses. Subjects available include private pilot, instrument rating, commercial pilot, multi-engine rating, flight and ground instructor and airline transport pilot. Flight training devices (single and multi-engine airplane simulators) are also located in the center for the use of students enrolled in simulator flight training classes.

The Aviation Learning Center is located in Room Z111. For additional information, call the Center at (562) 938-4387.

Life Science Learning Center

The Life Science Learning Center offers audiovisual materials and books to assist students in learning concepts taught in Biology, Anatomy, Physiology and Health Education courses. The Life Science Learning Center also provides a "hands-on" experience for the student through the use of scientific models, bones, microscopes and exhibits of plant and animal specimens as needed. In addition, Macintosh computers with CD-ROM drives are available. A collection of computer software and courseware is provided for student use in the Learning Center.

The Life Science Learning Center is located in room D214, on the second floor of the Science Building (D) and is open only when staffing is available.

Foreign Language Multimedia Learning Center

Liberal Arts Campus
The Foreign Language Learning Center offers technological and linguistic support in a multimedia environment for students enrolled in foreign language classes. The Center also operates as an open access lab to support computer-assisted learning.

The Center is open Monday-Thursday from 8:00 a.m.-8:00 p.m., Fridays, 8:00 a.m.-2:00 p.m. and Saturdays, 9:00 a.m.-2:00 p.m. For additional information, please call (562) 938-4331.

Mathematics Learning Center

Liberal Arts Campus
The Math Learning Center houses state-of-the-art computers to provide students with a broad range of educational tools. With PC workstations, students can access a variety of software that includes word processing, graphics, spreadsheets, statistics, Geometers' Sketchpad and Mathematica. Software is available that corresponds with many of the math textbooks to allow

Faculty Office Hours

All full-time faculty hold five regularly scheduled office hours per week. Ask your instructors for their hours and office location.

Class Syllabus

All instructors are required to publish a course information sheet and distribute it no later than the end of the second week of classes. A copy must be kept on file in the office of the school to which the department belongs. The information sheet must contain a brief course description, including goals or purpose, grading standards for the class, a description of the means by which the course is to be taught, attendance requirements, and office location and hours for full-time faculty. Other recommended items are: exam dates, text, assignments and outline of topics.

Student Attendance

Attendance is the responsibility of the student. Students not attending the first class session may be dropped from the class at the discretion of the instructor. In the event of excessive absences, the instructor may drop a student from a course or may lower a student's grade. Students who are absent in excess of 20 percent of the total class hours or for two consecutive weeks may be dropped from class. The grade assigned by the instructor upon dropping a student for non-attendance shall be in accordance with Regulation 4020.3. Such students may be reinstated only at the discretion of the instructor for extenuating circumstances.

Extenuating circumstances shall be defined as reasons for absence beyond the control of the student. Typical examples of such circumstances would be extended illness, hospitalization, court appearances or death in the immediate family.

Auditing of Classes

An "auditor" shall mean a person who attends a course but is not regularly enrolled, and does not receive credit or a grade for the course. To be eligible to audit, a person must be currently enrolled in at least one other course.

Students may enroll as an auditor by permission of the instructor only. The level of auditor participation in a class shall be subject to the ongoing discretion of the instructor. Students may audit a specific course only once and shall be limited to auditing two courses per term. Audited units shall be included in determining student unit load maximums. However, audited units shall be excluded in determining student status for credit unit load for purposes such as financial aid, scholarships and athletic eligibility.

All official restrictions to enrollment shall apply to auditors, including placement and prerequisite requirements. Priority in class enrollment shall be given to students taking the course for credit. Auditors may enroll only after the conclusion of the open and "by petition" enrollment period and before the end of the fourth week of class for an 18-week course or equal percentage of the course length.

The fee for auditing a class shall be in accordance with the California State code and any materials fees that are ordinarily required for the course. Students enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer units per semester. Fees are to be paid before auditing the course, and fees are non-refundable.

Auditors shall not be permitted to change their enrollment status in order to receive credit for the course. Regularly enrolled students may not change to audit status. Auditors shall not be permitted to earn credit by examination for an audited course.

Grading Regulations

Grading System - Final grades are issued after the end of the semester or summer session in which the class ends. Grades will be mailed to the last known address after the grades are posted. The significance of grades is as follows: "A," excellent; "B," good; "C," satisfactory; "D," passing but less than satisfactory; "F," failing; "W," withdrawal; "MW," military withdrawal; "CR," credit (at least satisfactory-units awarded not counted in G.P.A.); "NC," no credit (less than satisfactory-units not counted in G.P.A.); "RD", report delayed. Courses numbered in the 600-band do not award a grade.

Make-Up Grades for Incomplete Work Permission for making up incomplete work may be granted when unforeseeable emergencies and justifiable reasons cause the student to be unable to complete the academic work by the end of the course. It is the responsibility of the student to initiate the request for the incomplete, but the "I" grade is assigned at the instructor's discretion.

The instructor gives the grade of "I" and indicates the grade to be assigned in the event the student does not complete the required work within one year from the end of the term in which the "I" was assigned. The grade must be "A," "B," "C," "D" or "F" except that "CR" and "NC" grades may be assigned where the course provides for grading on this basis and the student has elected to be graded on the CR/NC basis by the appropriate deadline. This grade shall be based on the total requirements for the course and a grade of "W" may not be assigned.

The necessary make-up work and any other conditions required for the student to complete the course shall be filed in the Records Office by the instructor in writing. The Records Office shall make a reasonable attempt to provide the student with a copy. The student must complete the course within one year from the time the original grade is assigned. If upon completion of the course the grade is to be different than originally recorded, the instructor shall file the appropriate grade change with the Records Office. If the course is not completed within the one-year limitation, the originally recorded grade becomes final. Petitions to change these grades or to exceed the one-year make-up period must first be approved by the instructor and then submitted to the Grade Review Committee for final disposition.

schedule below for both a student-initiated withdrawal and instructor-initiated drop. One exception is when a student is required to leave a class for reasons of academic dishonesty; then a grade of "F" may be given. Another exception is for military withdrawal, in which an "MW" is assigned.

1. **Students withdrawing or being dropped** after the final limit for "W"'s must be assigned a grade of "A," "B," "C," "D," "F," "MW," "CR" or "NC." The grade assigned shall be based on the total semester requirements for the course.

2. **Classes of nine weeks to full semester in length -** If the date of last attendance is within the first two weeks of the class, the grade recorded must be "NA." If the date of last attendance is between the beginning of the third week and the end of the deadline week, then the recorded grade must be a "W." After the deadline week a letter grade other than "W" must be assigned and must be based on the total course requirements.

Class Length (Weeks)	Deadline Week
Semester (17.5-19)	14
17	13
16	12
15,14	11
13	10
12	9
11,10	8
9	7
8	6
7,6	5
5	4
4	3
3	2

3. **Classes of less than three weeks in length -** If the date of last attendance is the first class meeting, the grade recorded must be a "W" which will automatically be converted to an "NA" and will not be recorded on the transcript. If the date of last attendance is between the first and last class meeting, the grade recorded must be a "W." A letter grade other than "W" must be recorded if the student attends the last class meeting.

4. **Classes meeting longer than a full semester (18 weeks)** - If the date of last attendance is within the first two weeks, the grade recorded is a "W" which will automatically be converted to an "NA" and will not be recorded on the transcript. If the date of last attendance is between the beginning of the third week and the end of the week that represents 75 percent of the term length rounded off to the nearest whole week, the recorded grade must be a "W." After this time, a letter grade other than "W" must be assigned based on the total course requirements.

5. **Students may petition for a "W" grade after the final limit for "Ws" only for extenuating circumstances beyond the control of the student**, such as verified accident or illness. Petitions must be reviewed and approved by the Grade Review Committee.

Military Withdrawal - The grade of "MW" may be assigned to students who are members of an active or reserve military service and who receive orders compelling a withdrawal from classes. Upon verification of such orders, the grade of "MW" may be assigned at any time from the beginning of the period that "Ws" may normally be assigned, through the end of the course. The "MW" grade shall in no way adversely affect a student's academic record. The "MW" grade shall not be counted in completion ratio or GPA calculations. The grade of "MW" may be applied as appropriate retroactively to January of 1990.

Grade Points

A system of grade points is used to determine a student's standing for graduation or transfer. Grade points are assigned to the respective scholarship grades as follows: for each unit of credit, the scholarship grade of "A" is assigned 4 points; "B," 3 points; "C," 2 points; "D," 1 point; "F," 0 points. CR (credit) and NC (no-credit) units are not counted in one's GPA.

Change of Grades

A semester grade, once determined by the instructor and reported, shall be final in the absence of mistake, fraud, bad faith or incompetency.

A student who believes a final grade to be incorrect may file a "Request for Change of Grade" form obtained from the office of Admissions and Records. All requests for grade change should be made by the student, in writing, within two years after the end of the semester in which the grade in question was earned. In the absence of the instructor, the request shall be referred to the Grade Review Committee.

Open Entry/Open Exit Courses

Students completing 0-29 percent of the work or time required in an open entry/open exit course will be given an "NA" grade. Students completing 30-74 percent of the work or time required will be assigned a "W" grade. The "Ws" will be included in completion ratio calculations. Students completing 75 percent or more of the work or time required will be assigned the grade earned, i.e., "A," "B," "C," "D," "F," "CR" or "NC." The exception to this is the grade of "MW."

When Grades are Awarded

If the last day of a scheduled class falls within a term (fall, spring or summer), credit shall be awarded in the term in which the class ends. If the last day of a scheduled class falls between terms, credit shall be awarded in the subsequently scheduled term unless prior arrangements are made through the department offering the class.

Repetition of Courses

Credit courses that may be repeated fall into two categories, those that may be repeated only once under certain conditions and those that may be repeated up to three times (meaning a course may be taken a total of four times).

A. All courses except those indicated in section B may be repeated only **once** and only under one of the following conditions:

1. A course may be repeated provided that a grade of D, F or NC has been recorded. For all course repeats in which a grade of D, F or NC has been recorded, the grade of the repeated course (the second enrollment), whether higher or lower, will be used in lieu of the earlier course grade for determining the grade point average. Unit credit is allowed only once. Neither credit nor grades shall be allowed for unauthorized repeats. The grade for the earlier course and the repeated course shall both be recorded on the student's permanent record, insuring a true and complete academic history.

2. A course may be repeated when a grade of B, C or CR has been recorded provided the district finds that the previous grade was the result of verified cases of accidents, illness or other circumstances beyond the student's control. Students desiring to repeat a course under this section must have prior approval from the Grade Review Committee before reenrolling in the course. Application for such approval must be made in writing to the Dean, Admissions and Records, and must be supported by documentation that will verify the extenuating circumstances and must include a statement from the instructor of record (or department head if the instructor is unavailable) indicating that the recorded grade was lower than it might otherwise have been, had the extenuating circumstances not arisen.

3. A course may be repeated when a grade of A, B, C or CR has been recorded provided that a minimum of two semesters has elapsed since the student previously took the course for any course numbered 1-99, except for Directed Study. For all courses numbered 100 or higher, excluding 600 band courses, one semester must have elapsed. In either case, the District has determined the student would benefit by repeating the course in order to ensure that the student's knowledge is current. For course repeats in which a grade of A, B, C or CR has been recorded, the grade of the repeated course (the second enrollment) shall not be counted when calculating a student's grade point average. The grade of the earlier course and the repeated course shall both be recorded on the student's permanent record, insuring a true and complete academic history. Unit credit is allowed only once. Neither credit nor grades shall be allowed for unauthorized repeats.

B. Certain courses may be repeated up to a maximum of three times for a total of four enrollments regardless of the grades earned. These courses are identified in the college catalog and in the schedule of classes. They include courses in which skills or proficiencies are enhanced by supervised repetition and practice within class periods or those in which active participatory experience in individual study or group assignments is the basic means by which learning objectives are met. All grades earned for the authorized repeats shall be counted toward the grade point average and these courses are not subject to the repeat rules of Section A. These courses are designated with a fixed course number followed by letters indicating the number of semesters the course may be taken for credit. The letters following the course number are not separated by a hyphen. (Example: "AB" = 2 semesters, "AC" = 3 semesters, "AD" = 4 semesters) For example, Journalism 85AD may be taken a maximum of four times. All grades and units earned in these types of courses are counted.

C. It shall be the student's responsibility to ensure that the repetition of a course is authorized by these regulations. Any student who is determined to be repeating a course when not authorized to do so shall be administratively removed from the class and any fees or tuition paid may be forfeited. Any grades or credit submitted for unauthorized repeats shall be disallowed.

D. Credit by examination is not subject to the course repetition rules.

E. Courses in the 600-number band (non-credit courses) are not subject to the course repetition rules.

Academic Renewal

The purpose of academic renewal is to alleviate a portion of a student's prior substandard academic work when such performance does not reflect current demonstrated ability. Students wishing to alleviate prior work must petition the Dean, Admissions and Records, in writing, for the alleviation of substandard grades under the following conditions:

A. The student must have completed 45 units of work at Long Beach City College with at least a 2.0 cumulative GPA subsequent to the work to be alleviated.

B. Work to be alleviated shall be on a semester (or term) basis with all work for the designated semester to be ignored in determination of the requirements for graduation, including GPA, field of concentration, honors, general education and units. Any work thus ignored, which would otherwise meet a particular requirement, will have to be fulfilled by retaking a course or by other legitimate means.

C. A maximum of two semesters (or terms) may be thus alleviated.

D. Academic renewal may be applied only at the time of application for graduation.

E. Work to be alleviated must have been recorded at least five years prior to the intended date of graduation.

F. All course work alleviated shall remain on the official record. The transcript shall be appropriately annotated to indicate that academic renewal has been applied, including the specific semester(s) (or terms) that were ignored.

Academic and Progress Probation

A. A student shall be placed on probation whenever the student's academic record indicates any of the following conditions:

1. The student's grade point average falls below 2.0 (C) in all units graded over the 4.0 grading scale after the student has attempted more than 12 units at Long Beach City College.

2. After enrolling in a minimum of 12 units at Long Beach City College, the student has completed fewer than one-half of all units in which the student has enrolled as reflected in the academic record.

B. For the purposes of section A.2, the entries of W, NC and I are counted as incomplete work while entries of A, B, C, D, F and CR are counted as complete.

C. Students on academic and/or progress probation shall be subject to Counseling Intervention. Counseling Intervention shall include the following provisions:

1. Meeting with a counselor in the Counseling Department, DSPS or EOP&S;

2. Completing a student "Strategy for Success" contract and/or an Education Plan;

3. Being limited to a maximum of 12 units each semester until the student is off probation; and

4. Completing the sequence of basic skills courses in the Education plan.

D. Any student on probation shall be reclassified as "satisfactory" whenever the cumulative grade point average reaches or exceeds 2.0 (C) and the ratio of units-completed to units-enrolled is one-half or better based on the number of units indicated in section A above.

Academic and Progress Dismissal

A student on probation for at least two semesters and who has not completed the Counseling Intervention and made up the deficiencies in the student's academic record as outlined in the probation section shall be dismissed from Long Beach City College unless satisfactory progress is indicated during the semester in which the dismissal should normally occur. Satisfactory progress is defined as follows:

A. In the case of academic dismissal, the student must complete at least three units during the semester with a semester grade point average of at least 2.0.

B. In the case of progress dismissal, the student must enroll in at least three units during the semester. If enrolled in 3 to 5.5 units, the student must have a 1.00 completion ratio (complete all units). If enrolled in six or more units, the student must have a completion ratio of at least .80 (four-fifths).

Academic dismissal shall occur only at the end of the Spring semester.

Readmission After Dismissal

A. If a student is dismissed from the college and at the time of dismissal has not completed the Counseling Intervention, the student will not be readmitted to the college for at least one full year, consisting of Fall, Spring and Summer, in that order.

B. Only students who have completed Counseling Intervention may petition for readmission immediately after dismissal.

C. Students desiring to return after one year of dismissal must complete a readmission petition, which is reviewed by the Readmission Committee.

D. A dismissed student who is readmitted shall be readmitted as a student on probation and shall be subject to further readmission restrictions and dismissal in accordance with this policy.

Scholarship

Long Beach City College acknowledges outstanding student scholarship in three ways: on the Dean's Honors List, in the graduation ceremonies and through a scholarship honor society. "Outstanding Scholarship" is classified in the following ways:

1) Scholarship with Honors	3.500-3.749 GPA
2) Scholarship with Distinction	3.750-3.999 GPA
3) Scholarship with Great Distinction	4.000 GPA

Dean's List

Students on the Dean's List are recognized at the close of each semester on a posted list and with a personal letter. To be eligible for the Dean's List, a student must meet the following requirements:

Either: All students with 12 or more units attempted* that semester with 75 percent or better overall completion ratio who maintain the necessary semester GPA to qualify for "outstanding scholarship" described above.

Or: All students with 6 to 11.9 units attempted that semester with both a 75 percent or better overall completion ratio and an overall cumulative GPA of at least 3.50 in 12 or more previously earned units (including the current semester at Long Beach City College) and who maintain the necessary semester GPA to qualify for "outstanding scholarship" described above.

*Note: Units attempted are shown on the grade slip and are classes with grades of "A," "B," "C," "D" or "F." A class taken for a grade of "CR" or "NC" does not count in computing the number of units attempted.

Scholarship Society (A.G.S.)

Long Beach City College has two chapters of Alpha Gamma Sigma, the California Community College honor scholarship society. Students eligible for the Dean's List are encouraged to apply for membership. Students with a 3.0 overall cumulative GPA in 12 or more units are also eligible for membership.

Kappa Chapter is located at the Liberal Arts Campus. Information and applications are available in Room M226. Delta Chi Chapter is located at the Pacific Coast Campus. Information and applications are available in the Student Affairs Office.

Honors at Entrance

High school graduates are accorded "Honors at Entrance" as a form of recognition for outstanding scholarship. To be eligible, the graduate must have earned a 3.5 GPA or better and must have matriculated to LBCC.

Honors at Graduation

Students graduating with outstanding scholarship are recognized during the graduation ceremony and in the commencement program. To be eligible for honors at graduation, a student must have a cumulative overall GPA based on all college work applied to the degree, no matter where completed, that qualifies for "outstanding scholarship" as described above.

Course Credit & Class Preparation

To earn one unit of credit in a lecture class, you must spend one hour each week, for 18 weeks, in a lecture class session. In addition, you are expected to devote a weekly average of two hours in outside-of-class preparation for each one hour of lecture class time.

To earn one unit of credit in a laboratory, demonstration or practice situation class, you must spend three hours each week, for 18 weeks, in a class session. Some additional outside-of-class preparation will be expected.

For work experience classes, one unit of credit represents 75 hours of paid employment or 60 hours of volunteer work per semester.

Credit/No Credit Courses and Grading

Students may petition to take course(s) on such a basis, rather than for a letter grade. Students choosing this option must complete and submit a Credit/No Credit Option Request Form (available in the Admissions Office), following the instructions on the form, before the term is 30 percent complete (sixth week for semester-long courses).

Students are required to do all work assigned and take examinations as though they were getting a grade. To receive credit, a student must do the work equivalent to a "C" grade or better. Students seeking an associate degree are limited to 20 units on a credit/no credit basis. All courses not applicable to the degree (courses in the 800-band) shall be graded credit/no-credit.

Method of Evaluation

Although courses taken on a credit/no-credit basis do not affect the grade point average at Long Beach City College, the student should consult the catalog of the school to which she/he intends to transfer to determine its policy. Some universities apply the same criteria as Long Beach City College; others count the no-credit (NC) grade as an "F" grade (as do some with an unresolved incomplete) and still others count the credit grades as "C" grades in establishing the total grade point average. The method of evaluation is subject to change. At the time this catalog was published, the method for evaluation (grading) for each course is listed in the catalog description.

Maximum Student Unit Load

The full-time unit load definitions for a **regular academic semester** are as follows:

    A.   Minimum full-time unit load: 12 units

    B.   Normal full-time unit load: 15 units

    C.   Maximum full-time unit load with written permission: 21 units

For students with good academic standing, i.e., students who are not on any form of probation, the maximum full-time unit load definitions for any one or combination of **summer terms** are as follows:

    A.   Minimum unit load for full-time summer status: 6 units

    B.   Maximum full-time unit load: 10 units

    C.   Minimum unit load for half-time summer status: 3 units

The requirements by **residency** category are as follows:

    A.   **Residents of California** may enroll for up to the maximum full-time unit loads, as stated, during the academic year and summer school.

    B.   **Non-residents** (unless restricted by visa) may enroll for up to the maximum full-time unit loads, as stated, during the academic year and summer school and must pay non-resident tuition.

    C.   **High School Students**
During the academic year eligible high school students may enroll in a maximum of 12 units. During the summer school session eligible high school students may enroll for up to the maximum summer school full-time unit load. High school students who have completed at least the tenth grade may attend with permission of the high school principal and their parent or legal guardian. Students must have a certified grade point average of 3.0 for academic courses and a 2.0 for vocational courses.

Waiver of Maximum Unit Load Limitation

A. A student may request a **waiver of maximum unit load limitation, except for the summer session.** Under no circumstances will a student be permitted to exceed the defined maximum unit load limitation with waiver. The determination to waive the maximum unit load limitation is the responsibility of the Counseling Department and will be made only for extraordinarily capable students of proven academic ability and excellent past academic performance.

B. To apply for a waiver, a student must meet the following regulations:

1. The student must be matriculated so that his or her college placement examination scores, transcripts of previous academic performance and other pertinent data are available to the counselor.

2. The student must apply to the Counseling Office for a waiver no later than two weeks prior to the first day of walk-in registration for the semester concerned. A waiver request after the two-week deadline requires the approval of the Dean, Counseling and Student Support Services.

C. The Vice President reserves the right to grant special waivers in unusual circumstances.

Students enrolled in more units than permitted for his or her classification by these regulations will have his or her program of studies reduced to the applicable allowable maximum by the Dean of Admissions and Records or designated representative.

Credit by Advanced Placement

Long Beach City College recognizes the Advanced Placement Program of the College Entrance Examination Board. Course credit is granted for Advanced Placement examinations with a score of three, four or five in those instances in which the department concerned has determined that the material covered is comparable to a specific course offering within that department.

Advanced Placement credit is granted for fulfillment of Long Beach City College degree requirements. However, when a student transfers to any other college or university, that institution routinely re-evaluates advanced placement units in accordance with its own internal policies. Thus, advanced placement units remain intact and do <u>not</u> transfer as Long Beach City College courses. Unless otherwise stated, credit is awarded for an AP test score of three, four or five. The number in parentheses after each course is the number of units awarded. Courses numbered 99 in the following table are elective credit.

AP Courses and AA/AS Degree General Education Requirements

AP Examination	LBCC Credits Granted
Art History	ART 1P (3) and ART 99P (3)
Biology	BIO 41P (3), BIO 41LP (1) and BIO 99P (2)
Calculus AB	MATH 60P (5)
Calculus BC	Math 60P† (5) and Math 70P (5) †Students who pass both the AB and BC exams receive credit for Math 60P once.
Comparative Government/ Politics	POLSC 2P (3)
Computer Science A	ENGR 54P (3), and fulfills A.A/A.S.
English (Language and Composition and/or Literature and Composition†)	*ENGL 99P (6) with an AP score of 3 *Students who have earned a three on either English Advanced Placement exam and have qualified for ENGL on the basis of the English Placement Test may petition to have four units of elective credit substitute for ENGL 105. ENGL 1P (3) and ENGL 99P (3) with an AP score of 4; ENGL 1P (3) and ENGL 2P (3) with an AP score of 5 †Students who pass both exams receive a maximum of six-units of credit.
European History	HIST 1BP (3)
French Language	FREN 4P (5) and FREN 99P (1) with an AP score of 5 FREN 3P (5) and FREN 99P (1) with an AP score of 4 FREN 99P (6) with an AP score of 3
French Literature	HUMAN 99P (3), to fulfill GE Humanities requirement and FREN 99P (3)
German Language	GER 4P (5) and GER 99P (1) with an AP score of 5 GER 3P (5) and GER 99P (1) with an AP score of 4 GER 99P (6) with an AP score of 3
Latin/Vergil	HUMAN 99P (3) to fulfill GE Humanities requirement
Latin/Catullus, Horace	HUMAN 99P (3) to fulfill GE Humanities requirement

AP Examination	LBCC Credits Granted
Macro-economics	ECON 1AP (3)
Micro-economics	ECON 1BP (3)
Music Theory	Music 1P (3) and MUSIC 99P (3)
Physics B	PHYS 99P (4) with an AP score of 3 PHYS 2AP (4) with an AP score of 4 PHYS 2AP (4) and PHYS 2BP (4) with an AP score of 5
Physics C Mechanics	PHYS 2AP (4) with an AP score of 3 PHYS 3AP (5) with an AP score of 4 or 5
Physics C Electricity/ Magnetism	PHYS 99P (4) with an AP score of 3 PHYS 3BP (4) with an AP score of 4 or 5
Psychology	PSYCH 1P (3)
Spanish Language	SPAN 4P (5) and SPAN 99P (1) with an AP score of 5 SPAN 3P (5) and SPAN 99P (1) with an AP score of 4 SPAN 99P (6) with an AP score of 3
Spanish Literature	HUMAN 99P (3), to fulfill GE Humanities requirement and SPAN 99P (3)
Statistics	STAT 1P (3)
Studio Art - Drawing	ART 15P (3)
United States Government/ Politics	POLSC 1P (3)-To receive credit for POLSC 1P, student must take POLSC 48 (1), which covers California government and which may be taken Credit by Exam.
United States History	HIST 10P (3)

High School Articulation Project

Long Beach City College (LBCC) is involved in the High School Articulation Project, which is a joint program with local high schools primarily in the Long Beach Unified School District (LBUSD) and the Long Beach Regional Occupational Program (ROP). The aim of the High School Articulation Project is to assist students to move seamlessly from high school to LBCC. Students interested in completing articulated courses must adhere to the criteria set forth by both the LBUSD/ROP and LBCC faculty.

Note to students with Advanced Placement (AP) credit. Students who obtain an AP-Articulation Certificate and who also complete an AP exam for the same course/s and receive passing scores as stated in the LBCC catalogue may only qualify to receive AP credit as specified in the LBCC catalogue.

Students that have received a high school/ROP Articulation Certificate and/or have questions regarding current agreements must contact the Office of School and College Articulation at (562) 938-4469.

Credit by Examination

Credit by Examination is a provision whereby a student who is enrolled in the college and is in good standing may, with departmental approval, take an examination for credit in a specific course. The student must have completed at least 12 semester units at Long Beach City College and have the prior approval of the department head and school dean before being allowed to take the examination for credit. Exceptions to the 12-unit limitation must be approved by the office of the School Dean. For courses identified in the High School Articulation Project as eligible for Credit by Examination, the 12-unit limitation does not apply. In all cases, courses eligible for Credit by Examination will be determined by the department.

A. In addition, the department concerned also determines specific standards of student eligibility.

B. The method of evaluation, including a copy of any written exam or a description of its contents, must be approved by the department and kept on file in the department and the office of the School Dean. For courses identified in the High School Articulation Project, a description of the contents of the examination, as developed and approved in the articulation process, must be kept on file in the department.

C. Students who take an exam for credit will be given the grade earned. For high school articulated courses, they will be given the grade earned or receive a "Credit" depending on the method of grading for the course; if they do not pass the examination, there will be no notation made on the transcript and no credit awarded. Units earned through Credit by Examination may not be counted toward the 20-unit residence requirement for the associate degree.

D. A fee will be charged to take Credit by Examination. The fee will be waived for participants in the High School Articulation Project.

E. Students have one academic year to complete the exam from the date the application and the fee is collected.

Credit by Directed Study Program

The Directed Study Program provides challenge for the talented student. It allows the student in-depth study on any approved topic within a subject area. The following are the basic elements of the program:

1. Students must have earned at least a cumulative 3.0 (B) grade point average.

2. Students must have completed 24 units, at least 12 of which must be earned at Long Beach City College. Credit applied from other colleges must be supported by official transcripts on file with the Records Office.

3. Prior approval of the faculty mentor (the faculty member who directs the study), Department Head and School Dean must be obtained before commencing work on the project under the mentor's direction. Failure to do so may result in denial of credit for the project.

4. Directed Study may not parallel or equate with work in an approved course within the department. It is expected that Directed Study is of an advanced nature and goes beyond the treatment in an approved course or series of courses. Work involving simply the production of a book report or term paper is not deemed an appropriate project.

5. While the student's work is of an autonomous nature, it is expected the student will meet at regular intervals with his/her faculty mentor to discuss progress and seek guidance and direction.

6. The product of the directed study will be a written report or an equivalent project that demonstrates an amount of work equal to an approved course of the same number of units–54 hours of work for each unit of credit earned.

7. The project will be evaluated on a standard comparable to that used in the courses within the department granting the credit. The project will be evaluated by the faculty mentor and kept on file in the department office. The completed form will be forwarded through the approval process.

8. One to three units of credit will be granted upon satisfactory completion of a project. Each unit of credit shall be equal to 54 hours of work.

9. Units will be placed on the student's transcript as Directed Study 99 in the subject matter area.

10. The student shall earn no more than six units in directed study courses.

Statement of Policies for Transfer Credit, Advanced Placement and Credit by Examination for the Associate Degree Nursing Program

General Policy:
Candidates for transfer credit, Credit by Examination and Advanced Placement must meet the same general entrance requirements as all regular students at Long Beach City College. Acceptance into the Associate Degree or Vocational Nursing program is a prerequisite (see the curriculum guides in this catalog or in the Counseling Office for more specific information) for transfer, Credit by Examination and Advanced Placement.

Transfer Credit:
Credit for nursing courses taken at an accredited school of nursing (RN and VN) will be granted upon the following conditions:

1. Candidates must qualify for admission as listed in the general policy statement.

2. Candidates must be recommended by previous school of nursing.

3. Course work must have been completed within the last three years.

4. Credit will be given for nursing courses comparable to those offered at Long Beach City College. Credit will be given for science courses comparable to those offered at Long Beach City College or applicant must complete the following science courses at Long Beach City College:

    Anatomy 1
    Physiology 1
    Biology 2 – General Microbiology

5. Credit for General Education courses will be granted according to the college policy.

Advanced Placement:
Qualifying students will be granted Advanced Placement upon completing the following conditions:

1. All students must qualify for admission as listed in the general policy statement.

2. Request advanced placement in a specific course, in writing, within the first week of that course.

3. Achieve 75 percent on a written objective examination covering the material in that course.

4. Satisfactorily pass a clinical performance examination for that course.

5. Advanced placement for the clinical portion of a course is determined by the individual teaching team.

Advanced Placement: LVN to RN (Career Ladder)
Licensed Vocational Nurses seeking advanced placement into the Registered Nursing program are urged to review the curriculum guide in this catalog and is available in the Counseling Office.

Credit by Examination (Challenge Option):
Both Nursing Departments follow the college policy for granting Credit by Examination. Applicants with previous nursing experience must qualify for admission as listed in the General Policy statement.

Applicants with 12 semester units at Long Beach City College are granted credit upon successful completion of theory and practical examinations in the area they are challenging.

Applicants without 12 semester units at Long Beach City College will be allowed to proceed in the program after successful completion of theory and practical examination. To comply with college policy, the credit is withheld until 12 semester units are successfully completed.

Syllabi for nursing courses are available in the Learning Center for the School of Health and Science.

Credit for Vocational Cooperative Work Experience Education

Long Beach City College recognizes job experience as a valuable learning resource. The Vocational Cooperative Work Experience Education Program affords students the opportunity to earn college credit for the learning, which occurs while working on their jobs.

The creation of measurable learning objectives, to be accomplished by semester's end, involves the employer directly in the learning process of the student/employee. The work experience instructor visits each job site to validate learning and maintain good communication between the employer and the college.

The student must enroll in Work Experience (1-3 units), which represents on-the-job learning and does not involve class time, and the seminar experience, which meets once a week.

Work hours required for the following amount of units:

	Paid Employment	Volunteer
2 unit Work Experience Class	75 hours	60 hours
3 units Work Experience Class	150 hours	120 hours
4 units Work Experience Class	225 hours	180 hours

Further, the student must satisfactorily complete a minimum of seven units (which must include Work Experience) for each semester of enrollment in the Vocational Cooperative Work Experience Education Program. A student may earn up to four units of work experience credit per semester, not to exceed 16 units at Long Beach City College. Vocational Cooperative Work Experience Education units meet eligibility requirements for veteran benefits, Social Security and financial aid. Vocational Cooperative Work Experience operates without regard to race, age, sex, religion, color, national origin, handicap, sexual orientation, marital status, ancestry, medical condition (e.g., cancer related) or status as Vietnam era veteran.

Additional information on the program and enrollment is available at the Cooperative Work Experience Education Office, located on the Liberal Arts Campus, Room F106, or by calling (562) 938-4938.

Credit for Educational Experience In Military Service

Long Beach City College presently requires three units in a combination of physical education and health education classes for the associate degree. Veterans may be granted these three units of credit toward graduation if they served on active duty for at least 12 continuous months. The student who needs these credits for a degree must have a copy of his/her DD-214 and file number from the Veterans' Administration to request such credit. Please contact the Veterans Affairs Office at PCC for additional assistance.

If a veteran feels his/her military schooling provided sufficient knowledge in a particular subject area and this credit is needed for graduation or advanced placement, he/she should refer to the section, "Credit by Examination." Each Department Head handles the particular subjects under his/her administration. Not all departments allow Credit by Examination so check the eligibility requirements carefully, then contact the Department Head involved to make the necessary arrangements for an exam, if permissible.

Policy on Academic Honesty

It is the policy of the Long Beach Community College District to establish an academic environment in which inquiry is nurtured, individual responsibility is rewarded and academic dishonesty, cheating and plagiarism are not tolerated.

Policy on Open Courses

It is the policy of the Long Beach Community College District that, unless specifically exempted by statute, every course, course section or class, the full time equivalent student (FTES) units of which are to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets course prerequisites.

Creating a Collegiate Environment

In the Classroom

Creating a proper teaching environment is the cornerstone of getting a good education. Everyone at Long Beach City College is responsible for helping to create this environment, including students. Simple rules of courtesy apply.

1. **Respect for the Instructor** - This means arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while a lecture is in progress, not bringing food or drink to the classroom, not being loud, boisterous or argumentative.

2. **Respect for Other Students** - This means not interfering with the rights of others to listen and participate, not being disrespectful, not using inappropriate language or harassing others in any way.

3. **Academic Honesty** - Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests, turning in work which is not one's own (plagiarism), talking during tests, furnishing false information to instructors or knowingly misrepresenting one-self to the college is grounds for disciplinary action. The consequences of cheating are severe and may include the possibility of expulsion.

4. **Instructor's Rights** - An instructor has the right to remove a student from class at any time he/she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Dean of Student Affairs for disciplinary action as warranted.

5. **Student's Rights** - All students have a right to due process. If classroom conflicts occur, discuss them with your instructor during his/her office hours. Additional resources for help include the Department Head, School Dean and Vice president of Student Support Services or Designee.

On the Campus

Like the classroom, creating a proper campus environment is also of great importance to assure academic and individual success. The Board of Trustees has established campus-wide standards of student conduct and simple campus rules, which are enforced at all times. These are particularly important in large common areas, such as the cafeteria, bookstore, vending, campus offices, College Center, Student Center, Activities Center, campus quads, athletic areas and other highly frequented areas.

Standards of Student Conduct

These standards of student conduct and disciplinary action for violation of rules were established by a student-college staff committee in compliance with section 22635 of the State Educational Code, printed and distributed for students' information and guidance.

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

Student conduct at Long Beach City College must conform to district policy and regulations and college procedures. Violations, for which students are subject to disciplinary action, include but are not limited to the following:

1. Willful disobedience to directions of college officials (including faculty) acting in the performance of their duties.

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

3. Dishonesty, such as cheating or knowingly furnishing false information to the college.

4. Forgery, alteration or misuses of college documents, records or identification.

5. Unauthorized entry to or use of the college facilities.

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

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

8. Disorderly, lewd, indecent or obscene conduct, including profanity.

9. Conduct which disrupts orderly operation of the college, or which disrupts educational activities of individual members of the college community including, but not limited to, the harassment of another member of the college community based on race, religion, national origin, gender, sexual orientation or any other legally protected status.

10. Use, possession, distribution or being under the influence of alcoholic beverages, illicit drugs or other controlled substances while on campus or in connection with college activities.

11. 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.

12. Possession, while on the college campus or at a college sponsored function, of any weapons (except by persons given permission by the superintendent-president or members of law enforcement agencies, such as police officers acting in their capacity as officers).

13. Possession of any article, not usually designated as a weapon, when used to threaten bodily harm.

14. Misuse of any computer technology, including equipment, software, network or Internet access. This includes non-compliance with any policy, regulation, rule or guideline developed by any segment of the College which relates to computer technology.

Campus Rules

1. Smoking is prohibited in all buildings.

2. Eating and drinking are prohibited in all buildings except where food is sold or is part of an approved and scheduled activity.

3. Gambling on the campus is prohibited. Gaming is restricted to the PCC Student Lounge and the LAC Activities Room.

4. Animals not indigenous to the campus grounds are not allowed on campus. Exceptions shall be made for certified companion animals and those animals previously approved by college officials for specific educational purposes.

5. Literature to be distributed must be approved in the office of Student Life.

6. Children are not allowed on campus unless under the supervision of a parent/guardian or are officially enrolled in an approved college program. Children may not attend classes with a parent/guardian unless the course is specifically designed to include children. Children must be supervised so educational activities are not interrupted and may not be left unattended in common areas, such as the library, computer labs, cafeterias, quads or lounges.

7. Unauthorized vehicles (vehicles without a parking permit) must use visitor parking or purchase a one-day parking permit.

8. Students are required to be fully attired, including shirts or blouses and footgear.

9. Skateboarding, skating and bike riding are prohibited on campus grounds, officers will site any violations.

10. The use of radios, electronic recording devices, tape or compact disc players without headphones is prohibited on campus except in connection with approved campus/classroom activities.

11. Electronic recording devices may not be used in classrooms without the permission of the instructor.

Summary Suspension

When serious violations of college regulations or procedures occur as a result of inappropriate student conduct, the college shall take immediate action to resolve the problem. This action may occur as follows:

1. **Removal from Class by Instructor** - Any instructor is authorized to remove a student from his/her class for the class meeting where the infraction occurs, as well as the next scheduled class meeting. The instructor shall immediately report the removal of the student to the Vice President of Student Support Services or designee, including the reason for removal, for appropriate action.

2. **Summary Suspension by Administration** - A summary suspension is an administrative action for the purpose of removing any immediate tension or threat to the well being of students and staff in order to assure that an appropriate academic environment exists. It is also for the purposes of further investigation of reported inappropriate conduct and to determine what disciplinary action, if any, is appropriate. The Dean of Student Affairs or designee may summarily suspend a student for good cause for a period of up to 10 instructional days to ensure that the intended purpose is served.

Disciplinary Action

Violations of the above regulations and rules subject students to the following types of disciplinary action, which are to be administered by the appropriate college authorities. These disciplinary actions are listed in degree of severity but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination. A student has the right to appeal any of the actions through established procedures of due process.

1. **Warning** - Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

2. **Reprimand** - Notice to the student in writing that officially recognizes a violation of the standards of student conduct or campus rules. The reprimand admonishes the student to avoid future infractions in order to avoid additional formal action.

3. **Probation** - An official disciplinary action, which returns the offender to the college community on a promise of appropriate future behavior. Any violation of this promise mandates formal action.

4. **Social Suspension** - Social Suspension limits a student's attendance on campus to scheduled classroom hours. Other privileges can be set forth in the Notice of Social Suspension for a specified period of time. The imposition of social suspension involves notification in writing of the reason for social suspension to the student(s) or president of the student organization involved.

5. **Disciplinary Suspension** - Disciplinary suspension follows a hearing based on due process of law. It shall be invoked by the college president, appropriate administrator, or other staff members designated by the president upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

6. **Expulsion** - An expulsion is a long-term or permanent denial of all campus privileges including class attendance. The Board of Trustees may expel a student after a hearing by a campus body or upon recommendation of the Superintendent-President. Permanent expulsion and active prosecution shall automatically result for any student found to be in possession of a gun. Board action is not necessary in this instance.

7. **Restitution** - Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

LONG BEACH CITY COLLEGE
GENERAL EDUCATION PLANS
Academic Year 2006-2007

All students _must_ consult a counselor when following Plans A, B or C
⌒ ALL INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE

PLAN A The General Education Requirements for the Associate Degree: Designed for students planning to obtain an Associate Degree. The general education requirement is only a component to the Associate Degree. Refer to "Degrees and Programs - Plan A" in the LBCC catalog for complete degree requirements.

PLAN B The CSU GE-Breadth Requirements: Designed for students transferring to the California State University (CSU). Courses on this pattern are lower division general education breadth requirements specific to the California State University and used to obtain a full or partial certification.

PLAN C The Intersegmental General Education Transfer Curriculum (IGETC) Requirements: Designed for students transferring to the University of California (UC) or the California State University (CSU). Courses on this pattern are lower division general education requirements unique to IGETC and established by the UC and CSU.

☐ **ALTERNATIVE GENERAL EDUCATION PLANS:** Consult a counselor to determine the best general education pattern for you.

☐ **CHANGES TO THE GENERAL EDUCATION PLANS (ABC Guide):** The ABC Guide is an evolving document that is reviewed and updated annually by the Associate Degree/General Education Committee (AD/GE) to accommodate curriculum changes and pertinent information. The ABC guide is available in the LBCC Catalog, Schedule of Classes, the LAC and PCC Student Success/Transfer Services Centers, and on the LBCC website **http://students.lbcc.edu**. Students are responsible for securing an updated copy of the ABC Guide at the beginning of the fall semester. ⌒ Due to catalog printing deadlines, a change to the ABC guide may be required after publication of the catalog. If the ABC guide requires changes after catalog publication, the revised version of the ABC guide will be posted on the **http://students.lbcc.edu** website. See published date for latest revision.

☐ **CURRICULUM GUIDES:** There are two types of curriculum guides: the LBCC Curriculum Guide and the Transfer Curriculum Guide. The LBCC Curriculum Guide contains information on specific fields of concentration and lists courses required for the Associate Degree or Certificate for that field. The Transfer Curriculum Guide contains lower division major preparation courses required at specific CSUs, UCs or privates. Courses listed on the Transfer Curriculum Guide are articulated courses that are offered at LBCC. The information on the Transfer Curriculum Guide derives from various college catalogs and articulation agreements posted on the www. assist.org website. To view the LBCC Curriculum Guides and/or Transfer Curriculum Guides log on to the LBCC website **http://students.lbcc.edu.** To view the most current articulation agreements, log on to **www.assist.org.** The ASSIST database is the official repository of articulation and transfer for the State of California.

☐ **CERTIFICATION:** The process whereby Long Beach City College approves lower division general education coursework for CSU/UC transfer. Units earned and credited to the CSU and/or IGETC certification will only be certified by LBCC for courses taken from approved certification lists. The 50% Rule requires that 50% of the courses used for Plan B must be completed at LBCC; Plan C requires that 50% of the courses must be completed at a California Community College. (For additional information on residency requirements for Plans A, B or C see RESIDENCY section on following page.) See a counselor for transfer and career preparation.

ASSOCIATE DEGREES (AA/AS) GENERAL INFORMATION

☐ **Recommended Prior to Enrollment:** Take LBCC Assessment Test. Submit high school Advanced Placement (AP) test scores and school/college transcripts to Admissons and Records.

☐ **Request for Graduation:** Must be submitted to the Records Office no later than the seventh week of the last semester of the program.

☐ **Dual Majors:** See Counselor.

☐ **ADDITIONAL ASSOCIATE DEGREES:** Each additional Associate Degree requires:
☐ Twenty additional units at LBCC AFTER receiving the last degree AND
☐ Completion of all degree requirements in the new area of concentration for the year after work is started on the 2nd degree.

CSU/ UC General Information for Application and Priority Filing & Deadlines

UC Fall Semester or Quarter (November 1- November 30)

CSU Fall Semester or Quarter (October 1-November 30)

Note: Terms/Semesters of acceptance may vary among schools. Please consult a counselor to determine whether your school and major are accepting applications for specific terms/semesters.

Private University Transfer: Most private universities have specific lower division and general education requirements. It is **HIGHLY RECOMMENDED** that students consult the catalog of the college/university to which they plan to transfer. A counselor may assist students develop a plan consistent with their educational goals. Students are advised to plan early so that they will be well-prepared at the time of transfer.

LONG BEACH CITY COLLEGE GENERAL EDUCATION PLANS

	- PLAN A -	- PLAN B -	- PLAN C -
	Associate Degree General Education requirements for graduation from Long Beach City College. A minimum of 18 units is required in Plan A.	**CSU General Education-Breadth** for any of the California State Universities. Certification of the completion of the General Education requirements will be done at the time of transfer only. To be certified by LBCC at least 50% of the courses must be taken at LBCC.	**University of California and California State University Intersegmental General Education Transfer Curriculum (IGETC)** enables a student to fulfill the lower division general education requirements for either the CSU or UC institutions. A "C" grade minimum is required for each course.
	Unless otherwise indicated, a G.E. course may not be double counted for credit in more than one area.	**Notes:** 1. A single course may not meet more than one general education requirement. 2. To apply courses from other schools to this plan, student must see a counselor.	
ENGLISH COMPOSITION	**One Class Required (3 Units Minimum)** English: 1, 1H, 105 or ESL: 34, 34X	**Area A2** **One Class Required** English: 1, 1H **FOR ADMISSION:** Students transferring with 60 or more units will be expected to have completed with a "C" grade or better, 30 units of General Education, including all of areas A1, A2, A3, B4.	**Area 1A** **One Class Required for UC & CSU** English: 1*, 1H*
COMMUNICATION AND ANALYTICAL THINKING	**One Class Required (3 Units Minimum)** Computer & Business Information Systems:8B, 11, 14 Electricity: 225 English: 3, 3H or Reading: 82, 83, 84 Library: 3 Mathematics: 27, 28, 37, 37H, 40, 45, 47, 50, 64, 70, 80, 85, 110, 110B, 112, 120, 130, 130B Philosophy: 11, 12 Speech: 10, 20, 25, 30, 60 Statistics: 1, 1H	**Area A3** **One Class Required** English: 3, 3H Philosophy: 11, 12 Speech: 60 **AND** **Area A1** **One Class Required** Speech: 10, 20, 30, 60	**Area 1B** **One Class Required for UC & CSU•** English: 3*, 3H* •The combination of two courses identified on the 1991-92 edition will fulfill the requirement - if one has been taken before Summer, 1993 **Area 1C** **One Class Required (CSU ONLY)** Speech: 10, 30, 60
MATHEMATICS	**No Class Requirement.** See AA/AS graduation proficiency requirements for math requirement.	**Area B4** **One Class Required (3 Units Minimum)** Mathematics: 27, 28, 37, 37H, 40, 45, 47, 50, 60, 70, 80, 84 Statistics: 1, 1H	**Area 2** **One Class Required (3 Units Minimum)** Mathematics: 37*, 37H*, 45*, 47*, 50, 60*, 70, 80, 84* Statistics: 1*, 1H*
NATURAL SCIENCES	**One Class Required (3 Units Minimum)** **Physical Sciences:** Astronomy: 1, 1L Chemistry: 1A, 1B, 2, 3A, 3B, 12A, 12B Environmental Science: 1 Geology: 1, 1H, 2, 2F, 2L, 3, 3H, 4, 5, 7, 16, 17, 18 Physical Geography: 1 Physics: 2A, 2B, 3A, 3B, 3C, 10 **Biological Sciences:** Anatomy: 1, 41 Biology: 1A, 1B, 2, 5, 11, 15, 18, 20, 20H, 22, 25, 28, 30, 31, 37, 41/41L, 41H/41L, 60, 60L, 61, 62 Physiology: 1	**Area B1, 2, and 3** **Two Classes Required (6 Units Minimum)** *NOTE: ONE CLASS IN THIS SECTION MUST BE TAKEN WITH A LABORATORY-"♦" DENOTES LABORATORY CLASSES (B3)* **One Class Required From Area B1: Physical Sci:** Astronomy: 1, 1L♦ Chemistry: 1A♦, 1B♦, 2♦, 3A♦, 3B♦ Environmental Science: 1 Geology: 1♦, 1H♦, 2, 2F, 2L♦, 3, 3H♦, 4♦, 5, 7AD, 18 Physical Geography: 1 Physics: 2A♦, 2B♦, 3A♦, 3B♦, 3C♦, 10♦ **AND** **One Class Required From Area B2: Biological Sci:** Anatomy: 1♦, 41♦ Biology: 1A♦, 1B♦, 2♦, 5♦, 11, 20♦, 20H♦, 22, 25, 30♦, 41/41L♦, 41H/41L♦, 60, 60L♦, 61 Physiology: 1♦	**Area 5 Two Classes Required (7 Units Minimum)** *NOTE: ONE CLASS IN THIS SECTION MUST BE TAKEN WITH A LABORATORY-"♦" DENOTES LABORATORY CLASSES.* **One (3 Units Minimum) Class Required: Physical Sci:** Astronomy: 1, 1L♦ Chemistry: 1A♦, 1B♦, 2♦, 3A♦ Geology: 1♦*, 1H♦*, 2*, 2L♦*, 3, 3H♦*, 5, 18 Physical Geography: 1 Physics: 2A♦*, 2B♦*, 3A♦*, 3B♦*, 3C♦*, 10♦* **AND** **One(3 Units Minimum)Class Required:Biological Sci:** Anatomy: 1♦*, 41♦* Biology:1A♦, 1B♦, 2♦, 5♦*, 20♦*, 20H♦*, 30♦*, 41/41L♦*, 41H/41L♦*, 60*, 60L♦*, 61*, 62* Physiology: 1♦*
AMERICAN HISTORY	**One Class Required (3 Units Minimum)** History: (8A+8B), (8AH+8BH), 10, 11, 25, 27A, 27B (Not required for the AS Degree)	**(For CSU Graduation Only)** **3 Units Minimum Required** History: (8A+8B), (8AH+8BH), 10, 11	**Area 7 (For CSU Graduation Only)** **3 Units Minimum Required** History: (8A+8B), (8AH+8BH), 10, 11
POLITICAL SCIENCE	**One Class Required (3 Units Minimum)** Political Science: 1, 1H, 3 (Not Required for AS Degree)	**(For CSU Graduation Only)** **One Class Required (3 Units Minimum)** Political Science: 1, 1H	**Area 7 (For CSU Graduation Only)** **One Class (3 Units Minimum) Required** Political Science: 1, 1H
PHYSICAL EDUCATION ACTIVITY	**3 Units Minimum** **EITHER: Two** P.E. activity classes (a minimum of 1 semester unit **and** one of the following: Health Education: 2 **or** Biology: 60 **and** 61 **and** Psych: 1 **or** Anatomy: 41 **and** DMI: 60 **and** Psych: 1 **OR:** Health Education: 3, 4, 5 **or** Food and Nutrition: 20 *(No P.E. courses required if HLED 3,4,or5 or F_N 20 is taken)* **(Note: Meets Health Education requirement listed below)**	One Unit required if Health Education 2 option is chosen in Health Education requirement below.	No specific Physical Education requirement.
			IGETC requirements must be completed and certified prior to transfer. There are no exceptions provided by the CSU and UC for the IGETC. To initiate and complete the IGETC certification process students must meet with a counselor.

HUMANITIES AND ARTS

One Class Required (3 Units Minimum)

Art: 1,1H, 2, 2H, 3, 3H, 4, 4H, 5, 5H, 6,7, 8, 9,10, 11, 11H, 15, 23, 24, 26AD, 30, 31, 34AD, 35AD, 50, 51AD, 60, 70AD, 71AD, 80

Chinese: 1, 1A, 1B, 2

Creative Arts: 41

Dance: 1

English: 2, 26, 32, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 44, 44H, 45, 45H, 46, 47, 48, 48H, 79

Film: 1

French: 1, 1A, 1B, 2, 2A, 2B, 3, 4, 8AD, 25A, 25B, 25C, 25D

German: 1, 1A, 1B, 2, 2A, 2B, 3, 3H, 4, 4H, 8AD, 25A, 25B, 25C, 25D

Humanities: 1°, 1H°, 3°, 7°

Interior Design: 80, 90

Italian: 1, 1A, 1B

Japanese: 1, 1A, 1B, 2

Music: 6, 30A, 30B, 31, 33B, 35, 40, 40H

Philosophy: 3°, 6, 6H, 7, 7H, 8, 9, 14

R/TV: 1

Spanish: 1, 1A, 1B, 2, 2A, 2B, 3, 3H, 4, 8AD, 9, 10, 25A, 25B, 25C, 25D

Speech: 50

Theater Arts: 1, 25, 30

Vietnamese: 1, 1A, 1B

Area C

Three Classes Required (9 Units Minimum)

NOTE: ONE CLASS IN AREA C1 AND ONE IN C2, WITH A THIRD COURSE FROM EITHER AREA.

Area C1:

Art: 1, 1H, 2, 2H, 3, 3H, 4, 4H, 5, 5H, 6, 7, 9, 10, 11, 11H, 30, 31, 80

Creative Arts: 41

Dance: 1

Film: 1

Interior Design: 80, 90

Music: 6, 30A, 30B, 31, 33B, 35, 40, 40H

R/TV: 1

Speech: 50

Theatre Arts: 1, 25, 30

Area C2:

Chinese: 1, (1A+1B), 2

English: 2, 26, 32, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 44, 44H, 45, 45H, 46, 47, 48, 48H, 79

French: 1, (1A+1B), 2, (2A+2B), 3, 4, 25A, 25B, 25C, 25D

German: 1, (1A+1B), 2, (2A+2B), 3, 3H, 4, 4H, 25A, 25B, 25C, 25D

History:1A, 1AH, 1B, 1BH, 2A, 2B, 2C, 2CH, 5A, 5B, 6, 8A, 8AH, 8B, 8BH, 9A, 9B, 9C, 10■, 11■, 18, 25, 27A, 27B

Social Science: 1°, 1H°, 7°

Humanities: 1°, 1H°, 3°, 7°

Italian: 1, (1A+1B)

Japanese: 1, (1A+1B), 2

Philosophy: 3°, 6, 6H, 7, 7H, 8, 9, 14

Spanish: 1, (1A+1B), 2, (2A+2B), 3, 3H, 4, 9, 10, 25A, 25B, 25C, 25D

Vietnamese: 1, (1A+1B)

Area 3

Three Classes Required (9 Units Minimum)

NOTE: AT LEAST ONE CLASS MUST BE TAKEN FROM THE ARTS AND ONE FROM THE HUMANITIES PLUS ONE FROM EITHER.

Arts (One Class Minimum Required)

Art: 1*, 1H*, 2*, 2H*, 3*, 3H*, 4*, 4H*, 5*, 5H*, 10, 11*, 11H*

Creative Arts: 41

Dance: 1

Film: 1

Music: 30A, 30B, 33B, 35, 40*, 40H*

Theatre Arts: 25, 30

Humanities (One Class Minimum Required)

English: 32, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 44*, 44H*, 45*, 45H*, 46, 47, 48*, 48H*, 79

French: 3, 4, 25A, 25B, 25C, 25D

German: 3*, 3H*, 4*, 4H*, 25A, 25B, 25C, 25D

History: 1A*, 1AH*, 1B*, 1BH*, 2A, 2B, 2C*, 2CH*, 5A, 5B, 6, 8A*, 8AH*, 8B*, 8BH*, 9A, 9B, 9C, 10*, 11*, 18, 25, 27A, 27B

Humanities: 1*°, 1H*°, 3*°, 7*°

Philosophy: 3*°, 6*, 6H*, 7, 7H, 8, 9, 14*

Social Sciences: 1, 1H*, 7*°

Spanish: 3*, 3H*, 4*, 9*, 10*, 25A, 25B, 25C, 25D

PROFICIENCIES

See Reverse

Area 6 - Foreign Language Proficiency - See Reverse

None Required

SOCIAL SCIENCES

One Class Required (3 Units Minimum)

Anthropology: 1, 1H, 2, 2H, 3

Child Development: 47

Economics: 1A, 1AH, 1B, 4, 5

Fashion Design: 32

Geography: 2, 5, 40, 48

Health Education: 10

History: 1A, 1AH, 1B, 1BH, 2A, 2B, 2C, 2CH, 5A, 5B, 6, 9A, 9B, 9C, 18, 25, 27A, 27B, 48

(History: 8A, 8B, 10, 11 may be taken for the A.S. Deg.)

Interdisciplinary Studies: 10

Political Science: 2, 4, 9, 10 , 11

(PolSci 1,1H, 3 may be taken for the A.S. Deg.)

Psychology: 1, 1H, 2, 4, 10, 11, 14, 33

Public Administration: 1

Social Science: 1°, 1H°, 7°

Sociology: 1, 1H, 2, 11, 12, 13, 40

Area D

Three Classes Required (9 Units Minimum)

NOTE: Courses must be taken in at least two different disciplines.

D1	Anthropology: 1, 1H, 2, 2H, 3, 10
D2	Economics: 1A, 1AH, 1B, 4
D3	History: 27A, 27B; Sociology: 13
D4	History: 25
D5	Geography: 2, 40
D6	History: 1A, 1AH, 1B, 1BH, 2A, 2B, 2C, 2CH, 5A, 5B, 6, 8A, 8AH, 8B, 8BH, 9A, 9B, 9C, 18
D7	Humanities:1°, 1H°, 3°, 7°; Philosophy 3; Social Science: 1°, 1H°, 7°; Speech: 25
D8	Political Science: 1■, 1H■, 2, 3, 4, 9, 10, 11 Public Administration: 1
D9	Psychology: 1, 1H, 11, 14, 33
D0	Sociology: 1, 1H, 2, 11, 13

Area 4

Three Courses Required (9 Units Minimum)

NOTE: Courses must be taken in at least two different disciplines.

4A	Anthropology: 1, 1H, 2*, 2H*, 3, 10
4B	Economics: 1A*, 1AH*, 1B, 4
4E	Geography: 2, 40
4G	Humanities: 1*°, 1H*°, 3*°, 7°; Philosophy: 3°; Social Science: 1*°, 1H*° 7*°; Speech: 25
4H	Political Science: 1*, 1H* 2, 3, 4, 9, 10, 11
4I	Psychology: 1*, 1H*, 11, 14
4J	Sociology: 1*, 1H*, 2, 11, 13

HEALTH EDUCATION (Plan A)

3 Units Minimum

EITHER: Health Education: 3, 4, 5 or Food and Nutrition 20

(No P.E. courses required if HLED 3, 4, 5 or F_N 20 is taken)

OR: **Two** P.E. activity classes (a minimum of 1 semester unit) **and** one of the following:

Health Education: **2 or**

Biology: 60 and 61 and Psych 1 **or**

Anatomy: 41 **and** DMI: 60 and Psych: 1

(Note: Meets Physical Education requirement listed above)

Area E-Lifelong Understanding & Self-Development

Three Units Required

Select one course from: CDECE 47, COUNS 7, F_N 20, HLED 3, 4, 5, 10, PSYCH 4, 10 *OR* Select one course from:

HLED 2, PEPP 41 **AND** 1 unit of P.E. Activity

Area E-Lifelong Understanding & Self-Development

No Specific Health Education or Lifelong Understanding & Self-Development Requirement

LIFELONG UNDERSTANDING & SELF-DEVELOPMENT (Plan B)

No specific requirement (Plan C)

Legend

◆ = Denotes laboratory classes.

+ = A (+) between courses indicates both courses must be taken.

* = Indicates course limitations may exist. (For an explanation of limitations, please refer to the UCTCA, which is available on the ASSIST website at (www.assist.org) or consult a counselor.

■ = Acceptable for use in this category only if not used in fulfillment of the United States History, Constitution, and American Ideals requirement.

˄ = Published/Revised Date of Gen.Ed.Guide

° = Cross-listed courses. A cross-listed course is interdisciplinary and is the "same as" another course. A cross-listed course CANNOT be used in more than one discipline NOR can it be used to certify more than one area on Plans B or C:

HUMAN 1 = SOCSC 1: Comparative World Cultures

HUMAN 1H = SOCSC 1H: Honors Comparative World Cultures

HUMAN 3 = PHIL 3: Intro to Issues/Phil, Psych & Religion

HUMAN 7= SOCSC 7: American Pluralism and Identity

	PLAN A - ASSOCIATE DEGREES (AA/AS)	PLAN B - CALIFORNIA STATE UNIVERSITY (CSU GE-Breadth)	PLAN C - INTERSEGMENTAL GENERAL EDUCATION CURRICULUM (IGETC)
CONTINUOUS ENROLLMENT AND CONTINUOUS ATTENDANCE	□ CONTINUOUS ENROLLMENT is enrollment in and receiving a grade (A,B,C,D,F, CR or NC) for at least one class per ACADEMIC YEAR (August to June) at LBCC or any other accredited higher education institution after being initially enrolled at LBCC. Students enrolled in non-credit courses may qualify for continuous enrollment if the course instructor has noted satisfactory progress in the class rollbook. For additional information, see Degrees and Programs section of the Catalog.	□ CONTINUOUS ENROLLMENT AND CONTINUES ATTENDANCE is enrollment at an accredited college for at least one semester or two quarters in any one CALENDAR year (January to December) to insure catalog rights. Note: Please check with a counselor regarding major admissions requirement. STUDENTS WHO HAVE NOT ATTENDED COLLEGE FOR A SEMESTER (NOT INCLUDING SUMMER) MAY STILL MEET THE REQUIREMENTS OF *CONTINUOUS ENROLLMENT & CONTINUOUS ATTENDANCE*. REFER TO **DEGREES AND PROGRAMS** SECTION OF THE CATALOG.	□ CONTINUOUS ENROLLMENT AND CONTINUOUS ATTENDANCE required to insure catalog rights. Note: Please check with a counselor regarding major admissions requirement.
RESIDENCY	□ For the field of concentration (LBCC Major), 50% of the requirements as defined by the appropriate curriculum guide must be completed at LBCC. □ And, in addition, one of the following: A) Minimum of 20 units within the last 30 units applied to the degree must be completed at LBCC, *OR* B) At least 50% of the units required for a degree must be completed at LBCC.	□ AT LEAST 50% OF THE COURSES on the general education guide for CSU must be completed at LBCC in order to qualify for CERTIFICATION. You must see a counselor to use non-LBCC courses on this plan. When a transcript is certified by LBCC, it is marked to indicate that the lower division general education requirements for CSU have been met. Completion of the full 39 unit pattern is recommended. With permission of the CSU, students may transfer to a CSU and return to LBCC to complete classes for certification.	□ To use the IGETC, all courses must be completed at an accredited community college or university prior to transfer. This means that courses may be transferred from one community college or university to another and used for transfer, provided 50% or more of the work is from a California community college (Pass Along allowed). Students who begin their college work at any UC may NOT use the IGETC for transfer back to the same UC. All course work must be completed and certified prior to transfer.
GRADE POINT AVERAGE (G.P.A) REQUIREMENT	□ FOR GRADUATION: Overall G.P.A. of 2.0 ("C" average) based on all grades from all colleges from which courses are applied to LBCC degree. Some fields may have additional G.P.A. requirements; check the appropriate curriculum guide.	□ FOR ADMISSION: Generally, 2.0 overall G.P.A. in CSU transferable units. (LBCC courses numbered 1-99 are CSU transferable). Some majors may require a higher G.P.A. (See application and major requirements for more information). A grade of "C" or better is required for each class in Areas A & B4. The "C" grade must be equivalent to a 2.0 G.P.A. to qualify. No more than 2 D's allowed in remaining general education classes.	□ FOR ADMISSION: A minimum of 2.4 G.P.A. in transferable units (UC transferable courses noted in LBCC catalog and schedule of classes). Some majors require a higher G.P.A. (See applicaton and major requirements for more information). For CSU, see Plan B.
CERTIFICATION	Not applicable		Requires a "C" or better in each class.
UNITS	□ FOR GRADUATION: Minimum of 60 AA/AS applicable units (1-599); some fields of concentration may require more units–consult appropriate curriculum guide. *SOME COURSES DO NOT APPLY TOWARD THE 60 UNIT MINIMUM.* Note: Courses in the 600-800 band are not applicable to the Associate Degree. Examples of this include: English 801A-B, 895AB, Math 805.	□ FOR ADMISSION: Effective Fall 2005, the CSU requires the completion of a minimum of 60 transferable units for junior standing for students not eligible for admission to CSU from high school. LBCC courses numbered 1-99 will transfer to all CSU's. (See CSU application or visit www.csumentor.edu for information). A maximum of 70 transferable semester units earned at a California community college will be accepted by a CSU toward a Bachelor's Degree.	□ FOR ADMISSION: The UC and CSU systems require a minimum of 60 transferable units for admission for students not eligible for admission from high school. A maximum of 70 transferable semester units earned at a California community college will be accepted by the UC or CSU system toward a degree awarded by either system.
PROFICIENCIES	**GRADUATION PROFICIENCY REQUIREMENTS:** **MATHEMATICS:** A qualifying score on the LBCC Assessment Test or successful completion with a grade of "C" or higher in a college math course at the level of MATH 110 or Math 110B or higher *OR* in ELECT 225. An SAT I Math Score of 520 (500 for SAT Math exams taken prior to April 1995), or an ACT Math Score of 14 will also fulfill the requirement. **WRITING:** Fulfill requirements of ENGLISH COMPOSITION section above. **READING:** □ Qualification through multiple LBCC assessment measures *OR* □ Completion of READ 82 or 83 ("C" or better) at LBCC (courses taken at other colleges may be individually reviewed for equivalency by the English Department Reading Coordinator) *OR* □ A Bachelor's Degree from an accredited college or university. **INFORMATION COMPETENCY (Effective Fall 2006, Information Competency replaces Computer Proficiency):** Information Competency is the ability to find, evaluate, use, and communicate information in all its various formats. It combines aspects of library literacy, research methods and technology proficiency. **Students must complete ONE course from INFORMATION and ONE course from TECHNOLOGY:** □ INFORMATION: ENGL 1 or ENGL 3 or LIB 1 AND □ TECHNOLOGY: CBIS 6A or CAOTC 34 or COMIS 1 or CPAS 1 or CPAS 10	□ There are NO proficiencies required by the California State Universities.	FOREIGN LANGUAGE PROFICIENCY-IGETC AREA 6. Those students using the IGETC for transfer to one of the campuses of the University of California must show proficiency in a foreign language. **This requirement may be met by:** □ Completion of two years of foreign language in high school with a grade of "C" or better, *OR* □ Performance on foreign language proficiency tests administered at a campus of the UC, *OR* □ Earning a score of 550 on an appropriate College Board Achievement Test, *OR* □ Completion of a second or more advanced level of foreign language course offered at LBCC: CHIN 2 ITAL 2, (2A+2B), 3 COMDI 2B, 3A, 3B JAP 2 FREN 2, (2A+2B), 3, 4 SPAN 2, (2A+2B), 3, 3H, 4, 9, 10 GER 2, (2A+2B), 3, 3H, 4, 4H (+)Both courses must be completed to receive IGETC credit

Associate Degree and Transfer Programs

In accordance with the Long Beach City College mission statement, our school offers three possible degree patterns. These three patterns are listed below as Plan A, B and C. If a student wants to select courses to prepare for a career immediately after graduation from Long Beach City College, he or she should choose Plan A. **Under Plan A, a student can finish an Associate Degree and combine it with one of Long Beach City College's Certificate Programs or prepare for transfer.** Many employers prefer their employees to have both a degree and a certificate. If students are interested in an Associate Degree and a career, then Plan A should be followed. All students, however, should be aware that such a plan requires continuous enrollment. All students seeking such career goals need advice to achieve good results. To accomplish the most with your time in school, students are encouraged to meet with a counselor. Counselors know best how to combine a degree with a Certificate program.

If a student wants to complete an Associate Degree and transfer to a B.A./B.S. program, then the general education (G.E.) patterns Plan B and C should be followed. **Plan B will prepare students for transfer to the California State University System. Plan C will prepare students for transfer to either the University of California or the California State University systems.** It is imperative for students to see a counselor for use of this plan. Students may also choose to attend a private university or college, or they may wish to transfer out of state. If you have such plans, see a counselor or go to the Transfer Center. While the UC System requires continuous enrollment, the CSU adds a definition of continuous attendance for successful transfer. If students are careful in the courses they select, they will be able to complete an Associate Degree and a transfer program at the same time. The best way for a student to prepare such a program would be to make an appointment with a counselor. Long Beach City College's counselors have a complete list of transfer requirements and can help to design the most efficient program to meet your needs.

Finally, the G.E. patterns listed as Plan A, B and C represent three different ways one can prepare for a degree. The plan best suited for you requires careful consideration. Long Beach City College Counselors have the knowledge you need to get the most out of your education. If a student wanted a program that combined a career, transfer and a degree, a counselor could show him/her how to achieve all three in the shortest amount of time. Therefore, making an appointment with a counselor as soon as possible is probably the first logical step everyone should take in their educational career.

STUDENTS SHOULD BE AWARE THAT STARTING ONE PLAN DOESN'T PRECLUDE CHANGING TO ANOTHER. IT IS POSSIBLE TO CHANGE PLANS WITH PROPER COUNSELING.

STUDENTS SHOULD BE ADVISED THAT THE ASSOCIATE DEGREE COMPRISES TWO MAJOR COMPONENTS: A GENERAL EDUCATION PATTERN AND A FIELD OF CONCENTRATION. A TRANSFER PROGRAM COMPRISES THREE MAJOR COMPONENTS: ADMISSION REQUIREMENTS, A GENERAL EDUCATION REQUIREMENT AND A MAJOR FIELD OF PREPARATION.

Determination of Requirements to be Used for Certificates, the A.A./A.S. Degree and General Education Certification
Students may be granted an A.A./A.S. Degree and/or be certified for general education based on the requirements in effect at any time between their initial enrollment at Long Beach City College and the present, provided **continuous** enrollment is maintained throughout. If continuous enrollment is not maintained, students may only use requirements in effect beginning with such time as continuous enrollment was established and maintained to the present.

Definition of Continuous Enrollment
"Continuous enrollment" shall be defined as enrollment in, and receiving a grade for, at least one class per academic year at Long Beach City College or any other accredited higher educational institution, after having initially enrolled at Long Beach City College. Continuous enrollment secures "catalog rights" for the student. **Catalog rights** are defined as guaranteeing students the specific degree requirements of the year they first enrolled. Continuous enrollment applies to all students interested in earning an Associate Degree or transferring to the University of California.

"**Continuous Attendance**" is a definition of enrollment that applies to those Long Beach City College students interested in transferring to the CSU system. Since the CSU system defines "continuous attendance" as enrollment at an accredited college "...for at least one semester or two quarters in any one calendar year," transfer students must be careful to combine "continuous enrollment" with "continuous attendance." The difference between these two definitions rests on how a school defines a "year." Long Beach City College must use the academic year (fall and spring semesters) and the CSU system must use the calendar year (January to December). When students combine continuous enrollment and attendance definitions, they need to attend at least one class every semester until they transfer. Only this way can they secure their catalog rights. Because of the confusion these two definitions might create, Long Beach City College strongly recommends that all new students see a counselor.

Acceptable grades that will satisfy continuous enrollment are A-F, CR and NC. This policy is effective for students who established continuous enrollment at the start of the Fall 1983 semester or later. Coursework transferred from other institutions will be evaluated for satisfaction of all Associate

Degree requirements, including the proficiency requirements and for certificates of completion.

Military personnel who had to withdraw with grades of MW because of military orders will be given one academic year after the end of the military conflict to return to college without losing their continuous enrollment status and catalog rights.

Students who encounter problems fulfilling both the general education and the field of concentration requirements in effect for any one year may appeal immediately to the Graduation Appeals Committee.

Dual Associate Degrees

Students seeking multiple degrees in the same term must meet the following requirements:

1. To obtain a dual degree students must complete a minimum of 80 semester units and a third degree would require a total of 100 semester units. Each additional degree would require an additional 20 semester units that are unique to the additional degree.

2. Fifty percent or 20 units (whichever is less) of the major requirements from the second degree must be distinct from the first degree. In addition to the above requirements, degree requirements, including degree residency requirements, scholarship, field of concentration, and general education and proficiency requirements must also be met.

Post Associate Degree(s):

Students wishing to obtain an additional Associate Degree after they have received their first degree must obtain twenty additional units at LBCC after receiving the last degree. Degree requirements for an additional degree will start at the time the students enroll after receiving the initial Associate Degree. In addition to the above requirements, degree requirements, including degree residency requirements, scholarship, field of concentration, and general education and proficiency requirements must also be met.

Philosophy of Education Leading to a Career, a Career Certificate or a Certificate of Completion.

Long Beach City College provides many opportunities for students to gain marketable skills. Critical thinking experiences are included as part of the training. Changing technologies have placed greater demands on workers and critical thinking skills are necessary for success in most occupations.

Occupational programs teach the theory and the practical applications of a career. The goal of an occupational program is gainful employment. The course of study for such a program will enable students to become familiar with the requirements and methods of an occupation to progress beyond an entry-level position. One of the college's goals is to help students make informed career decisions.

A **career certificate** is defined as a course of study consisting of at least 18 units; a **certificate of** **completion** is defined as a course of study consisting of less than 18 units–both in a specific occupational area. Students must complete 50 percent or more of the total units required for a certificate while enrolled at Long Beach City College. For specific unit requirements, consult the program director. All **career certificates** and **certificates of completion** are reviewed by advisory committees comprised of representatives of the industry, students and faculty. This assures that programs meet the current and future needs of industry.

Criteria

A goal of education leading to a career is to make occupations accessible to students. The elements of such an education include: understanding the origins, technology, skills and theories involved in that occupation. Part of any occupational program should include the ability for students to analyze changing conditions in their areas of employment. Finally, an understanding of how a career fits into the current economy helps students to find alternatives when their career changes over time.

Philosophy of General Education, Associate Degrees

General education is designed to introduce students to the variety of means through which people comprehend the past, present and future world. It reflects the conviction of Long Beach City College that those who receive an Associate Degree should possess in common certain basic principles, concepts and methodologies of the various disciplines. The general education experience should enable individuals to use this knowledge when evaluating and appreciating the physical environment, arts, culture and the society in which they live. Most importantly, since education is a life-long process, general education should lead to better self-understanding and the capacity to adapt, respond and grow in a changing world.

In its general education program, Long Beach City College strives to create coherence and integration among the separate requirements. Further, through this program, the college involves students in examining the values inherent in proposed solutions to major social problems.

Criteria

Since it is expected to produce the skills, methods or knowledge common to all, a course which satisfies the general education requirement should be of an introductory or survey nature. In addition, a non-survey course may qualify as general education if its course design incorporates a substantial integration of the basic principles and methodologies of the discipline in relation to the specific subject matter of the course.

Plan A:

Associate Degree (Degree and/or Career Option)

1. Students may use this plan to simply complete an Associate Degree.

2. Those students interested in preparing for a career upon graduation may use this plan by combining the Associate Degree with a Certificate Program.
3. This plan may also be used to combine a career, degree and transfer goals.
4. Students must maintain continuous enrollment and complete a field of concentration.
5. If you are considering transferring to CSU or UC and need additional units to complete the 18 unit general education requirement for Plan A, it is recommended that you select needed units from the CSU General Ed/Breadth or the Intersegmental General Education Transfer Curriculum (IGETC).
6. For the best program see a counselor.

Plan B:

General Education Certification Pattern for CSU Transfer and The Associate Degree

1. Students may use this program to combine the CSU general education requirements with an Associate Degree.
2. Those students interested only in transfer to a CSU can achieve that goal by following the certification pattern listed here.
3. To complete an Associate Degree with this program, a student must complete a field of concentration and the Associate Degree general education and proficiency requirements.
4. Students must maintain continuous attendance.
5. See a counselor to select courses which meet both CSU and Associate Degree requirements at the same time.

Plan C:

Intersegmental General Education Transfer Curriculum (IGETC) for the UC/CSU Systems and the Associate Degree

The Intersegmental Committee of the Academic Senates for the combined university and college systems in the state of California approved the Intersegmental General Education Transfer Curriculum (IGETC) which was implemented Summer 1991.

1. The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus.
2. The IGETC provides an option to the California State University General Education requirements and replaces the University of California Transfer Core Curriculum.
3. Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses at the community college fulfilling CSU's General Education requirements or those of a particular UC campus.

4. To complete an Associate Degree with this program, a student must complete a field of concentration and the Associate Degree general education and proficiency requirements.
5. Students must maintain continuous attendance.

Plan A
Additional Graduation Requirements

1. **Units** - The Associate Degree requires a minimum of 60 units passed, including the field of concentration, required general education courses and free electives (if applicable) as defined in the college catalog. The curriculum guide for the field of concentration and the LBCC graduation requirements identify the exact number of units.
2. **Scholarship** - An overall grade point average (G.P.A.) of 2.0 ("C" average) based on all accredited college work that is applied to the degree, no matter where completed.
3. **Residence** - Either a.) a minimum of 20 units within the last 30 units of work applied to the degree must be completed at LBCC; or b.) at least 50 percent of the units required for the degree must be completed at LBCC.
   4. **Field of Concentration** - Completion of 50 percent or more, in residence (which may include credit earned by exam, where applicable), of the requirements for the chosen field of concentration as defined in the appropriate curriculum guide. The field of concentration, the general education and the proficiency requirements must be those in effect for the same year.

   Note: There is no "double-counting"–that is, courses required for the field of concentration may not also fulfill general education requirements, unless specifically noted.
5. **General Education and Proficiency requirements** - Refer to Plan A for the requirements in general education and proficiency in reading, writing, mathematics and information competency. The field of concentration, the general education and the proficiency requirements must be those in effect for the same year. A student may use a course to fulfill a general education requirement in effect at the time the course was completed, even though the course may have been subsequently removed from the list of approved general education courses.
6. **Matriculation** - Matriculation materials must be submitted to the Admissions and Records Office prior to the application for graduation.

Changes to the Associate Degree and Certificate requirements may be made after the printing of the catalog. Students should consult a counselor or the appropriate Associate Degree curriculum guide to determine the current status of degree requirements. Students who encounter problems fulfilling both the general education and the field of concentration requirements in effect for any one year may appeal

immediately to the Graduation Appeals Committee. Completing the degree requirements is the responsibility of the student.

These requirements become effective for students entering the 1992 Summer session. Students who entered Long Beach City College prior to the 1992 Summer session and who have been continuously enrolled may use the graduation requirements in effect at any time between their initial enrollment at Long Beach City College and the present.

"Continuous enrollment" is defined as enrollment in, and receiving a grade for, at least one class per academic year at either Long Beach City College or any other accredited higher education institution, after having initially enrolled at Long Beach City College. Acceptable grades that will satisfy continuous enrollment are A-F, CR and NC. Students enrolled in non-credit courses may qualify for continuous enrollment if the instructor has noted their satisfactory participation in the class rollbook. This policy is effective for students who established continuous enrollment at the start of the Fall 1983 semester or later.

Coursework transferred from other institutions will be evaluated for satisfaction of all associate degree requirements, including the proficiency requirements, and for certificates of completion.

Plan B

Additional Requirement Information for California State University

1. To obtain a Bachelor's Degree from any of the California State University campuses, students are required to complete a minimum of 48 semester units of general education courses in the following areas: Area A (9 units), Area B (12 units), Area C (12 units), Area D (12 units), Area E (3 units).

   Up to 39 lower-division units may be completed at and certified [see below] by California community colleges. Long Beach City College recommends the **pattern of 39 lower-division units** as listed in Plan B. After the student has transferred, the CSU campus will then specify **a minimum of nine more upper-division units** to be taken primarily in Areas B, C and D.

   [**Certification** means that LBCC will officially designate on transcripts sent to any CSU those general education courses, which have been completed, and then the CSU campus will accept those courses toward fulfillment of the breadth requirements. It is very important for students to consult with their counselor regarding the selection of courses from a valid list for certificate purposes.]

2. No course may be used to fulfill more than one general education requirement. In most cases you may not use courses from your major department to also fulfill general education requirements ("double-counting") unless the same course is required both in your major and in general education and no alternative is available.

3. All courses numbered 1-99 in the catalog will transfer to the CSU at least as elective credit.

4. Completing the general education requirements and the major requirements is the responsibility of the student.

General Education-Major Requirements

The Baccalaureate Degree has **two** major components: general education and a major field of study. The major allows one to concentrate in depth in a field of study. General education, which should be done primarily at the lower division level (first two years of college), is designed to provide a common educational overview of the great accomplishments of humanity.

While attending Long Beach City College, students planning to transfer to the California State University system should follow the recommended pattern of general education-breadth requirements listed. (Note: Courses that fulfill these CSU requirements do not necessarily meet the requirements for the University of California system).

In addition, students should take the specific lower division courses required for their chosen major; these are listed on transfer curriculum guides available in the Counseling Centers. Careful educational planning will enable students to prepare for transfer and also complete the graduation requirements for an Associate Degree. Consult a counselor for assistance in correlating these requirements.

Admission Requirements

Students may apply to any of the 22 campuses of the California State Universities: Bakersfield, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma and Stanislaus.

Lower Division Transfers - _Undergraduate transfer applicants with fewer than 56 transferable semester units of study_ may qualify for regular admission if they are eligible as freshmen and have been in continuous attendance since high school graduation; or were eligible as freshmen except for the subject requirements and have completed appropriate college courses in the missing subjects (all transfers must have a 2.0 minimum grade point average and be in good standing at last college attended). Applicants not eligible as freshmen cannot be admitted as lower division transfers. They must establish eligibility by completing the requirements for upper division transfers.

Undergraduate transfer applicants with fewer than 56 semester units of transferable college credit, who have not completed the subject requirements, may do so by:

1. Completing appropriate courses with a "C" or better in adult school or high school summer sessions; **OR**

2. Completing appropriate courses in college with a "C" or better. One course of three semester (or four

quarter) units will be considered equivalent to one year of high school study; **OR**

3. Earning appropriate scores on specified examinations.

Upper Division Transfers - Upper division transfers may qualify for admission if they have completed *56 transferable semester (84 quarter) units* and have completed appropriate college courses to make up any missing college preparatory subject requirements. (It is also possible for an applicant eligible as a freshman to be admitted as an upper division transfer.)

The missing college preparatory subject requirements may be made up in the following ways:

1. Complete the missing subjects in ways specified for lower division applicants; **OR**

2. a) High school graduates prior to 1988: Complete with grades of "C" or better the CSU general education requirements in communication in the English language (9 units in Areas A1, A2, A3) and math (from Area B4); **OR**

   b) 1988 and later high school graduates: Complete with grades of "C" or better a minimum of 30 semester (45 quarter) units selected from courses in English, arts and humanities, social science, science and math of at least equivalent level to courses that meet general education or transfer curriculum requirements. Each student must complete all of CSU general education requirements in communication in the English language (9 units in Areas A1, A2, A3) and the general education requirement in math (from Area B4) as part of the 30-semester unit requirement.

Please consult with the Long Beach City College Counseling Department and Transfer Center regarding appropriate courses and tests to satisfy the subject requirements, as well as continuous attendance issues and criteria used to determine eligibility as first-time freshman.

Courses numbered 1-99 in the Long Beach City College catalog are transferable as general education and/or elective credit to the CSU. Students with *60 transferable units* will be admitted as juniors. A *maximum of 70* semester transferable units earned in a California community college will be accepted by a CSU campus towards the baccalaureate degree.

Some programs are impacted at various CSU campuses when the number of applicants received in the first month of the admission filing period is greater than the number of spaces available. For these programs, students are urged to consult with a Long Beach City College counselor to be aware of the filing deadlines and any supplemental admissions criteria.

Plan C

Additional Information for University of California

A student who plans to transfer to one of the nine campuses of the University of California system

(Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco, Santa Barbara and Santa Cruz) is well advised to concentrate on university and college requirements and on available prerequisite and introductory courses required by the major. The specific UC requirement for American history and institutions is met by those students who have earned a grade of "B" or better in their high school history and government classes.

Courses acceptable at the University of California are identified as such at the end of each catalog description (see courses of instruction). A student may transfer up to 70 semester units from Long Beach City College.

Admission Requirements

There are basically three options by which a transfer student from Long Beach City College may meet University of California admission requirements. In all cases, transfer students who are California residents must have at least a "C" average (2.0) in all transferable coursework to be admitted to the University. Other requirements depend on whether a student was eligible for admission to the university when he/she graduated from high school. (Note: There are changes in the "A-F" subject requirements for students who graduated from high school June 1986 and later.) The options are as follows:

Option 1: If a student was eligible for admission to the university when he/she graduated from high school, that student may transfer at any time provided that a "C" average in transferable community college courses has been maintained.

Option 2: If a student was not eligible for admission after high school because subject requirements were not met, the student may take college courses in the subjects which were missed and transfer upon their completion. Students need a grade of "C" or better in each of these required courses and an overall "C" average in all transferable college course work. If less than 12 semester or quarter units of transferable college coursework are completed, the examination requirements for freshman applicants must also be satisfied.

Option 3: If a student was not eligible for admission after high school graduation because they did not achieve the required score on the Eligibility Index and may also have lacked the required "A-F" subjects, the student must:

(1) Complete 60 semester units of transferable college credit with a grade point average of at least 2.4 and satisfy either (2) or (3) below.

(2) Complete appropriate college courses with a "C" grade or better in the "A-F" subjects that were lacking. (The university will waive up to two units, i.e., two academic years, of the required high school coursework except in math and English.)

(3) Complete with grades of "C" or better the following college courses:

(a) English: one transferable college course in English.

(b) Math: math courses equivalent to three years of high school math (i.e., elementary algebra, intermediate algebra and geometry); or one course in math or statistics for which intermediate algebra is the prerequisite (for applicants who graduated prior to June 1986, the math course must have elementary algebra as a prerequisite).

(c) U.S. history, lab science, foreign language: one transferable college course selected from these subjects. Students are advised to see a counselor to ensure they are following the correct academic program.

Private Colleges and Universities

Transfer Information

Private colleges and universities, often called independent institutions, offer a diversity of educational programs and opportunity. There are great differences in size, educational purpose and emphasis among the more than 50 independent colleges and universities in the state of California.

Long Beach City College has developed curriculum guides for many popular majors at nearby independent colleges and universities. The Library, Student Success & Transfer Services, and Career & Job Services also have complete sets of college catalogs for inspection and reference. It is advisable for students to write directly to the independent college or university for a catalog and information concerning their particular interest or major.

Transfer students who plan to attend a private college or university are encouraged to consult with a college counselor to plan their academic program.

Long Beach City College Certificate and Degree Programs

Long Beach City College provides students with an instructional program in higher education that may culminate in a Completion Certificate, a Career Certificate, an Associate in Arts or an Associate in Science Degree or appropriate preparation for transfer to a four-year college or university.

Certificate (Career or Completion) and/or Associate Degrees are offered in the fields of concentration on the following lists(s). The requirements for each field of concentration are listed on the curriculum guides available in the Counseling Center at the Liberal Arts and the Pacific Coast campuses as well as the LBCC Catalog.

In addition, a Curriculum Guide may be developed to meet the educational need of individual students that would include two or more appropriately related subject areas. Such an alternate plan requires the approval of the appropriate instructional dean and the Office of School and College Relations.

The notations used in the following table are:
T=**Transfer Preparation** – College courses in general education and the major taken during the freshman and sophomore years to prepare for transfer to a university (i.e. CSU-Long Beach, Chapman, UC-Irvine, USC, etc.)

A=**Associate Degree** – Two-year college degree awarded by Long Beach City College which includes general education courses and a major.

CA=**Career Certificate** – One to two year programs in occupational/technical areas at Long Beach City College which provide training in job skills and employment opportunities.

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SCHOOL OF BUSINESS & SOCIAL SCIENCE

BUSINESS

Business Administration

T	A	CA	
X	X	X	Accounting
	X	X	Accounting Clerk
X	X	X	Business Administration
X	X	X	Business, General
X	X	X	Business, International
X	X	X	Business, Management
X	X	X	Marketing
X	X	X	Real Estate
		X	Retail Management, Food Industry Emphasis

Computer & Business Info Systems

T	A	CA	
X	X	X	Computer Applications Specialist
X	X	X	Computer Programming (Bus. Info Systems and Computer Science)

Computer & Office Technologies

T	A	CA	
	X	X	Administrative Assistant
X	X	X	Computer Applications Specialist
	X	X	Customer Service Representative
	X	X	Data Entry (Office Technologies)
	X	X	Legal Secretary
	X	X	Medical Transcription
	X	X	Office Assistant
	X	X	Word Processing Specialist

Tourism

T	A	CA	
	X	X	Baking
	X	X	Culinary Arts
	X	X	Hotel Management
X	X	X	Food & Beverage Management
X	X	X	Travel Industry

SOCIAL SCIENCE

Public Services

T	A	CA	
X	X	X	Administration of Justice
X	X	X	Fire Science
X	X	X	Human Services
	X	X	Human Services–Alcohol and Drug Studies

Social Science

T	A		
X	X		Social Sciences

SCHOOL OF CREATIVE ARTS & APPLIED SCIENCE

CREATIVE ARTS

Art

T	A	CA	
X	X	X	Art

T	A	CA	
	X	X	Desktop/Media Publishing
X	X	X	Photography

Fine Arts

	A		
	X		Fine Arts

Music/Radio/Television

T	A	CA	
X	X		Music
X	X	X	Commercial Music: Composer/Arranger
X	X	X	Commercial Music: Professional Instrumentalist
X	X	X	Commercial Music: Professional Technology
X	X	X	Commercial Music: Professional Vocalist
X	X	X	Commercial Music: Record Producer
X	X	X	Commercial Music: Recording Engineer
X	X	X	Commercial Music: Songwriter
X	X	X	Radio/Television: Broadcast News
X	X	X	Radio/Television: Multimedia Production
X	X	X	Radio/Television: Performance
X	X	X	Radio/Television: Producer Speech Communication
X	X		Speech Communication Theatre Arts
X	X		Dance
X	X		Film
X	X		Theatre: General, Acting, and Technical Emphases

APPLIED SCIENCES

Child Development

T	A	CA	
X	X	X	Child Development
	X	X	Early Childhood Education
	X	X	School Age Child Care
	X	X	Special Education Assistant Family & Consumer Studies
	X	X	Dietetics Program: Dietetic Tech & Dietetic Service Supervisor
X	X	X	Family and Consumer Studies
X	X	X	Fashion Design
	X	X	Fashion Design – Asst Designer
		X	Fashion Design – Patternmaker
		X	Fashion Design – Samplemaker
X	X	X	Fashion Merchandising
	X	X	Floral Design
X	X	X	Interior Design
X	X	X	Interior Design: Technical Skills

SCHOOL OF HEALTH & SCIENCE
MATHEMATICS & SCIENCE

Life Science

T	A	CA	
X	X		Biological Sciences Mathematics & Engineering
X	X		Engineering
X	X		Mathematics
			Physical Science
X	X		Physical Sciences

NURSING & ALLIED HEALTH

Allied Health

T	A	CA	
	X	X	Medical Assisting: Clinical and/or Administrative Certificate
	X	X	Diagnostics Medical Imaging

Nursing

X	X	X	Associate Degree (RN Program)
X	X	X	LVN to RN Career Ladder Program
	X	X	Vocational

SCHOOL OF LANGUAGE ARTS

English

	A	CA	
	X	X	Desktop/Media Publishing
X	X		English: Language & Literature, Creative Writing Sequence
X	X	X	Journalism
		X	Photojournalism

Foreign Language

X	X	X	Foreign Language

SCHOOL OF LEARNING RESOURCES, TEACHING & TECHNOLOGIES

	X	X	Library Technician

SCHOOL OF PHYSICAL EDUCATION & ATHLETICS

X	X		Physical Education/Recreation

SCHOOL OF TRADES & INDUSTRIAL TECHNOLOGIES

Aviation Department

X	X	X	Aviation (Professional Pilot)
X	X		Aviation Administration
	X	X	Aviation Maintenance

AutoBody

	X	X	Auto Body Repair
			Auto Mechanics/Diesel
	X	X	Advanced Transportation Technology: Alternate Fuels
	X	X	Advanced Transportation Technology: Electric Vehicles
	X	CA	Auto Mechanics
	X	X	Diesel Mechanics

Construction & Related Trades

	X	X	Air Conditioning/Refrigeration-Theory and Practical Experience
	X	X	Air Conditioning/Refrigeration-Theory Only
	X	X	Cabinet Making/Furniture Making
	X	X	Carpentry Tech/Trade Home Remodel & Repair
	X	X	Horticulture
	X	X	Mechanical Maintenance Tech

Drafting

X	X	X	Architectural Design (Transfer)
	X	X	Drafting – Architectural (Occupational)
	X	X	Drafting – Mechanical & Design (Occupational)

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T A CA

Electricity

	X	X	Electrical Technology

Manufacturing Technology

	X	X	Machine Tool Technology
	X	X	Sheet Metal
	X	X	Welding Technology (Prep)
X	X	X	Machine Operator/Manufacturing Technology
X	X	X	Numerical Control Tech/Manufacturing Technology
X	X	X	Tool Design/Manufacturing Technology

INTERDISCIPLINE STUDIES

	X		Liberal Arts

COMPLETION CERTIFICATES

Long Beach City College offers a variety of Completion Certificates. A completion certificate certifies a competency in a given area and requires 18 units or less. Listed below is a list of Completion Certificates as well as a list of curriculum guides that provide detailed information required to obtain a Completion Certificate. etc.).

COMPLETION CERTIFICATE	CURRICULUM GUIDES
3D Studio MAX – Animation Technician	Drafting, Mechanical Design
3D Studio MAX – Modeling Technician	Drafting, Mechanical Design
3D Studio MAX – Texture and Lighting Technician	Drafting, Mechanical Design
3D Studio MAX - Technical Design Animator	Drafting, Mechanical Design
Activity/Recreation Leadership Training	Human Services
Adult and Elder Care	Child Development
Advanced Transportation Technology – Light-Medium Duty Alternate Fuels	Advanced Transportation Technology
Advanced Transportation Technology – Electric Vehicle	Advanced Transportation Technology – Electric Vehicle
Advanced Transportation Technology – Heavy Duty Alternate Fuels	Advanced Transportation Technology
Air Reservation Specialist	Travel Industry
Application Developer	Computer Business Information Systems/Computer Science
AutoCAD I, Fundamentals	Drafting, Mechanical Design
AutoCAD II, Advanced Concepts	Drafting, Mechanical Design
AutoCAD III, Visualization, Rendering, Animation	Drafting, Mechanical Design
Baking and Pastry 1	Baking, Culinary Arts
Baking and Pastry 2	Baking, Culinary Arts
Basic Business Communication	Administrative Assistant, Word Processing
Basic Computing and Internet Literacy	Administrative Assistant, Computer Applications Specialist, Office Assistant
Basic Customer Service	Customer Service Representative
Basic Data Entry	Data Entry, Customer Service Representative
Basic Legal Office Procedures	Legal Secretary
Basic Microsoft Office	Administrative Assistant, Computer Applications Specialist, Customer Service Representative, Office Assistant
Basic Office Computer Skills	Office Assistant, Word Processing
Basic Office Skills	Administrative Assistant, Legal Secretary, Office Assistant
Basic Word Processing	Medical Transcription, Office Assistant, Word Processing
Cabinetmaker Trainee	Wood Products Manufacturing
CAD Professional	Drafting, Mechanical Design
Carpenter Trainee	Contact department at (562) 938-3091 for details
Chemical Dependency	Human Services – Alcohol & Drug Studies
Child Development Permit Specialization-Art for Children	Child Development: Early Childhood Education
Child Development Permit Specialization-Child Health	Child Development: Early Childhood Education
Child Development Permit Specialization-Children with Exceptional Needs	Child Development: Early Childhood Education
Child Development Permit Specialization-Family Child Care	Child Development: Early Childhood Education
Child Development Permit Specialization-Infant/Toddler	Child Development: Early Childhood Education
Child Development Permit Specialization-Literacy	Child Development: Early Childhood Education
Child Development Permit Specialization-Multicultural	Child Development: Early Childhood Education
Child Development Permit Specialization-Music	Child Development: Early Childhood Education
Child Development Permit Specialization-School Age	Child Development: Early Childhood Education
Child Development – Early Childhood Education-Associate Teacher	Child Development: Early Childhood Education
Child Development – Early Childhood Education-Assistant Teacher	Child Development: Early Childhood Education
Computer Tech A+ Preparation	Computer Business Information Systems/Computer Science
Commercial Cake Decorating	Baking, Culinary Arts

COMPLETION CERTIFICATE	**CURRICULUM GUIDES**
Commercial Formal Buffet	Culinary Arts
COREL WordPerfect	Administrative Assistant, Legal Secretary, Medical Transcription, Office Assistant, Word Processing
Criminal Forensics	Administration of Justice
Cruise Specialist	Travel Industry
Emergency Medical Technician	Medical Assistant
Family Development	Child Development
Fluoroscopy	Diagnostic Medical Imaging
Food Preparation 1	Baking, Culinary Arts
Food Preparation 2	Culinary Arts
Food Preparation 3	Culinary Arts
Food Service Sanitation	Baking, Culinary Arts
Health Unit Coordinator	Medical Assistant
Home Health Aide	Vocational Nursing
Home Remodeling & Repair Technician	Carpentry
Hotel, Restaurant: Institutional Cooking 1	Culinary Arts
Hotel, Restaurant: Institutional Cooking 2	Culinary Arts
Information Security	Computer Business Information Systems/Computer Science
Introduction to Baking	Baking, Culinary Arts
Introduction to Chocolate	Culinary Arts
Java Web Programmer	Computer Business Information Systems/Computer Science
Magnetic Resonance Imaging Technology	Diagnostic Medical Imaging
Mammography	Diagnostic Medical Imaging
Medical Insurance Billing	Medical Assistant
Microsoft Access	Administrative Assistant, Computer Application Specialist, Data Entry
Microsoft Excel	Administrative Assistant, Computer Application Specialist, Customer Service Representative, Office Assistant, Word Processing
Microsoft Windows System Administration	Computer Business Information Systems/Computer Science
Microsoft Word	Administrative Assistant, Computer Application Specialist, Customer Service Representative, Legal Secretary, Medical Transcription, Office Assistant, Word Processing
Network Cabling Specialist	Electrical
Network Installation	Electrical
Network Installation and Design	Electrical
Certified Nurse Assistant	Vocational Nursing
Nutrition for Culinary Arts	Culinary Arts
Oracle Developer (DBA) Associate	Computer Business Information Systems/Computer Science
Oracle Developer Associate	Computer Business Information Systems/Computer Science
Oracle Developer Professional	Computer Business Information Systems/Computer Science
Phlebotomy	Medical Assistant
Pre-apprenticeship Training	Carpentry
Professional Gourmet Cooking	Culinary Arts
ProTools Assistant	Recording Engineer, Record Producer
Quick Service Tech – Brake Inspections	Contact department at (562) 938-3071 for details.
Quick Service Tech – Lubrication Service	Contact department at (562) 938-3071 for details.
Quick Service Tech – Tire Service	Contact department at (562) 938-3071 for details.
Studio Assistant	Recording Engineer, Record Producer
Traffic Signals Systems 1	Electrical Technology
Travel Destinations	Travel Industry
Travel Industry Management Specialist	Travel Industry
Vocational Media – Commercials	Theatre Arts
Vocational Media – Film Acting	Theatre Arts
Vocational Media – Voice-Over	Theatre Arts

COMPLETION CERTIFICATE

Web Construction

Windows 2000 Network Administrator

CURRICULUM GUIDES

Computer Business Information Systems/Computer Science

Computer Business Information Systems/Computer Science

The following Certificate and Associate Degree programs are offered by Long Beach City College. Please note that the information presented in this section for each of the LBCC Curriculum Guides represents only a portion of the complete LBCC Curriculum Guide available on the LBCC website due to space limitations. The information selected for the catalog, is comprised of the core curriculum most useful when registering for courses in the major. All other pertinent information regarding graduation proficiencies and general education is not presented in this section of all catalog but is available on the curriculum guides posted on the LBCC website. **The information contained herein is subject to change without notice and/or may include clerical errors due to printing deadlines or format restrictions.** If you become aware of inconsistencies between the information provided in this catalog and the information provided in other sources, please contact the appropriate department office for the specific majors. Your observations will help us provide the most current and accurate information possible.

A complete list of Curriculum guides is available at the following website: http://students.lbcc.edu Click on Curriculum Guides heading located on the left side of the webpage.

LEGEND

† This course has a prerequisite; prerequisite courses must be completed with at least a "C" or "CR" grade (see catalog or schedule of classes).
▪ Identifies the courses need for an Associate Degree in that area.
* This course is an exception to the "double counting" rule; it may be double counted.
Φ Cannot be used as an elective if counted under required units.

Note: The footnotes for all other symbols can be found at the end of each guide.

ACCOUNTING

Career Certificate and/or Associate in Arts

Students prepare for an entry-level position in the accounting office. Student is provided partial lower division preparation for the baccalaureate degree in Business Administration. This certificate will prepare students for a variety of entry-level accounting positions. This Associate Degree will prepare students for career advancement once a certificate has been earned. For more departmental information call (562) 938-4737.

REQUIRED COURSES	UNITS
ACCTG 1A Principles of Accounting	4
†ACCTG 1B Principles of Accounting	4
ACCTG 205 Fundamentals of Tax	3
†ACCTG 228 Computerized Gen Ledger Acct Systems	2
†ACCTG 229 Spreadsheet Accounting	3
ACCTG 230 Quickbooks Accounting	1
CAOTC 35 Microsoft Office Specialist	3
CAOTO 15 Business Communications	3
GBUS 5 Introduction to Business	3
LAW 18A Business Law	3
TOTAL UNITS	**29**

RECOMMENDED **but not required courses:**

ACCTG 200A Intro to Accounting	3
ACCTG 400 Personal Financial Management	3
CAOTT 233 Computer Keyboarding	1
CBIS 6A Intro to IT Concepts & Applications	4
IBUS 40 International Banking and Finance	3
LAW 18B Business Law	3

ACCOUNTING CLERK

Career Certificate and/or Associate in Arts

This field of concentration is designed to prepare the student for entry as a clerk in a financial department or in other clerical positions in a business setting. This certificate will prepare students for a variety of clerical positions in a business setting. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4737.

REQUIRED COURSES	UNITS
ACCTG 200A Introduction to Accounting	3
†ACCTG 228 Computerized Gen Ledger Acct Systems	2
ACCTG 230 Quickbooks Accounting	1
CAOTC 35 Microsoft Office Specialist	3
CAOTO 15 Business Communications	3
GBUS 5 Introduction to Business	3
GBUS 251 Business Mathematics	3
TOTAL UNITS	**18**

RECOMMENDED **but not required courses:**

ACCTG 1A Principles of Accounting	4
ACCTG 205 Fundamentals of Tax	3
†ACCTG 229 Spreadsheet Accounting	3
ACCTG 400 Personal Financial Management	3
LAW 18A Business Law	3

ADMINISTRATION OF JUSTICE

Associate in Arts/Career or Completion Certificate

Students are educated and trained for immediate employment in the criminal justice system. Technical education courses prepare students in the concepts and methodologies of the disciplines. This program also provides partial lower division preparation for the baccalaureate degree in this field. This certificate will prepare students for an entry-level position in a variety of settings and will serve as a foundation for specialization. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4399.

REQUIRED CORE COURSES	UNITS
ADJUS 2 Introduction to Administration of Justice	3
ADJUS 3 Introduction to Criminal Procedures	3
ADJUS 4 Criminal Law	3
ADJUS 5 Community and Human Relations	3
ADJUS 6 Introduction to Evidence	3
ADJUS 8 Introduction to Investigation	3
Subtotal Units	**18**

Consult guides available in Counseling Centers for specific general education and required grades.

IN ADDITION, select *SIX* (6) units from the following:

ADJUS 10 Writing for Criminal Justice	3
ADJUS 12 Crime and Delinquency	3
ADJUS 14 Juvenile Law and Procedure	3
ADJUS 16 Vice, Narcotics and Organized Crime	3
ADJUS 17 Computer Use in Criminal Justice	3
ADJUS 18 Police Field Operations	3
ADJUS 19 Fingerprint Classif & Identification	3
ADJUS 20 Introduction to Corrections	3
ADJUS 40 Street Gangs and Law Enforcement	3
ADJUS 45 Drug Abuse and Law Enforcement	3
ADJUS 253 Understanding Domestic Violence	3
ADJUS 269 Pre-Employ Prep for Law Enforcement	3
ADJUS 271AD **or** 272AD **or** 273AD – Work Experience - Adm. of Justice	2:2 or 3:3 or 4:4
PUBAD 1 Introduction to Public Administration	3
PUBAD 4 Fundamentals of Supervision	3
Subtotal units	**6**
TOTAL UNITS	**24**

NOTE: Any 200, 300 or 400 band courses in Administration of Justice or Public Administration can be applied as an elective to a degree or certificate for this program.

CAREER CERTIFICATE

REQUIRED CORE COURSES	**UNITS**
ADJUS 2 Introduction, Administration of Justice	3
ADJUS 3 Introduction to Criminal Procedures	3
ADJUS 4 Criminal Law	3
Subtotal units	**9**

Complete *SIX* (6) units from *ADJUS* and *PUBAD* courses listed for Associate Degree.

Subtotal units	**6**

Select *NINE* (9) units from the following:

†ENGL 1 Reading & Composition	3
†ENGL 105 Fundamentals of Writing	4
POLSC 1 Introduction to Government	3
PSYCH 1 Introduction to Psychology	3
SOCIO 1 Introduction to Sociology	3
†SP 10 Elements of Public Speaking	3
†SP 30 Elements of Group Discussion	3
Subtotal units	**9**

***ALSO* complete *SIX* (6) units from any Foreign Language, Computer/BIS, or other Administration of Justice courses.**

Subtotal units	**6**
TOTAL UNITS (for Career Certificate)	**30**

NOTE: Any 300 or 400 band course in Administration of Justice or Public Administration can be applied as an elective to a degree or certificate.

CERTIFICATE OF COMPLETION

Criminal Forensics Certificate

REQUIRED COURSES	**UNITS**
ADJUS 6 Introduction to Evidence	3
ADJUS 8 Introduction to Investigations	3
ADJUS 19 Fingerprint Classif & Identification	3
ADJUS 255 Introduction to Forensics	3
Subtotal units	**12**

IN ADDITION, select *ONE* of the following:

ADJUS 3 Criminal Procedures **or**	3
ADJUS 4 Criminal Law **or**	3
ADJUS 10 Writing for Criminal Justice **or**	3
ADJUS 17 Computer Usage in Criminal Justice	3
Subtotal Units	**3**
TOTAL UNITS	**15**

ADMINISTRATIVE ASSISTANT

Associate in Arts/Career or Completion Certificate

Students develop computer and interpersonal skills for an intermediate-level administrative assistant position: composing correspondence; compiling financial reports; coordinating workflow, appointments, and confidential data. This <u>certificate</u> prepares students for an intermediate-level position in a variety of office settings and serves as a foundation for specialization. This <u>Associate degree</u> prepares students for career advancement once a certificate has been earned. For more departmental information call (562) 938-3033.

REQUIRED COURSES	**UNITS**
CAOTC 31A Microsoft Windows Operating Sys, Beg	1
CAOTC 39C, D Microsoft Word for Office, Levels 3, 4	1:1
CAOTC 41F Excel for Windows - Intermediate	1
CAOTC 44D PowerPoint for Windows, Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTC 47A Access for Windows, Beginning	3
CAOTC 215A Microsoft Outlook	2
CAOTC 246 Financial Applications	3
CAOTO 15 Business Communications	3
CAOTO 214A Filing, Level 1	1
CAOTO 216 Proofreading Skills	1
CAOTO 260 Business Telephone Procedures	1
CAOTO 261 Business English	3
CAOTO 263 Customer Service	1
CAOTO 272AD Work Experience-CAOT	3
CAOTT 201 Intermediate Typing/Keyboarding	2
Subtotal Units	**30**

REQUIRED COMPETENCIES: (1) Typing certificate of at least 45 words per minute for 5 minutes with 5 or fewer errors by the end of the program. (2) Business calculating machines certificate of at least 170 keystrokes per minute for 5 minutes with 5 or fewer errors by the end of the program.

Select any *THREE* (3) units from the following:

CAOTC31B Microsoft Windows Operating Sys, Adv	1
CAOTC34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
CAOTC 39A, B Microsoft Word for Office, Levels 1, 2	1:1
CAOTC 41E, J Excel for Windows, Levels 1, 3	1:1
CAOTC 42A, B Desktop Publishing-Small Business	1:1
CAOTC 44E PowerPoint for Windows, Advanced	1
CAOTC 47B Access for Windows, Advanced	3
CAOTC 215B Electronic Records Management	2
CAOTC 236A, B, C, D Word Processing-WordPerfect	1:1:1:1
CAOTC 265 Computer Transcription	2
CAOTO 30 Business Calculating Machines	2
CAOTO 222 Job Search Skills	3
CAOTO 262 Professional Development	1
CAOTO 264 Call Centers	1
CAOTO 265 Customer Conflict Management	1
CAOTO 272AD Work Experience - CAOT	3

CAOTT 209AB Speed/Accuracy Bldg for Typists 1:1
Subtotal Units **3**
TOTAL UNITS **33**

CERTIFICATES OF COMPLETION:

Basic Business Communications Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 44D PowerPoint for Windows, Beginning	1
CAOTO 15 Business Communications	3
CAOTO 261 Business English	3
CAOTO 262 Professional Development	1
TOTAL UNITS	**9**

Basic Computing and Internet Literacy

REQUIRED COURSES	UNITS
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
CAOTC 45 Internet for Office and Personal Use **or**	2
CBIS 6A Intro to IT Concepts & Applications	4
CBIS 6B Intermediate Business Applications	3
CBIS 206A Internet Basics	1
TOTAL UNITS	**8**

*ADDITIONAL REQUIREMENTS***:** 2.5 minimum GPA in courses for this certificate. Completion of certificate courses must be completed within three semesters.

Basic Microsoft Office Certificate

REQUIRED COURSES	UNITS
CAOTC 35 Microsoft Office Specialist	3
TOTAL UNITS	**3**

Basic Office Skills Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTO 214A Filing	1
CAOTO 260 Business Telephone Procedures	1
Both of these courses	
CAOTT 200A Beginning Typing/Keyboarding	1
CAOTT 200B Beginning Typing/Keyboarding B	1
Or this course	
CAOTT 200 Beginning Typing/Keyboarding	3
TOTAL UNITS	**7-8**

REQUIRED COMPETENCY: Typing certificate of at least 25 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

COREL WordPerfect Certificate

REQUIRED COURSES	UNITS
CAOTC 236A Word Processing – WordPerfect, Beg	1
CAOTC 236B Word Processing – WordPerfect, Int	1
CAOTC 236C Word Processing – WordPerfect, Adv	1
CAOTC 236D Word Processing–WordPerfect, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Microsoft Access Certificate

REQUIRED COURSES	UNITS
CAOTC 47A Access for Office Applications, Beg	3
CAOTC 47B Access for Office Applications, Int	3

TOTAL UNITS **6**

REQUIRED COMPETENCY: Instructor verification of 80 percent or better accuracy on Access Core practice exam or Microsoft Office Specialist certification.

Microsoft Excel Certificate

REQUIRED COURSES	UNITS
CAOTC 41E Excel for Windows-Beginning	1
CAOTC 41F Excel for Windows-Intermediate	1
CAOTC 41J or Excel for Windows-Advanced	1
TOTAL UNITS	**3**

Microsoft Word Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for the Office, Beg	1
CAOTC 39B Microsoft Word for the Office, Int	1
CAOTO 39C Microsoft Word for the Office, Adv	1
CAOTO 39D Microsoft Word for the Office, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

ADVANCED TRANSPORTATION TECHNOLOGY
ALTERNATE FUELS

Associate in Science/Career or Completion Certificate

The certificate and degree programs will prepare students for an entry-level position as a light/medium and heavy duty technician in such fields as car, bus, truck, and specialty equipment diagnosis and repair industry. Students prepare for a career in alternative fuel vehicle conversion, maintenance and repair using state-of-the-art-equipment. Computerized engine management is emphasized. For more departmental information call (562) 938-3067.

REQUIRED COURSES	UNITS
AMECH 490 Introduction to Alternative Fuels	3.5
AMECH 491 Heavy Duty Alternative Fuels	3.5
AMECH 492 Heavy Duty Alt Fuel Diag & Repair	3.5
AMECH 493 Alt Fuel Conversion, Diag & Repair	3.5
Subtotal Units	**14**

Select *one (1)* class from the following:	
AMECH 233 Electrical & Fuel	9
AMECH 236 Computers & Emissions	9
AMECH 333M1 Electrical Systems (9 weeks)	4.5
AMECH 333M2 Fuel Systems (9 weeks)	4.5
AMECH 438 Emission Controls (night)	6
AMECH 440 Computer Systems (night)	6
AMECH 442 Fuel Systems (night)	6
AMECH 444 Electrical Systems (night)	6
DIESL 282 Diesel Four-Cycle Engine	10
DIESL 289 Caterpillar 3406 AND 3116	10
DIESL 293AD General Engines	4
Subtotal Units	**4-10**
TOTAL UNITS	**18-24**

CERTIFICATES OF COMPLETION:

Advanced Transportation Technology–Light– Medium Duty Alternate Fuels Certificate

REQUIRED COURSES	UNITS
AMECH 490 Introduction to Alternative Fuels	3.5
AMECH 493 A/F Conversion, Diagnosis & Repair	3.5
TOTAL UNITS	**7**

Advanced Transportation Technology–Heavy Duty Alternate Fuels Certificate

REQUIRED COURSES	UNITS
AMECH 491 Heavy Duty Alternative Fuels	3.5
AMECH 492 H/D Alt. Fuel Diagnosis & Repair	3.5
TOTAL UNITS	**7**

ADVANCED TRANSPORTATION TECHNOLOGY

Electric Vehicles

Associate in Science/Career Certificate

The certificate and degree programs will prepare students for an entry-level position as a light/medium and heavy-duty technician in such fields as car, bus, truck and specialty equipment diagnosis and repair industry. Students prepare for a career in hybrids, fuel cells and electric vehicle conversion, maintenance and repair using state-of-the-art equipment. For more departmental information call (562) 938-3067.

REQUIRED COURSES	UNITS
AMECH 480 Hybrid, Fuel Cell, & Electric Vehicles	3
AMECH 481 Adv. Hybrid & Fuel Cell Electric Vehicles	3
AMECH 483 Electric Vehicle Projects	3
AMECH 490 Introduction to Alternative Fuels	3.5
Subtotal Units	**12.5**

Select *SIX* (6) units from the following:

ABODY 211 Introduction to Basic Auto Body	9
ABODY 240 Automotive Refinishing I	4.5
ABODY 419AD Auto Body Repair	4
AMECH 233 Electrical & Fuel	9
AMECH 236 Computers & Emissions	9
AMECH 333M1 Electrical Systems (9 weeks)	4.5
AMECH 336M1 Computer Systems (9 weeks)	4.5
AMECH 336M2 Emissions Controls (9 weeks)	4.5
AMECH 438 Emission Controls (night)	6
AMECH 440 Computer Systems (night)	6
AMECH 444 Electrical Systems (night)	6
DIESL 391A Heavy Equipment Electrical Systems	3
SHMET 201 Sheet Metal 1	10
SHMET 220A Surface Development & Fabrication 1	5
SHMET 420AD Sheet Metal Fabrication	3
Subtotal Units	**6**
TOTAL UNITS	**18.5**

CERTIFICATES OF COMPLETION:

Advanced Transportation Technology–Electric Vehicle Certificate

REQUIRED COURSES	UNITS
AMECH 480 Hybrid, Fuel Cell, & Electric Vehicles	3
AMECH 481 Adv. Hybrid & Fuel Cell Electric Vehicles	3
TOTAL UNITS	**6**

AIR CONDITIONING/ REFRIGERATION

THEORY & PRACTICAL EXPERIENCE

Associate in Science/Career Certificate

Students prepare for entry-level positions in air conditioning and refrigeration. The program includes H.V.A.C.R. (Heating, Ventilation, Air Conditioning, and Refrigeration) technology for commercial and industrial applications. Emphasis will be placed on training an individual to have the theory and manipulative skills that will enable that person to be a productive member of the air conditioning and refrigeration industry. For more departmental information call (562) 938-3053 or 938-3054.

REQUIRED COURSES	UNITS
AC_R 211 Air Conditioning & Refrig. Fundamentals	10
AC_R 212 Electrical Theory & Component App	10
†AC_R 213 Psychrometrics, Ducting & Load Calc	10
†AC_R 214 Troubleshooting Total Comfort Systems	10
TOTAL UNITS	**40**

RECOMMENDED **but not required course:**

FORK 801 Forklift Safety & Operation	1

AIR CONDITIONING/ REFRIGERATION THEORY ONLY

Associate in Science/Career Certificate

Student is provided the basic theory, upgrading and/or continuing education in H.V.A.C.R. (Heating, Ventilation, Air Conditioning and Refrigeration). For more departmental information call (562) 938-3053 or 938-3066.

REQUIRED COURSES	UNITS
†AC_R 420AD Air Condition/Refrig Service & Repair	6:6:6:6
Subtotal Units	**24**

Select *SIX* (6) units from the following courses:

†AC_R 421A-B Automatic Controls for Refrig., Air Conditioning & Heating	3:3
AC_R 422 Air Conditioning System Design & Install	3
AC_R 400A-B Uniform Mech. Code I & II	3:3
AC_R 450A-B Transport Refrigeration	5:5
†AC_R 271AD or 272AD or 273AD Work Experience (Maximum 4 units)	2-4
FORK 801 Forklift Safety & Operation	1
Subtotal units	**6**
TOTAL UNITS	**30**

ARCHITECTURAL DESIGN
(Transfer)

Associate in Science/Career Certificate

This field of concentration is designed to provide foundation knowledge of the practice of architecture with the option of maximizing the number of lower division transfer units. This certificate will prepare students for an entry-level position in a variety of design profession settings and will serve as a foundation for specialization.

This <u>Associate Degree</u> will prepare students for a design-related career, and appropriate course selection will facilitate transfer to a professional degree program. The Associate Degree requires only 24 units from the following courses identified with "•". The Program Certificate requires 37 units as specified below. For more departmental information call (562) 938-4718.

Complete with a "C" average *TWENTY FOUR* (24) units from the following:

REQUIRED COURSES	UNITS
▪ARCHT 60, Architectural Design **or**	8
▪ARCHT 61, Architectural Design	4
and	
▪ARCHT 62, Architectural Design	4
▪†ARCHT 64, Architectural Design **or**	8
▪†ARCHT 65, Architectural Design	4
and	
▪†ARCHT 66, Architectural Design	4
▪†ARCHT 70AB, Architectural Design **or**	8:8
▪†ARCHT 71AD, Architectural Design	4:4:4:4
Subtotal Units	**24**

Select *SIX* (6) units from the following:

*ART 1 Art & Civilization	3
*ART 3 Modern and Contemporary Art	3
ART 17AD Illustration I, Perspective	3
*ART 30 Fund. of Art/Volume, Plane & Form	3
*ART 31 Fund. of Art/Comp. & Color	3
Subtotal Units	**6**

Select *THREE* (3) units from the following:

†*MATH 40 OR A more advanced Trigonometry level of Mathematics	3
Subtotal Units	**3**

Select *FOUR* (4) units from the following:

†*PHYS 2A General Physics	4
†*PHYS 3A Physics for Sci. & Eng. Mechanics	5
Subtotal Units	**4-5**
TOTAL UNITS	**37-38**

ART

Applied Design, Art History, Computer Art, Drawing & Painting, Illustration, Printmaking, Sculpture Associate in Arts

This field of concentration is designed to provide a fundamental education for a variety of specializations within the field. It also substantially fulfills lower division requirements for a baccalaureate degree in this major. This <u>Associate Degree</u> will prepare students for transfer to a four-year college for university. For more departmental information call (562) 938-4319.

REQUIRED COURSES	UNITS
ART 1 Art and Civilization	3
ART 2 Art and Civilization	3
ART 15 Beginning Drawing	3
ART 23 Beginning Painting	3
ART 30 Fundamentals of Art: Volume, Plane & Form	3
ART 31 Fundamentals of Art: Composition & Color	3
ART 35AD Jewelry/Metalsmithing 1	3
ART 41 Introduction to Computergraphics	3
ART 50 Ceramics I	3

ART 60 Beginning Sculpture	3
ART 81AD Introduction to Fine Art Photography	3
ART 292 Professional Skills for Artists	3
Subtotal Units	**36**

Select one option from below. Complete six (6) units from that option only:

APPLIED DESIGN

ART 33AD Exploration of the Decorative Arts	
ART 34AD Applied Design	
†ART 36AD Jewelry/ Metalsmithing 2	3
†ART 37AD Jewelry/Metalsmithing 3	3
†ART 38AD Jewelry/Metalsmithing 4	3
†ART 51AD Ceramics II	3
†ART 52AD Ceramics III	3
†ART 53AD Ceramics IV	3

ART HISTORY

ART 3 Modern & Contemporary Art	3
ART 4 Tribal Art	3
ART 5 History of Asian Art	3
ART 6 Art on the Town/Museum Study Visits	3
ART 7 Art on the Town/Studio & Gallery Visits	3
ART 8 Art on the Town/Special Exhibits	3
ART 11 Pre-Columbian Art	3
ART 12AD Gallery and Exhibition Design	3

COMPUTER ART

†ART42 Intro to 3D & Multimedia Computergraphics	3
†ART 43AD Computer Art for the Internet	3
†ART 44AD Computer Art for Graphic Design	3
†ART 45AD Computer Art for Drawing & Painting	3
†ART 46AD Computer Art & Design in 3D Modeling	3
†ART 47AD Computer Art & Design for Multimedia	3
† ART 55AD Introduction to Graphic Design	3

DRAWING AND PAINTING

†ART 16AD Intermediate Drawing	3
ART19AD Life Drawing	3
ART 24 Beginning Watercolor	3
†ART 26AD Figure Painting	3
†ART 27AD Intermediate Painting	3

DESIGN

ART 32 Intermediate Design	3
†ART 43AD Computer Art for the Internet	3
ART 44AD Computer Art for Graphic Design	3
†ART 55AD Introduction to Graphic Design	3
ART 56AB Intro to Typography (One semester only)	1.5

ILLUSTRATION

ART 17AD Illustration I	3
ART 18AD Illustration II	3
ART 19AD Life Drawing (One semester only)	3
†ART 26AD Figure Painting	3
†ART 45AD Computer Art for Drawing & Painting	3

PRINTMAKING

ART 70AD Printmaking, Silkscreen	3
ART 71AD Printmaking, Intaglio	3
†ART 72AD Printmaking, Advanced	3

SCULPTURE

†ART 61AD Intermediate Sculpture	3
ART 62AD Sculpture - Metal Fabrication	3
ART 63AD Sculpture - Metal	3

Consult guides available in Counseling Centers for specific general education and required grades.

AUTO BODY REPAIR

Associate in Science/Career Certificate

Students learn skills necessary for entry-level jobs in the automotive industry relating to painting & collision repair. For more departmental information call (562) 938-3072 or 938-3054.

REQUIRED COURSES	UNITS
ABODY 211 Intro. Basic Auto Body Repair	9
†ABODY 212 Minor Collision Repair	9
†ABODY 213 Major Collision Repair	9
ABODY 240 Automotive Refinishing I	4.5
AMECH 421 Auto Mechanics 1	3
CAOTC31A Microsoft Windows Operating System	1
CAOTT 200A Beginning Typing/Keyboarding	1
SHMET 220A Surface Development & Fabrication	5
WELD480AB Welding (Inert Gas)(One Semester Only)	2
TOTAL UNITS	**43.5**

AUTO MECHANICS

Associate in Science/Career or Completion Certificate

Contact department at (562) 938-3071 for current information or see Curriculum Guide on website www.lbcc.edu.

AVIATION ADMINISTRATION

(Transfer)
Associate in Science

Contact department at (562) 938-5200 for current information or see Curriculum Guide on website www.lbcc.edu.
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AVIATION MAINTENANCE

(Airframe/Powerplant Mechanic)
Associate in Science/Career Certificate

Students prepare to take FAA Airframe and Powerplant (A & P) Mechanics License Test. With the A & P Mechanic's license, men and women find excellent career opportunities in general, commercial and military aviation. For more departmental information call (562) 938-5200 or go to www.lbccaviation.com.

REQUIRED COURSES	UNITS
AVMNT 211 General Aviation Maintenance Tech.	7
AVMNT 241 Airframe Structures	8
AVMNT 242 Aircraft Systems/Components 1	8
AVMNT 243 Aircraft Systems/Components 2	8
AVMNT 251 Powerplant Theory & Maintenance	8
AVMNT 252 Powerplant Systems/Components 1	8
AVMNT 253 Powerplant Systems/Components 2	8
TOTAL UNITS	**55**

NOTE: These courses are approved under TITLE 14 CFR under the Federal Aviation Regulations. Students with prior training at the Aviation Maintenance Technician School or with substantial experience should consult with one of the Aero Maintenance instructors or the Department Head before enrolling.

AVIATION PROFESSIONAL PILOT

(Transfer)
Associate in Science/Career Certificate

Contact department at (562) 938-5200 for current information or see Curriculum Guide on website www.lbcc.edu.

BAKING

Associate in Science/Career or Completion Certificate

Students learn skills for positions in baking and pastry for institutional, restaurant, airline catering, convention center, cruise line, supermarket, and hotel restaurant type food operations. Students will enhance their skills in baking, pastry and chocolate. For more departmental information call (562) 938-4502 or 938-4328.

REQUIRED COURSES	UNITS
F&N 250 Nutrition for Culinary	2
CULAR 20 App Food Service Sanit Hotel/Rest Mgmt	3
CULAR 200AD Introduction to Chocolate	1
CULAR 204 Introduction to Baking	5
†CULAR 205 Baking & Pastry I	5
†CULAR 206 Baking & Pastry II	5
CULAR 207 Commercial Cake Decorating	5
†CULAR 213A Food Preparation 1	11.5
†CULAR 271AD Work Experience: Food Services	2:2:2
TOTAL UNITS	**43.5**

CERTIFICATES OF COMPLETION:

Introduction to Baking Certificate

REQUIRED COURSE	UNITS
CULAR 204 Intro to Baking	5
TOTAL UNITS	**5**

Baking and Pastry 1 Certificate

REQUIRED COURSE	UNITS
CULAR 204 Intro to Baking	5
†CULAR 205 Baking and Pastry 1	5
TOTAL UNITS	**10**

Baking and Pastry 2 Certificate

REQUIRED COURSE	UNITS
CULAR 204 Intro to Baking	5
†CULAR 206 Baking and Pastry 2	5
TOTAL UNITS	**10**

Commercial Cake Decorating Certificate

REQUIRED COURSE	UNITS
CULAR 207 Commercial Cake Decorating	5
TOTAL UNITS	**5**

Food Preparation 1 Certificate

REQUIRED COURSE	UNITS
CULAR 213A Food Preparation 1	11.5
TOTAL UNITS	**11.5**

Food Service Sanitation Certificate

REQUIRED COURSE	UNITS
CULAR 20 App Food Serv Sanit Hotel/Rest Mgmt	3
TOTAL UNITS	**3**

BIOLOGICAL SCIENCES

Associate in Arts or Science

This field of concentration provides the student with an introductory education to this field, not necessarily career related, ending with the associate degree, or a partial lower division preparation for transfer to a baccalaureate degree in the biological sciences. No certificates are offered in the Life Science Department. This Associate Degree will provide the student with an introductory education to this field of study, not necessarily career related, but ending with the Associate Degree or a partial lower division preparation for transfer to a Baccalaureate Degree in the biological sciences. For more departmental information call (562) 938-4403 or 938-4957.

REQUIRED COURSES	UNITS
Select courses from the following to total 18 units	

Complete 9 - 12 units in courses from any of the following biological science programs:
ANAT
BIO (excluding BIO 47, 48 or 49)
PHYSI (prerequisite ANAT 1, 41, or BIO 60) (F, SP)

Subtotal Units	**9-12**

Complete 6 - 9 units in courses from any of the following physical science OR mathematics programs:
ASTR
CHEM
ENVRS 1
PGEOG 1 [excluding all other Geography courses]
GEOL
MATH [excluding MATH 110, 805 and 815]
Physical Science
PHYS

Subtotal Units	**6-9**
TOTAL UNITS	**18**

BUSINESS ADMINISTRATION
(Transfer)

Associate in Arts/Career Certificate

This field of concentration allows students to earn the Associate Degree while partially preparing them for transfer into the business administration major at a university. In addition, it prepares the student for an entry-level position in any business office. This certificate will prepare students for an entry-level position in a variety of business settings and will serve as a foundation for specialization. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4328.

REQUIRED COURSES	UNITS
ACCTG 1A Principles of Accounting	4
†ACCTG 1B Principles of Accounting	4
†*ECON 1A-B Principles of Economics (Macro/Micro)	3:3
LAW 18A Business Law	3

Select *ONE* of the following options:

CBIS 8B Visual BASIC Programming	4
†CBIS 208B Advanced Visual BASIC Programming	4
CBIS 6B Intermediate Business Applications	3
CBIS 6A Intro to IT Concepts and Applications	4

Select *ONE* of the following courses:

† *MATH 37 Finite Mathematics	3
† *MATH 47 Calculus for Business	3
†*MATH 50 Precalculus Mathematics	4
†*MATH 60 First Calculus Course	5
TOTAL UNITS	**23-26**

RECOMMENDED **courses but not required:**

ACCTG 400 Personal Finance Management	3
†CBIS 36 Systems Analysis and Design	3
GBUS 5 Introduction to Business	3
IBUS 1 Intro to International Business	3
LAW 18B Business Law	3
*PHIL 7 Introduction to Ethics	3
*PHIL 12 Introduction to Logic	3
†*STAT 1 Elementary Statistics	3

BUSINESS GENERAL

Associate in Arts/Career Certificate

This field of concentration is designed to acquaint the student with the business world in general. With additional course work, it can prepare students for either employment or further education. Students with definite career/educational goals are recommended to follow the appropriate curriculum guide for their specific field of concentration, such as Accounting or Business Administration (transfer). This certificate will prepare students for an entry-level position in a variety of business settings and will serve as a foundation for specialization. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4328.

REQUIRED COURSES	UNITS
ACCTG 230 Quickbooks Accounting	1
GBUS 5 Introduction to Business	3
LAW 18A Business Law	3
MGMT 49A Introduction to Management	3
MKTG 47 Essentials of Marketing	3
Subtotal Units	**13**

Select *ONE* of the following courses:

ACCTG 1A Principles of Accounting	4
ACCTG 200A Introduction to Accounting	3
Subtotal Units	**3-4**

Select *ONE* of the following courses:

CBIS 6A Intro to IT Concepts and Applications	4
CAOTC 35 Microsoft Office Specialist	3
Subtotal Units	**3-4**
TOTAL UNITS	**19-21**

Recommended **courses not required:**

†ACCTG 1B Principles of Accounting	4
†ACCTG 228 Computerized Gen Ledger Account Sys	2
†ACCTG 229 Spreadsheet Accounting	3
ACCTG 400 Personal Finance Management	3
CAOTO 15 Business Communications	3

Consult guides available in Counseling Centers for specific general education and required grades.

CAOTO 261 Business English 3
IBUS 1 Introduction to International Business 3
LAW 18B Business Law 3
MGMT 80 Small Business Entrepreneurship 3
MKTG 42 Retailing Principles and Practices 3

BUSINESS INTERNATIONAL

Associate in Arts/Career Certificate

Students learn both theoretical knowledge and practical skills in the wide-ranging field of international business. Transfer students will gain a strong international elective base for further study in a variety of fields. Working students acquire new skills and career opportunities. Any of the courses in this concentration provide knowledge of the global economy and discussions of international issues important to personal growth. These certificates and degree programs prepare students for entry-level positions in a wide range of international business as well as entrepreneurial opportunities. For more departmental information call (562) 938-4629.

REQUIRED COURSES	UNITS
IBUS 1 Introduction to International Business	3
IBUS 20 Export-Import Business Practice	3
IBUS 30 International Business Management	3
IBUS 40 International Banking & Finance	3
IBUS 52 International Marketing	3
†IBUS 60 International Business Law	3
LAW 18A Business Law	3
TOTAL UNITS	**21**

Recommended Preparation for the International Business Program certificate:
IBUS 273AD Work Experience 4
GEOG 40 World Regional Geography 3
CAOTO 15 Business Communications 3
CAOTC 35 Microsoft Office Specialist **or** 3
CBIS6A Introduction to IT Concepts & Apps **or** 4
COMIS 1 Computer Information Competency 1

BUSINESS MANAGEMENT

Associate in Arts/Career Certificate

The certificate and degree programs prepare students for a wide range of entry and mid-level positions in business management. Students can enhance their skills in management by studying the internal and external forces that affect all organizations. With additional courses identified on a transfer curriculum guide for Business Administration, students can prepare for a baccalaureate degree in this field. For more departmental information call (562) 938-4328 or 938-4941.

REQUIRED COURSES	UNITS
MGMT 49A Introduction to Management	3
MGMT 49B Human Resources Management	3
MGMT 58 Leadership and Supervision	3
MGMT 60 Management & Organizational Behavior	3
MGMT 80 Small Business Entrepreneurship	3
Subtotal Units	**15**

Select *TWO (2)* classes from the following:
IBUS 1 Introduction to International Business 3
IBUS 30 International Business Management 3
MGMT 273AD Work Experience 4

MKTG 47 Essentials of Marketing 3
Subtotal Units **6-7**
Select *TWO (2)* classes from the following:
ACCTG 1A Principles of Accounting 4
†ACCTG 1B Principles of Accounting 4
ACCTG 200A Introduction to Accounting 3
ACCTG 400 Personal finance Management 3
CAOTC 35 Microsoft Office Specialist 3
CAOTO 15 Business Communications 3
CBIS 6A Introduction to IT Concepts & Applications 4
*ECON 1A-1B Macro & Micro Economic Analysis 3:3
GBUS 5 Introduction to Business 3
LAW 18B Business Law 3
MKTG 40 Salesmanship 3
MKTG 41 Advertising 3
Subtotal units **6-8**
TOTAL UNITS **27-30**

CARPENTRY

Technology/Trade
Home Remodeling & Repair
Associate in Science/Career or Completion Certificate

Contact department at (562) 938-3091 for current information or see Curriculum Guide on website www.lbcc.edu.

CHILD DEVELOPMENT

Associate in Arts/Completion Certificate

This field of concentration is designed for students who wish to transfer to a four-year degree program in Child Development or Early Childhood Education or Liberal Studies, as well as providing students with a CDECE 12-unit state requirement (Title 22) for employment in Early Childhood Education Programs. For more departmental information call (562) 938-4549.

REQUIRED COURSES	UNITS
▲±CDECE 45 Child & Adolescent Development DS1 **or**	3
▲±CDECE 47 Human Development DS1	3

and

▲±CDECE 48 Child, Family & Community DS2	3
▲±CDECE 66 Observing Young Children DS3	3
*HUMAN 1 Comparative World Cultures	3
*PSYCH 1 Introduction to Psychology	3
*Complete <u>THREE</u> (3) units minimum in any other Child Development course.	3
Subtotal Units	**18**

Select *ONE* of the following courses:
*SOCIO 1 Introduction to Sociology 3
*ANTHR 2 Cultural Anthropology 3
Subtotal Units **3**

Select *ONE* of the following:
*ANAT 41 Anatomy & Physiology 5
*†BIO 60 AND 60L Human Biology AND Lab 4:1
Subtotal Units **5**
TOTAL UNITS **26**

CERTIFICATES OF COMPLETION:
Adult and Elder Care Certificate

REQUIRED COURSES	UNITS
HS 50 Laws and Ethics	3
CDAD 273AD Work Experience **or**	4
HS 73AD Work Experience	4

CPR certification is required prior to enrolling in any of the classes listed below:

CDAD 270 Adult Development **or**	3
HS 26 Introduction to Gerontology	3
F&N255C Nutrition for Adults and Aging	1
PSYCH 1 Introduction to Psychology	3
SOCIO 1 Introduction to Sociology	3
TOTAL UNITS	**17**

Family Development Certificate

REQUIRED COURSES	UNITS
CDECE 47 Human Development	3
CDECE48 Child, Family & Community	3
CDF 210A Skills & Strategies for Family Workers I	3
CDF 210B Skills &Strategies for Family Workers II	3
TOTAL UNITS	**12**

± These courses also apply towards a Program Certificate in Early Childhood Education offered at lBCC.

▲ This pattern of child development also applies toward a Child development Permit by the California Commission for Teacher Preparation and Licensing. This permit is required for employment in certain programs (Title 5).

CHILD DEVELOPMENT:

EARLY CHILDHOOD EDUCATION
Associate in Arts/Career or Completion Certificate

Students prepare to work in early childhood programs. For **STATE MINIMUM REQUIREMENTS (Title 22):** This program satisfies the State of California licensing requirement for employment in early childhood education programs (private, church, industrial, coop). The minimum Title 22 licensing requirement is that six units be completed before employment and that an additional six units be completed immediately thereafter. It is recommended that the requirement for courses in DS 1* and DS 2* be satisfied with at least three semester units in each category. It is also recommended that a minimum of six semester units be taken in the DS 3* - Program/Curriculum with the option that if the person is working specifically with infants or school-age children that they should apply three units in DS 4* or DS 5* towards these six units. The DS designation for each course can be found following the course title.

For **CHILD DEVELOPMENT PERMIT - SCHOOL AGE EMPHASIS (formerly called Children's Center Permit) (Title 5):** The Early Childhood Certificate program, plus 16 units in general education including one course in humanities, social sciences, mathematics, and/or science, and English, and an experience component, satisfies the requirements for a Child Development Permit required to teach in subsidized early

childhood education programs (State or Headstart preschool programs run by school districts). For more departmental information call (562) 938-4549 or 938-4454.

REQUIRED COURSES	UNITS
CDECE 45 Child & Adolescent Development DS1 **or**	3
CDECE 47 Human Development DS1	3
and	
CDECE 48 Child, Family, and Community DS2	3
CDECE 59 Guiding Young Children DS3	3
CDECE 66 Observing Young Children DS3	3
†#CDECE 68 Early Child. Ed. Practicum DS3	3
CDSED 67 The Exceptional Child DS3	3
Subtotal Units	**18**

Select *NINE* (9) units from the following options:

CDECE 1 The Developing Professional	1
CDECE 19 Child Nutrition & Safety DS7	2
CDECE 31 Adult Supervision	2
CDECE 34 Children's Literature DS3	3
CDECE 40 Infant Development and Educaring DS4	3
CDECE 41 Toddler Development and Educaring DS4	3
CDECE 53 Intro. to Early Childhood Education DS3	3
CDECE 54 Art & Creative Dev in Early Childhood DS3	3
CDECE 55 Music & Movement in Early Childhood DS3	3
CDECE 57 Science & Math in Early Childhood DS3	3
CDECE 58 Language Arts for Young Children DS 3	3
†CDECE 60A Admin. of Child Development Programs DS6	3
†CDECE 60B Advanced Supervision of E.C.E. DS6	3
CDECE 61 Child in the Multicultural Classroom DS3	3
CDECE 71AD **or** 72AD **or** 73AD Work Experience (not to exceed 4 units)	2, 3 or 4
CDECE 201 Literacy in Early Childhood DS3	3
CDECE 252 Computers in the EC Classroom DS3	2
CDFDC 212 Family Child Care Management DS3	3
CDLL 51A-D Ecology Early Childhood–Whole Child DS3	2
CDLL 52A-D Preschool Child Techniques DS3	2
Subtotal Units	**9**
TOTAL UNITS	**27**

CERTIFICATES OF COMPLETION:
Early Childhood Education Assistant Teacher Certificate

May assist in the instruction of children under supervision of Associate Teacher or above.

REQUIRED COURSES	UNITS
CDECE 45 Child & Adolescent Development DS1 **or**	3
CDECE 47 Human Development DS1	3
CDECE 48 Child, Family and Community DS2	3
TOTAL UNITS	**6**

Early Childhood Education Associate Teacher Certificate

May provide instruction and supervise Assistant.

REQUIRED COURSES	UNITS
CDECE 45 Child & Adolescent Development DS1**or**	3
CDECE 47 Human Development DS1	3
CDECE 48 Child, Family and Community DS2	3
Subtotal Units	**6**

Select *SIX* (6) units from the following options:

CDECE 19 Child Nutrition & Safety DS7	2
CDECE 31 Adult Supervision	2

Consult guides available in Counseling Centers for specific general education and required grades.

CDECE 40 Infant Development and Educaring DS4   3
CDECE 41 Toddler Development and Educaring DS4   3
CDECE 53 Intro to Early Childhood Education DS3   3
CDECE54 Art & Creative Dev in Early Childhood DS3 2
CDECE55 Music & Movement in Early Childhood DS3   3
CDECE 57 Science & Math in Early Childhood DS3   2
CDECE 58 Language Arts for Young Children DS3   3
CDECE 59 Guiding Young Children DS3   3
†CDECE 60A Admin of Child Development Programs DS6 3
†CDECE 60B Advanced Supervision of E.C.E. DS6   3
CDECE 61 Child in the Multicultural Classroom DS3   3
CDECE 66 Observing Young Children DS3   3
CDLL 51A-D Ecology Early Childhood–Whole Child DS3   2
CDLL 52A-D Preschool Child Techniques DS3   2
CDSED 67 The Exceptional Child DS1   3
Subtotal Units   **6**
TOTAL UNITS   **12**

Child Development Permit Specialization Area-Art for Children Certificate

REQUIRED COURSES   **UNITS**
ART 9 Introduction to Art   3
CDECE54 Art & Creative Dev. in Early Childhood DS3   3
TOTAL UNITS   **6**

Child Development Permit Specialization Area-Child Health Certificate

REQUIRED COURSES   **UNITS**
CDECE 19 Child Nutrition & Safety DS7   2
Choose *FOUR* (4) units from the following:
PEPP 23 First Aid and Safety Education   3
HLED 2 Health Education 2 **or**   2
HLED 3 Health Education   3
TOTAL UNITS   **6**

Child Development Permit Specialization Area-Children with Exceptional Needs Certificate

REQUIRED COURSES   **UNITS**
Choose *SIX* (6) units from the following:
CDSED 5 Community Resources/Special Educ   3
CDSED 67 The Exceptional Child DS3   3
CDSED 70 Teaching Exceptional Students   3
TOTAL UNITS   **6**

Child Development Permit Specialization Area-Family Child Care Certificate

REQUIRED COURSES   **UNITS**
CDECE 71AD **or** 72AD **or** 73AD Work Experience
  (not to exceed 3 units)   2:3:4
CDFDC 212 Family Child Care Management   3
TOTAL UNITS   **6**

Child Development Permit Specialization Area-Infant/Toddler Certificate

REQUIRED COURSES   **UNITS**
CDECE 40 Infant Development & Educaring DS4   3
CDECE 41 Toddler Development & Educaring DS4   3
TOTAL UNITS   **6**

Child Development Permit Specialization Area-Literacy Certificate

REQUIRED COURSES   **UNITS**
CDECE 34 Children's Literature DS3   3
CDECE 201 Literacy in Early Childhood DS3   3
TOTAL UNITS   **6**

Child Development Permit Specialization Area-Multicultural Certificate

REQUIRED COURSES   **UNITS**
ANTHR 2 Cultural Anthropology **or**   3
HUMAN 7 American Pluralism and Identity   3
CDECE 61 Children in the Multicultural Classroom DS3   3
TOTAL UNITS   **6**

Child Development Permit Specialization Area-Music Certificate

REQUIRED COURSES   **UNITS**
CDECE 55 Music & Movement in Early Childhood DS3   3
MUSIC 31 Music Fundamentals   3
TOTAL UNITS   **6**

Child Development Permit Specialization Area- School Age Certificate

REQUIRED COURSES   **UNITS**
Choose *SIX* (6) units from the following:
CDSA 62 Creative Express School Age Children DS5   2
CDSA 63 The School Age Child DS5   3
CDSA 65 School Age Curriculum DS5   3
TOTAL UNITS   **6**

CDECE 68 should be taken the final semester.

CHILD DEVELOPMENT:
SCHOOL AGE CHILD CARE
Associate in Arts/Career Certificate

This field of concentration is designed for students preparing to teach in before-and-after-school aged child care programs. It also provides students preparing for a career as an elementary school teacher an opportunity to gain knowledge of the school-age child as well as effective curriculum and guidance methods. This certificate leads towards positions as aides, teachers, directors in before-and-after school programs or as recreation aides or leaders. For more departmental information call (562) 938-4549.

For **CHILD DEVELOPMENT PERMIT – SCHOOL AGE EMPHASIS** (formerly called Children's Center Permit) (Title 5): The School Age Child Care Certificate program, plus 16 units in general education including one course in humanities, social science, mathematics, and/or science, and English, and an experience component, satisfies the requirements for a Child Development Permit-School Age Emphasis to teach in subsidized early childhood education programs (State programs run by school districts).

REQUIRED COURSES   **UNITS**
CDECE 45 Child & Adolescent Development DS1**OR**   3
CDECE 47 Human Development DS1   3
                    and
CDECE 48 Child, Family and Community DS1   3
CDSA 62 Creative Expression, School Age Children DS5   2
CDSA 63 The School Age Child DS5   3
CDSA 65 School Age Curriculum DS5   3
†CDSA 75 School Age Child Care Practicum DS5   3
†CDSED 67 The Exceptional Child DS3   3
Subtotal Units   **20**

Select *FIVE* (5) units from the following:
CDECE 19 Child Nutrition & Safety DS7   2

CDECE 54 Art & Creative Dev in Early Childhood DS3   3
CDECE 55 Music & Movement in Early Childhood DS3   3
CDECE 57 Science & Math in Early Childhood DS3   3
CDECE 58 Language Arts for Young Children DS3   2
CDECE 59 Guiding Young Children DS3   3
†CDECE 60A Admin of Child Dev. Programs DS6   3
†CDECE 60B Advanced Supervision of ECE DS6   3
CDECE 61 Child in the Multicultural Classroom DS3   3
CDECE 71AD **or** 72AD **or** 73AD Vocational Work
    Experience (Not to exceed 4 units) DS5   2, 3, or 4
CDSED 70 Teaching Exceptional Children DS3   3
TOTAL UNITS   **25**

RECOMMENDED **courses:**
CDF 210A Skills & Strategies for Family Workers I   3
CDF 210B Skills &Strategies for Family Workers II   3

CHILD DEVELOPMENT:
SPECIAL EDUCATION ASSISTANT
Associate in Arts/Career Certificate

Students prepare to work as an assistant with children who have special needs. For more departmental information call (562) 938-4549.

Special Education

REQUIRED COURSES	UNITS
CDECE 47 Human Development DS1	3
CDECE 59 Guiding Young Children DS3	3
CDSED 5 Community Resources/Special Education DS3	3
CDSED 67 The Exceptional Child DS3	3
†CDSED 69 Special Education Practicum	3
CDSED 70 Teaching Exceptional Students DS3	3
COMDI 2A-B American Sign Language, Beginning (1 semester required)	3
Subtotal Units	**21**

Select *FIVE* units from the following:
CDECE 19 Child Nutrition & Safety DS7   2
CDECE 61 Child in the Multicultural Classroom DS3   3
CDECE 71AD, 72AD, 73AD Work Experience
   (Not to exceed 4 units)   2:3:4
COMDI 2B American Sign Language, Beginning   3
†COMDI 3A-B American Sign Language, Intermed.   3
Subtotal Units   **5**
TOTAL UNITS   **26**
(18 of the 26 required units must be taken at Long Beach City College.)
Recommended: A valid Red Cross First Aid Certificate

COMPUTER APPLICATIONS SPECIALIST
Associate in Arts/Career or Completion Certificate

Students prepare for an entry-level position working with computer application software, including operating systems, programming, word processing, spreadsheet applications, desktop publishing, and telecommunications. The Concentration in Computer Business Information Systems emphasizes help-desk support, while the Concentration in Computer Applications and Office Technologies focuses on administrative support. This underline certificate prepares students for an entry-level position in a variety of business settings and serves as a foundation for specialization as a software trainer, PC support specialist, software support specialist, help desk technician, software/hardware salesperson, or software tester. This underline Associate degree prepares students for career advancement once a certificate has been earned. Appropriate course selection also facilitates transfer in a related major. For more information about CBIS courses, call (562) 938-4952 or email cbis@lbcc.edu; for CAOT classes, call (562) 938-3033.

REQUIRED CORE COURSES FOR **BOTH** CONCENTRATIONS	UNITS
CBIS 6A Intro to IT Concepts & Applications	4
CAOTO 15 Business Communications	3
Subtotal Units	**7**

Select *ONE* from the following:
CAOTT 200 Beg. Typing/Keyboarding	3
CAOTT 200A Beg Typing/Keyboarding, Lev 1	1
CAOTT 233 Computer Keyboarding	1
Subtotal Units	**1-3**

CHOOSE **ONE** AREA OF CONCENTRATION (CBIS OR CAOT)
CONCENTRATION IN COMPUTER BUSINESS INFORMATION SYSTEMS (CBIS)

REQUIRED COURSES	UNITS
CBIS 3A Windows Command Line	1
CBIS 3BAdvanced Operating Systems MS Windows	1
CBIS 6B Intermediate Business Applications	3
CBIS 6C Advanced Business Applications	3
CBIS 8B Visual BASIC Programming	4
CBIS 38 Database Concepts	4
CBIS 206A Internet Basics	1
CBIS 207AD Web Construction I	2
Subtotal Units	**19**

Required Work Experience in the Computer Labs:
†CBIS 71AD Work Experience-Comp Bus Info Sys	2
†CBIS 72AD Work Experience - Comp Bus Info Sys	3
†CBIS 73AD Work Experience - Comp Bus Info Sys	4
Subtotal Units	**2-4**
TOTAL UNITS	**29-33**

CONCENTRATION IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

(CAOT) REQUIRES:	UNITS
CAOTC 31A, B Microsoft Windows Operating System, Levels 1, 2	1:1
CAOTC 35 Microsoft Office Specialist	3
CAOTC 39B, C, D Microsoft Word for Office, Levels 2, 3, 4	1:1:1
CAOTC 41F, J Excel for Windows, Levels 2, 3	1:1
CAOTC 44E PowerPoint for Windows, Advanced	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTC 47A Access for Windows, Beginning	3
CAOTC 215A Microsoft Outlook	2
Subtotal Units	**18**

Electives for CAOT Concentration
Select any *THREE* (3) units from the following:
CAOTC34 Introduction to Computers & Applications   3

CAOTC 41E Excel for Windows - Beginning 1
CAOTC 42A, B Desktop Pub.-Small Bus Levels 1, 2 1:1
CAOTC 44D PowerPoint for Windows, Beginning 1
CAOTC 47B Access for Windows, Advanced 3
CAOTC 243 Microsoft Office Exam Prep - Access 0.5
CAOTO 272AD Work Experience - CAOT 3
Subtotal Units **3**
TOTAL UNITS **29-31**

CERTIFICATES OF COMPLETION:

Basic Computing and Internet Literacy Certificate

REQUIRED COURSES **UNITS**
CAOTC 34 Intro to Computers & Applications 3
CAOTC 35 Microsoft Office Specialist 3
CAOTC 45 Internet for Office and Personal Use **or** 2
CBIS 6A Intro to IT Concepts & Applications 4
CBIS 6B Intermediate Business Applications 3
CBIS 206A Internet Basics 1
TOTAL UNITS **8**
ADDITIONAL REQUIREMENTS: 2.5 minimum GPA in courses for this certificate. Completion of certificate courses must be completed within three semesters.

Basic Microsoft Office Certificate

REQUIRED COURSES **UNITS**
CAOTC 35 Microsoft Office Specialist 3
TOTAL UNITS **3**

Microsoft Access Certificate

REQUIRED COURSES **UNITS**
CAOTC 47A Access for Windows, Beg. 3
CAOTC 47B Access for Windows, Advanced 3
TOTAL UNITS **6**
REQUIRED COMPETENCY: Instructor verification of 80 percent or better accuracy on Access Core practice exam or Microsoft Office Specialist certification.

Microsoft Excel Certificate

REQUIRED COURSES **UNITS**
CAOTC 41E Excel for Windows-Beginning 1
CAOTC 41F Excel for Windows-Intermediate 1
CAOTC 41J Excel for Windows-Advanced 1
TOTAL UNITS **3**

Microsoft Word Certificate

REQUIRED COURSES **UNITS**
CAOTC 39A Microsoft Word for the Office, Begin 1
CAOTC 39B Microsoft Word for the Office, Interm. 1
CAOTC 39C Microsoft Word for the Office, Adv 1
CAOTC 39D Microsoft Word for the Office, Expert 1
TOTAL UNITS **4**
REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

COMPUTER and BUSINESS INFORMATION SYSTEMS & COMPUTER SCIENCE

Associate in Arts/Career or Completion Certificate

The CBIS Department has four Career Certificate programs and several Completion Certificate program for students interested in working in the computer industry. Track 1 is intended for those students interested in working as help desk technicians assisting end-users resolve software and hardware problems. Track 2 is intended for students interested in developing computer application software in business and industry as an entry-level computer programmer on PCs, mid-range or larger sized computers. Track 3 is intended for students interested in a solid foundation of programming and software engineering skills for use in Computer Science. Track 4 is intended for students who want to know how networking is going to affect their work life, and want to understand what this technology is all about, or are trying to find out if a network would help their organization. It will also prepare students for MS Windows Certification. The CBIS department offers several Completion Certificates, many of which are also designed to prepare the student to pass industry certification exams. The Associate Degree will prepare students for transfer to the four-year college or university. For more departmental information email: cbis@lbcc.edu or see cbis.lbcc.edu web site or call (562) 938-4479.

Track 1- Microcomputer Help-Desk Technician

Track 1 is intended for students interested in working as a help desk technician usingor in technical support of the PC systems.

REQUIRED COURSES FOR TRACK 1 **UNITS**
CBIS 3A Windows Command Line 1
CBIS 3B Advanced Operating Systems MS Windows 1
CBIS 6A Intro to IT Concepts & Applications 4
CBIS 6B Intermediate Business Applications 3
CBIS 6C Advanced Business Applications 3
CBIS 41 Networking Fundamentals 3
CBIS 200 Computer Technician Hardware Basics 3.5
CBIS 206A Internet Basics 1
CBIS 207AD Web Construction I 2
†CBIS 260 Help Desk Concepts 1
CBIS 270 Introduction to Information Security 1
Subtotal Units **23.5**
Required Work Experience in the CBIS Computer
Labs - Choose a minimum of two units:
†CBIS 71AD Work Experience - CBIS (60 Hours) 2
†CBIS 72AD Work Experience - CBIS (120 Hours) 3
†CBIS 73AD Work Experience - CBIS (180 Hours) 4
Subtotal Units **2-4**

ELECTIVES Choose 5 Units from the following:
†CBIS 36 Systems Analysis and Design 3
CBIS 211AD Web Construction II 2
CBIS 251 Introduction to ASP.NET 3.5
CBIS 223 Unix/Linux Fundamentals 3
CAOTO 263 Customer Service 1
CAOTO 264 Call Centers 1
CAOTO 265 Customer Conflict Management 1
SP 20 Elements of Interpersonal Communication 3
Subtotal Units **5**
TOTAL UNITS FOR TRACK 1 **30.5-32.5**

Track 2 - Programmer

Track 2 is intended for students interested in becomingc a computer programmer.

REQUIRED COURSES FOR TRACK 2 **UNITS**
CBIS 3A Windows Command Line 1

CBIS 3B Advanced Operating Systems MS Windows 1
CBIS 6A Intro to IT Concepts & Applications 4
CBIS 7 Business Programming Logic & Design 1
†CBIS 36 Systems Analysis & Design 3
CBIS 38 Database Concepts 4
CBIS 223 Unix/Linux Fundamentals 3
Subtotal Units **17**

Choose one series of the following:
CBIS 8B Visual BASIC Programming 4
and
CBIS 208B Advanced Visual Basic Programming **or** 4
CS 11 Computer Programming/C++ I 3.5
and
†CS 12 Computer Programming/C++ II **or** 3.5
CBIS 14 Introduction to Java Programming 3.5
and
CBIS 8B Visual BASIC Programming **or** 4
CBIS 242 Introduction to Oracle: SQL 2.5
and
CBIS 243 Program with Oracle PL/SQL 2.5
and
CBIS 246 Oracle DBA Fundamentals 2.5
Subtotal Units **7-8**

Choose one of the following alternative languages:
CBIS 8B Visual BASIC Programming 4
CS 11 Computer Programming/C++ I 3.5
CBIS 14 Introduction to Java Programming 3.5
CBIS 216A Introduction to C# Programming 3.5
CBIS 492 ST Interpretive Programming languages 2.5
Subtotal Units **3-4**

ELECTIVES: Choose 4 Units from classes below or from the alternate Languages above
†CBIS 71AD Work Experience-Comp Bus Info Sys 2
†CBIS 72AD Work Experience-Comp Bus Info Sys 3
†CBIS 73AD Work Experience-Comp Bus Info Sys 4
CBIS 251 Introduction to ASP.NET 3.5
CBIS 206C World Wide Web Database Programming 2.5
CBIS 207E Advanced Web Construction 2.5
Subtotal Units **3**
TOTAL UNITS FOR TRACK 2 **31-33**

Track 3 - Programmer–Computer Science
Track 3 is intended for students interested in Computer Science courses that will help them succeed after Transfertransferring to a CSU or UC .School Computer Science major program. You must see a counselor specific computer science transfer requirements to a CSU or UC school. Not all of the courses in this track will meet the specific degree requirements of a particular school.

REQUIRED COURSES FOR TRACK 3 **UNITS**
CBIS 3A Windows Command Line 1
CBIS 3B Advanced Operating Systems MS Windows 1
CBIS 6A Intro to IT Concepts & Applications 4
CBIS 7 Business Programming Logic & Design 1
†CBIS 36 Systems Analysis & Design 3
CBIS 38 Database Concepts 4
CBIS 223 Unix/Linux Fundamentals 3
Subtotal Units **17**

Choose one series of the following:
CBIS 8B Visual BASIC Programming 4
and
CBIS 208B Advanced Visual Basic Programming **or** 4
CS 11 Computer Programming/C++ I 3.5
and
†CS 12 Computer Programming/C++ II 3.5
and
CS 13 C++ Data Structures and Algorithms **or** 3.5
CS 21 Introduction to Computer Science I 3.5
and
†CS 22 Introduction to Computer Science II 3.5
and
†CS 23 Fundamental Data Structures (F) 3.5
Subtotal Units **8-10.5**

Choose one of the following alternative languages:
CBIS 8B Visual BASIC Programming 4
CS 11 Computer Programming/C++ I 3.5
CS 21 Introduction to Computer Science I 3.5
CBIS 216A Introduction to C# Programming 3.5
CBIS 492 ST Interpretive Programming languages 2.5
Subtotal Units **2.5-4**

ELECTIVES: Choose 5 Units from classes below
†MATH 60 First Calculus Course 5
†MATH 70 Second Calculus Course 5
†MATH 80 Third Calculus Course 5
†MATH 55A Discrete Mathematics I 4
†MATH 55B Discrete Mathematics II 3
†PHYS 3A Physics for Sci & Eng-Mechanics 5
†PHYS 3B Physics for Sci & Eng - E & M 4
†PHYS 3C Physics for Sci and Eng – Modern Physics 4
CS 51 Introduction to Computer Architecture 3.5
†CS 52 Introduction to Software Engineering 3.5
Subtotal Units **5**
TOTAL UNITS FOR TRACK 3 **32.5-36.5**

Track 4 - Networking
This area of concentration is to prepare students for a job as a network professional and for students who want to know how networking is going to affect their work life, and want to understand what this technology is all about, or are trying to find out if a network would help their organization. It will also prepare students for CompTIA, Network+, Novell CNA, and/or MS Windows 2000 Certification.

REQUIRED COURSES FOR TRACK 4 **UNITS**
CBIS 3A Windows Command Line 1
CBIS 6A Intro to IT Concepts & Applications 4
CBIS 3B Advanced Operating Systems MS Windows 1
CBIS 41 Networking Fundamentals 3
CBIS 200 Computer Technician Hardware Basics 3.5
CBIS 212 Wireless Communications 1.5
CBIS 220 i-Net+ Internet Technologies 3
CBIS 223 Unix/Linux Fundamentals 3
CBIS 225 Microsoft Windows Client O.S. 2.5
CBIS 226 Microsoft Windows Server O.S. 2.5
CBIS 227 Microsoft Windows Networking 2.5
Subtotal Units **31.5**

ELECTIVES: Choose 4 units from below

Consult guides available in Counseling Centers for specific general education and required grades.

†CBIS 71AD Work Experience – CBIS (60 Hours) 2
†CBIS 72AD Work Experience – CBIS (120 Hours) 3
†CBIS 73AD Work Experience – CBIS (180 Hours) 4
CBIS 228 Microsoft Windows Directory Services 2.5
CBIS 229 Microsoft ISA Server 2.5
CBIS 270 Introduction to Information Security 1
CBIS 271 Network Security Fundamentals 3
CISCO 250 Networking Wiring Installation 1
CISCO 251 Cisco Networking I, Introduction 3
†CISCO 252 Cisco Networking II, Routers 3
†CISCO 253 Cisco Networking III, LAN 3
†CISCO 254 Cisco Networking IIII, WAN 3
TOTAL UNITS FOR TRACK 4 **35.5**

CERTIFICATES OF COMPLETION:

Computer Tech A+ Preparation

REQUIRED COURSE UNITS
CBIS 6A Intro to IT Concepts & Applications 4
CBIS 3A Windows Command Line 1
CBIS 3B Advanced Operating Systems MS Windows 1
CBIS 200 Computer Technician Hardware Basics 3.5
†CBIS 71,72,or 73 Work Experience 2-4
TOTAL UNITS **11.5-13.5**
Note: A letter grade of "C" or better must be earned in each course, and a cumulative GPA of at least 3.0 must be maintained. All courses must be completed within 5 year span.

Application Developer Certificate

REQUIRED COURSE UNITS
CBIS 6A Intro to IT Concepts & Applications 4
†CBIS 7 Business Programming Logic & Design 1
CBIS 6B Intermediate Business Applications 3
CBIS 6C Advanced Business Applications 3
CBIS 8B Visual Basic Programming 4
†CBIS 71AD Work Experience - CBIS 2
TOTAL UNITS **17**

Information Security Certificate

REQUIRED COURSE UNITS
CBIS 41 Networking Fundamentals 3
CBIS 220 i-Net+ Internet Technologies 3
CBIS 270 Introduction to Information Security 1
CBIS 271 Network Security Fundamentals 3
TOTAL UNITS **10**
Recommended but not required course(s):
CBIS 223 Unix/Linux Fundamentals 3
CBIS 225 MS Windows Client OS 2.5
CBIS 226 MS Windows Server OS 2.5
CBIS 227 MS Windows Networking 2.5

Java Web Programmer Certificate

REQUIRED COURSES UNITS
†CBIS 7 Business Programming Logic & Design 1
CBIS 14 Introduction to Java Programming 3.5
CBIS 38 Database Concepts 4
CBIS 220 i-Net+ Internet Technologies 3
CBIS 207AD Web Construction I 2
TOTAL UNITS **13.5**

Microsoft Windows System Administration Certificate

REQUIRED COURSES UNITS
CBIS 225 Microsoft Windows Client OS (F) 2.5
CBIS 226 Microsoft Windows Server OS (F) 2.5
CBIS 227 Microsoft Windows Networking (SP) 2.5
CBIS 228 Microsoft Windows Directory Services 2.5
CBIS 229 Microsoft ISA Server 2.5

TOTAL UNITS **13.5**

Oracle Developer Associate Certificate

REQUIRED COURSES UNITS
CBIS 38 Database Concepts 4
CBIS 242 Introduction to Oracle: SQL 2.5
CBIS 243 Program with Oracle PL/SQL 2.5
TOTAL UNITS **9**

Oracle Developer Professional Certificate

REQUIRED COURSES UNITS
†CBIS 36 System Design and Analysis 3.0
CBIS 38 Database Concepts 4
CBIS 242 Introduction to Oracle: SQL 2.5
CBIS 243 Program with Oracle PL/SQL 2.5
CBIS 244 Oracle Forms: Build Internet Apps I 2.5
TOTAL UNITS **14.5**

Oracle Database Administrator (DBA) Associate Certificate

REQUIRED COURSES UNITS
CBIS 38 Database Concepts 4
CBIS 242 Introduction to Oracle: SQL 2.5
CBIS 246 Oracle DBA Fundamentals 2.5
TOTAL UNITS **9**

Web Construction Certificate

REQUIRED COURSES UNITS
CBIS 207AD Web Construction I 2.0
CBIS 220 i-Net+ Internet Technologies 3.0
CBIS 207E Advanced Web Construction 2.5
CBIS 206C World Wide Web Database Programming 2.5
CBIS 211AD Web Construction II 2
TOTAL UNITS **12**
Recommended but not required course(s):
CBIS 6A Intro to IT Concepts & Applications 4
CBIS 41 Networking Fundamentals 3

Windows Network Administrator Certificate

REQUIRED COURSES UNITS
CBIS 3A Windows Command Line 1
CBIS 41 Networking Fundamentals 3
CBIS 212 Wireless Communications 1.5
CBIS 225 Microsoft Windows Client OS 2.5
CBIS 226 Microsoft Windows Server OS 2.5
CBIS 227 Microsoft Windows Networking 2.5
TOTAL UNITS **14**

CULINARY ARTS

Associate in Science/Career or Completion Certificate

Students will learn the skills for all phases of cooking for institutional, restaurant, airline catering, convention center, cruise line, supermarket, and hotel restaurant type food operations. It is appropriate for students currently employed to enhance their skills in food services. For more departmental information call (562) 938-4502 or 938-4328.

REQUIRED COURSES UNITS
F&N 250 Nutrition for Culinary Arts 2
CULAR 20 App Food Serv Sanit in Hotel/Rstr Mgt 3
CULAR 200AD Introduction to Chocolate 1
CULAR 204 Introduction to Baking 5
CULAR 213A Food Preparation 1 11.5
†CULAR 213B Food Preparation 2 11.5
†CULAR 213C Food Preparation 3 11.5

Subtotal Units	**45.5**

Complete a minimum of four (4) units from the following:

†CULAR 271AD Work Experience: Food Service	2:2:2
Subtotal Units	**4**
TOTAL UNITS	**51.5**

RECOMMENDED **but not required courses:**

†CULAR 205 Baking and Pastry I	5
†CULAR 206 Baking and Pastry II	5
CULAR 207 Commercial Cake Decorating	5
CULAR 214 Professional Gourmet Cooking	2
CULAR 215 Commercial Formal Buffet	2
THRFB 18 Food Production Principles	3
THRFB 19 Food & Beverage Purchasing	3
THRFB 32 Catering for Hotel and Restaurant	3

CERTIFICATES OF COMPLETION:

Hotel, Restaurant: Institutional Cooking 1 Certificate

REQUIRED COURSE	UNITS
CULAR 201A Hotel, Restaurant: Institutional Cooking 1	8
TOTAL UNITS	**8**

Hotel, Restaurant: Institutional Cooking 2 Certificate

REQUIRED COURSE	UNITS
CULAR 201B Hotel, Restaurant: Institutional Cooking 2	8
TOTAL UNITS	**8**

Introduction to Baking Certificate

REQUIRED COURSE	UNITS
CULAR 204 Intro to Baking	5
TOTAL UNITS	**5**

Introduction to Chocolate Certificate

REQUIRED COURSE	UNITS
CULAR 200AD Introduction to Chocolate	1
TOTAL UNITS	**1**

Baking and Pastry 1 Certificate

REQUIRED COURSE	UNITS
CULAR 204 Introduction to Baking	5
†CULAR 205 Baking and Pastry 1	5
TOTAL UNITS	**10**

Baking and Pastry 2 Certificate

REQUIRED COURSE	UNITS
CULAR 204 Introduction to Baking	5
†CULAR 206 Baking and Pastry 2	5
TOTAL UNITS	**10**

Commercial Cake Decorating Certificate

REQUIRED COURSE	UNITS
CULAR 207 Commercial Cake Decorating	5
TOTAL UNITS	**5**

Food Preparation 1 Certificate

REQUIRED COURSE	UNITS
CULAR 213A Food Preparation 1	11.5
TOTAL UNITS	**11.5**

Food Preparation 2 Certificate

REQUIRED COURSE	UNITS
†CULAR 213B Food Preparation 2	11.5
TOTAL UNITS	**11.5**

Food Preparation 3 Certificate

REQUIRED COURSE	UNITS
†CULAR 213C Food Preparation 3	11.5
TOTAL UNITS	**11.5**

Nutrition for Culinary Arts Certificate

REQUIRED COURSE	UNITS
F&N250 Nutrition for Culinary Arts	2
TOTAL UNITS	**2**

Professional Gourmet Cooking Certificate

REQUIRED COURSE	UNITS
CULAR 214 Professional Gourmet Cooking	2
TOTAL UNITS	**2**

Commercial Formal Buffet Certificate

REQUIRED COURSE	UNITS
CULAR 215 Commercial Formal Buffet	2
TOTAL UNITS	**2**

Food Service Sanitation Certificate

REQUIRED COURSE	UNITS
CULAR 20 App Food Serv Sanit in Hotel/Rstr Mgmt	3
TOTAL UNITS	**3**

CUSTOMER SERVICE REPRESENTATIVE

Associate in Arts/Career or Completion Certificate
Students prepare for a customer service representative position in a call center or walk-in service center by developing essential skills for telephone and written communication, computer proficiency, data entry, time management, and successful customer interactions. This certificate prepares students for a career in customer service and serves as a foundation for specialization. This Associate degree prepares students for career advancement once a certificate has been earned. For more information regarding courses, call (562) 938-3033.

REQUIRED COURSES	UNITS
CAOTC 31A, B Microsoft Windows Operating System, Levels 1, 2	1:1
CAOTC 39A Microsoft Word for Office - Beginning	1
CAOTC 41E Excel for Windows - Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTC 215A Microsoft Outlook	2
CAOTC 250A, B Data Entry - Levels 1, 2	2:3
CAOTO 15 Business Communications	3
CAOTO 260 Business Telephone Procedures	1
CAOTO 261 Business English	3
CAOTO 262 Professional Development	1
CAOTO 263 Customer Service	1
CAOTO 264 Call Centers	1
CAOTO 265 Customer Conflict Management	1
CAOTT 209A Speed/Accuracy Bldg for Typists	1
Subtotal Units	**25**

Select any *THREE* (3) units from the following:

CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
CAOTC 39B, C, D Microsoft Word for Office	1:1:1
CAOTC 41F, J Excel for Windows, Levels 2, 3	1:1

CAOTC 47A, B Access for Windows, Levels 1, 2	3:3
CAOTC 250C Data Entry - Level 3	3
CAOTO 30 Business Calculating Machines	2
CAOTO 216 Proofreading Skills	1
CAOTO 272AD Work Experience - CAOT	3
CAOTT 209B Speed/Accuracy Bldg for Typists	1
MKTG 40 Salesmanship	3
Subtotal Units	**3**
TOTAL UNITS	**28**

REQUIRED COMPETENCIES: Typing certificate of at least 30 words per minute for 5 minutes with 5 or fewer errors by the end of the program. Data entry certificate of at least 9,000 keystrokes per hour and at least 98 percent accuracy on a 5-minute test within the previous 12 months.

CERTIFICATES OF COMPLETION:

Basic Customer Service Certificate

REQUIRED COURSES	UNITS
CAOTC 250A Data Entry – Level 1	2
CAOTC 250B Data Entry – Level 2	3
CAOTO 260 Business Telephone Procedures	1
CAOTO 262 Professional Development	1
CAOTO 263 Customer Service	1
CAOTO 264 Call Centers	1
CAOTO 265 Customer Conflict Management	1
TOTAL UNITS	**10**

REQUIRED COMPETENCY: Data entry certificate of at least 9,000 keystrokes per hour and at least 98% accuracy on a 5-minute test within the previous 12 months.

Basic Data Entry Certificate

REQUIRED COURSES	UNITS
CAOTC 250A Data Entry – Level 1	2
CAOTC 250B Data Entry – Level 2	3
CAOTT 209AB Speed/Accuracy Bldg for Typists	1
TOTAL UNITS	**6**

REQUIRED COMPETENCIES: Typing certificate of at least 40 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months. Data entry certificate of at least 9,000 keystrokes per hour and at 98 percent accuracy on a 5-minute test within the previous 12 months. Completion of certificate courses with a minimum grade of "B" in each course.

Basic Microsoft Office Certificate

REQUIRED COURSES	UNITS
CAOTC 35 Microsoft Office Specialist	3
CAOTC 47A Access for Windows, Beginning	3
TOTAL UNITS	**3**

Microsoft Excel Certificate

REQUIRED COURSES	UNITS
CAOTC 41E Excel for Windows-Beginning	1
CAOTC 41F Excel for Windows-Intermediate	1
CAOTC 41J Excel for Windows-Advanced	1
TOTAL UNITS	**3**

Microsoft Word Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for the Office, Begin	1
CAOTC 39B Microsoft Word for the Office, Interm.	1
CAOTC 39C Microsoft Word for the Office, Adv	1
CAOTC 39D Microsoft Word for the Office, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

DANCE

Associate in Arts

Students learn an appreciation of dance as an art form as well as instruction in dance technique, choreography and aesthetics. Students are also provided partial lower division preparation for transfer to a baccalaureate degree in this field. This <u>Associate Degree</u> will prepare students for careers in body therapies, dance, and teaching or dance studio operation. For more departmental information call (562) 938-4563 OR 938-4383.

REQUIRED COURSES	UNITS
Semester 1	
DANCE 1 Dance Forms Through the Ages	3
DANCE 10AB Fundamental of Ballet (1st semester)	1
DANCE 14AB Beginning Modern Dance (1st semester)	1
DANCE 20AB Beginning Dance-Jazz (1st semester)	1
Subtotal Units (for Semester 1)	**6**
Semester 2	
DANCE 10AB Fundamental of Ballet (2nd semester)	1
DANCE 12AD Conditioning for Dance-Pilates Method	1
DANCE 14AB Beginning Modern Dance (2nd semester)	1
DANCE 20AB Beginning Dance-Jazz (2nd semester)	1
*TART 1 Acting 1-Introduction to Acting	3
Select *ONE* of the following courses:	
DANCE 3AD Musical Theatre Dance	1
DANCE 5AB Beginning Tap	1
DANCE 8AD Stretch and Relaxation	1
DANCE 33AD Dance Choreography Workshop	1
Subtotal Units (for Semester 2)	**8**
Semester 3	
†DANCE 11AB Intermediate Ballet (1st semester)	1
†DANCE 17AB Inter. Modern Dance (1st semester)	1
†DANCE 21AB Intermediate Dance-Jazz (1st semester)	1
†DANCE 31AB Solo Choreography (1st semester)	1
†DANCE 41AD Dance Performance (1st semester)	2
Select ONE of the following courses:	
TART 42AD Stage Lighting	2
TART 43 Costume Crafts	2
TART 55 Stage Makeup	2
Subtotal Units (for Semester 3)	**8**
Semester 4	
†DANCE 11AB Intermediate Ballet (2nd semester)	1
†DANCE 17AB Inter. Modern Dance (2nd semester)	1
†DANCE 21AB Intermediate Jazz (2nd semester)	1
†DANCE 32AD Group Choreography (2nd semester)	1
†DANCE 41AD Dance Performance	2
Select *ONE* of the following courses:	
†DANCE 6AB Intermediate Tap	1
†DANCE 13AD Turns	1
†DANCE 18AD Folk and Ethnic Dance	1
†DANCE 60AD Special Projects in Dance	1
Subtotal Units (for Semester 4)	**7**
TOTAL UNITS	**29**

DATA ENTRY

Associate in Arts/Career and Completion Certificate

Students prepare for an entry-level data-entry position by learning to enter data accurately and rapidly from documents or during customer service calls, use database software, and operate calculating machines. This certificate prepares students for an entry-level position in a variety of office settings and serves as a foundation for specialization. The program is designed to build employment skills quickly. This Associate degree prepares students for career advancement once a certificate has been earned. For more departmental information call (562) 938-3033**.**

REQUIRED COURSES	UNITS
CAOTC 31A MS Windows Operating System, Beg	1
CAOTC 41E Excel for Windows - Beginning	1
CAOTC 47A Access Windows, Beginning	3
CAOTC 250A, B, C Data Entry - Levels 1, 2, 3	2:3:3
CAOTO 30 Business Calculating Machines	2
CAOTO 263 Customer Service	1
CAOTT 201 Intermediate Typing/Keyboarding	2
Subtotal Units	**18**

REQUIRED COMPETENCIES: Typing certificate of at least 45 words per minute for 5 minutes with 5 or fewer errors by the end of the program. Data entry certificate of at least 9,000 keystrokes per hour for 5 minutes with at least 98 percent accuracy within the previous 12 months. Business calculating machines certificate of at least 170 keystrokes per minute for 5 minutes with 5 or fewer errors by the end of the program.

Select *THREE* (3) units from the following courses:

CAOTC 31B MS Windows Operating System, Adv	1
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
CAOTC 39A, B, C, D Microsoft Word for Office Levels 1, 2, 3, 4	1:1:1:1
CAOTC 41F, J Excel for Windows, Levels 2, 3	1:1
CAOTC 47B Access for Windows, Advanced	3
CAOTC 215A Microsoft Outlook	2
CAOTC 215B Electronic Records Management	2
CAOTC 243 Microsoft Office Exam Prep - Access	0.5
CAOTC 246 Financial Applications	3
CAOTO 216 Proofreading Skills	1
CAOTO 272AD Work Experience - CAOT	3
CAOTT 202 Advanced Typing/Keyboarding	2
CAOTT 209AB Speed/Accuracy Bldg for Typists	1:1
Subtotal Units	**3**
TOTAL UNITS	**21**

CERTIFICATES OF COMPLETION:

Basic Data Entry Certificate

REQUIRED COURSES	UNITS
CAOTC 250A Data Entry – Level 1	2
CAOTC 250B Data Entry – Level 2	3
CAOTT 209AB Speed/Accuracy Bldg for Typists	1
TOTAL UNITS	**6**

REQUIRED COMPETENCIES: Typing certificate of at least 40 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months. Data entry certificate of at least 9,000 keystrokes per hour and at least 98 percent accuracy on a 5-minute test within the previous 12 months. Completion of certificate courses with a minimum grade of "B" in each course.

Microsoft Access Certificate

REQUIRED COURSES	UNITS
CAOTC 47A Access for Windows, Beginning	3
CAOTC 47B Access for Windows, Advanced	3
TOTAL UNITS	**6**

REQUIRED COMPETENCY: Instructor verification of 80 percent or better accuracy on Access Core practice exam or Microsoft Office Specialist certification.

DESKTOP/MEDIA PUBLISHING

Associate in Arts/Career Certificate

Students learn to write, design, and produce publications (flyers, brochures, newsletters, in-house magazines) using computer publishing techniques. The program prepares students to work on newspapers, magazines, in advertising agencies or in other environments involving desktop publishing or to work on a free-lance basis. For successful employment, you should be able to type 30+ words a minute, write with a proficiency equal to placement in ENGL 1, and have a basic understanding of the principles of color and design theory. This certificate prepares students for an entry-level position in a variety of business settings and serves as a foundation for specialization. This Associate degree prepares students for career advancement once a certificate has been earned. Appropriate course selection also facilitates transfer in a related major. For more information regarding: Art classes call (562) 938-4319; Journalism classes call (562) 938-4675 or 938-4036.

REQUIRED CORE COURSES FOR BOTH CONCENTRATIONS

REQUIRED COURSES	UNITS
ART 31 Fundamentals of Art/Composition & Color	3
ART 41 Introduction to Computer Graphics	3
*JOURN 1A Introduction to Desktop Publication	3
JOURN 25 Free-Lance Writing	3
Subtotal Units	**12**

CHOOSE ONE AREA OF CONCENTRATION (ART or WRITING/PUBLISHING):

Concentration in Art

Select *TWELVE* (12) units from the following:

†ART 43AD Computer Art for the Internet	3
†ART 44AD Computer Art for Graphic Design	3
†ART 45AD Computer Art for Drawing and Painting	3
†ART 55AD Introduction to Graphic Design	3
ART 56AB Introduction to Typography	3
Subtotal Units	**12**
TOTAL UNITS	**24**

Concentration in Writing/Publishing

Select *TWELVE* (12) units from the following:

*JOURN 1B Introduction to Desktop Publication	3
JOURN 6AD Working on the Magazine	3:3
†JOURN 20 Beginning Newswriting and Reporting	3
JOURN 71-73AD Work Experience – Journalism	2-4

Consult guides available in Counseling Centers for specific general education and required grades.

JOURN 80AD Working on the Newspaper	3:3
JOURN 85AD Editor Training	3:3
Subtotal Units	**12**
TOTAL UNITS	**24**

DIAGNOSTIC MEDICAL IMAGING SCIENCES

(RADIOLOGICAL TECHNOLOGY)
Associate in Science/Career or Completion Certificate

The Diagnostic Medical Imaging Program at Long Beach City College is dedicated to providing high-quality education and clinical practicum to qualified students. It is responsive to the diverse needs of the local medical community. It specializes in the education and training that lead to entry-level employment as a competent, ethical health care professional, and an Associate of Science Degree. The program emphasizes the necessity of professional development and lifelong learning. For any additional departmental information call (562) 938-4169.

Prerequisite Courses

The following courses must be completed within five years prior to the first Spring Semester of the program:

REQUIRED COURSES	UNITS
*ANAT 41 Anatomy & Physiology	5
AH 60 Medical Terminology	3
AH 61 Integration of Patient Care	2
TOTAL UNITS	**10**

FIRST YEAR
Spring Semester

†DMI 10 Introduction to Radiological Technology	3
Subtotal Units	**3**

Summer Session

†DMI 20 Introduction to Radiological Physics	3
Subtotal Units	**3**

Fall Semester

*#General Ed. Course (see explanation in footnote)	3
*#General Ed. Course (see explanation in footnote)	3
*Computer Class. Any computer class which satisfies computer portion of Information Competency Requirement for graduation. Recommended course is COMIS 1. For updated listing see General Course Pattern Guide	1-4
†DMI 11 Radiographic Techniques	1
†DMI 12 Contrast Fluoroscope/Radiographic Proced	3
†DMI 21 Applied Radiological Physics	2
†DMI 30 Positioning for General Radiography	3
†DMI 40A Clinical Radiography & Film Critique	2.5
Subtotal Units	**18.5-21.5**

Spring Semester

†*DMI 60 Radiologic Pathology	3
†DMI 24 Radiation: Biology & Protection	3
†DMI 31 Positioning for Cranial Radiography	3
†DMI 40B Clinical Radiography & Film Critique	6
Subtotal Units	**15**

SECOND YEAR
Summer Session

† DMI 40C Clinical Radiography & Film Critique	6
Subtotal Units	**6**

Fall Semester

*#General Ed. Course (see explanation in footnote)	3
†DMI 15 Computer Applications in Radiology	3
†DMI 40D Clinical Radiography & Film Critique	11
Subtotal Units	**17**

Spring Semester

*# General Ed. Course (see explanation in footnote)	3
†DMI 14 Trends & Self-Assessment. in Rad. Tech.	3
†DMI 40E Clinical Radiography & Film Critique	11
†DMI 61 Fluoroscopy	2
Subtotal Units	**19**
TOTAL UNITS (in program)	**81.5-84.5**
TOTAL UNITS(including prerequisite courses)	**91.5-94.5**

RECOMMENDED courses but not required:

AH 210 Math for Meds	1
†DMI 62 Mammography	3.5
LEARN 11 Learning and Academic Strategies	2
†AH 222 Intravenous Therapy	1

CERTIFICATES OF COMPLETION:

Fluoroscopy Certificate
(Must be licensed CRT or in Second Year of Diagnostic Medical Imaging Program)

REQUIRED COURSE	UNITS
†DMI 61 Fluoroscopy	2
TOTAL UNITS	**2**

Mammography Certificate
(Must be licensed CRT or in Second Year of Diagnostic Medical Imaging Program)

REQUIRED COURSE	UNITS
†DMI 62 Mammography	3.5
TOTAL UNITS	**3.5**

Magnetic Resonance Imaging Technologist Certificate

REQUIRED COURSE	UNITS
†DMI 401 Physical Principles of Magnetic Resonance Imaging	3
†DMI 402 MR Imaging Procedures	3
†DMI 403 Cross-Sectional Anatomy	3
†DMI 404 MRI Pathology	3
†DMI 405 MRI Clinical Practicum	2.5
TOTAL UNITS	**14.5**

Specific General Education courses required: † ENGL 1 or 105, Sp 10, 20 or 30, Psych 1, Humanities (any course that meets the Associate Degree requirement) and 1 unit of P.E (two half-unit (.5) P.E. courses).

DIESEL MECHANICS

Associate in Science/Career Certificate

Contact department at (562) 938-3071 for current information or see Curriculum Guide on website www.lbcc.edu.

DIETETICS PROGRAM

Dietetic Service Supervisor/Dietetic Technician
Associate in Arts/Career Certificate

This program is designed to train students to be employed as Dietetic Service Supervisors and Dietetic Technicians who function as managers/supervisors and nutritional care specialists in the dietary departments of hospitals or other health care facilities.

DIETETIC SERVICE SUPERVISOR:
The Dietetic Service Supervisor is the food service director of a health care facility, is a member of the dietetic team, functioning under the supervision of a Registered Dietitian, Dietetic Technician or administrator. This program is the state approved program meeting federal OBRA and Title 22 requirements of the California State Licensing Regulation for food service supervisors in general acute care hospitals, acute psychiatric hospitals, skilled nursing facilities and intermediate care facilities. Upon successful completion of the program, the student is eligible to apply for a Dietetic Service Supervisor Certificate. The student may also receive the Associate in Arts degree if the graduation requirements are completed.

DIETETIC TECHNICIAN:
The Dietetic Technician is a nutritional counselor and is a member of the dietetic health care team, functioning under the direction of a Registered Dietitian. Approved by the American Dietetic Association, this program instructs the student in nutritional care, teaching techniques, nutrition principles, diet modification, nutritional counseling and food service management. Dietetic Technicians are trained to function as nutritional care specialists in the dietary departments of hospitals, clinics and other health care facilities. For the Dietetic Technician Program, students must fulfill the Associate Degree requirements (by completing the Career Certificates for both the Service Supervisor and the Technician programs and the graduation requirements). The students will then have earned both the Associate Degree and the TWO Career Certificates. The student is eligible to take the American Dietetic Association Registration Board Commission on Dietetic Registration Exam to become a Dietetic Technician: Registered.
For further information, please call (562) 938-4550 or 938-4193.

DIETETIC SERVICE SUPERVISOR PROGRAM

REQUIRED COURSES	UNITS
F&N 20 Nutrition & Life	3
F&N 21 Food Selection & Meal Preparation	4
F&N 224 Sanitation, Safety & Equipment	3
F&N 225 Intro. Food Service & Work Organization	3
F&N 227 Supervision & Training Tech.	3
F&N 228 Food Production Management	3
F&N 230AC Clinical Field Exper. I (2 semesters req)	2:2
F&N 231 Menu Planning & Food Purchasing	3
F&N 232 Medical Nutrition Therapy	3
TOTAL UNITS	**29**

NOTE: Completion of these courses entitles student to a Dietetic Service Supervisor Career certificate, approved by the California State Department of Health Services. Dietetic Service Supervisor completers must take the Dietetic Service Supervisor competency examination.

DIETETIC TECHNICIAN PROGRAM

Complete the Dietetic Service Supervisor Program required courses (above 29 units) and the following courses:

	UNITS
†F&N 234 Advanced Nutrition Care	3
F&N 235 Advanced Medical Nutrition Therapy	3
†F&N 236 Dietetic Seminar	1
F&N 240AC Clinical Field Exper II (2 semesters req)	2:2
Subtotal Units	**11**
Subtotal Units (Courses from Dietetic Service Supervisor Program)	**29**
TOTAL UNITS	**40**

A Career Certificate in this program is not available without also earning the Associate Degree.

RECOMMENDED **but not required courses:**

F&N 26 Nutrition for the Active Person	1
F&N 233A-D Special Topics in Health Care Dietetics	1:1:1:1
F&N 250 Nutrition for Culinary Arts	2
F&N 253 Certified Food Handler Certification	1
F&N 255A-D Special Topics in Nutrition	1:1:1:1
F&N 256 Weight Control & Energy Balance	1
F&N 260A-D Cultural Foods	1.5:1.5:1.5:1.5
F&N 261AD Modern Meals	1.5:1.5:1.5:1.5
F&N 262AD Meal Preparation for 1 & 2 Persons	1.5:1.5:1.5:1.5
F&N 361AD Modern Meals	0.5:0.5:0.5:0.5

NOTE: Any 300 band course in Food and Nutrition can be applied as an elective to the degree or certificate in this program.

DRAFTING - ARCHITECTURAL

(Occupational Program)
Associate in Science/Career Certificate

Students learn entry-level job skills in architectural drafting. This Associate Degree will prepare students for a design-related career. The Core Skills Career Certificate will prepare students for an entry-level position as an architectural drafter trainee in a variety of design profession settings and will serve as a foundation for specialization. The Advanced Skills Career Certificate will prepare students for an advanced position as an architectural drafter or senior draftsman in a variety of design professional settings and will serve as a foundation for specialization. For more departmental information call (562) 938-4718.

ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
#+ARCHT 60 Architectural Design **or**	8
#+ARCHT 61 Architectural Design	4
and	
#+ARCHT 62 Architectural Design	4
#+†ARCHT 64 Architectural Design **or**	8
#+†ARCHT 65 Architectural Design	4

Consult guides available in Counseling Centers for specific general education and required grades.

and
#+†ARCHT 66 Architectural Design   4

+†ARCHT 70AB Architectural Design **or**   8
+†ARCHT 71AD Architectural Design   4:4
TOTAL UNITS   **24**

CORE SKILLS CAREER CERTIFICATE
REQUIRED COURSES   **UNITS**
#+ARCHT 60 Architectural Design **or**   8
#+ARCHT 61 Architectural Design   4
and
#+ARCHT 62 Architectural Design   4

#+†ARCHT 64 Architectural Design **or**   8
#+†ARCHT 65 Architectural Design   4
and
#+†ARCHT 66 Architectural Design   4

#DRAFT 201 Introduction to Drafting **or**   4
#DRAFT 202AD AutoCAD 1, Fundamentals   3
TOTAL UNITS   **19-20**

Recommended Courses for Core Skills Career Certificate:
#DRAFT203AD AutoCAD II, Advanced Concepts **or** 3
#DRAFT 204 AutoCAD II, Advanced Concepts   4

ADVANCED SKILLS CAREER CERTIFICATE
REQUIRED COURSES   **UNITS**
#+ARCHT 60 Architectural Design **or**   8
#+ARCHT 61 Architectural Design   4
and
#+ARCHT 62 Architectural Design   4

#+†ARCHT 64 Architectural Design **or**   8
#+†ARCHT 65 Architectural Design   4
and
#+†ARCHT 66 Architectural Design   4

†+ARCHT 70AB Architectural Design **or**   8
+†ARCHT 71AD Architectural Design   4:4

#DRAFT 201 Introduction to Drafting **or**   4
#DRAFT 202AD AutoCAD 1, Fundamentals   3
Subtotal Units   **27-28**

Select *SIX* (6) units from the following:
†CARP 311, 312 Carpentry I & II **or**   3:3
ELECT 277 Blueprint Reading for Electricians   3
CARP 440 Blueprint Reading for Construction Trade 3
Any course from Construction Trades Department
Subtotal Units   **6**

Select *THREE* (3)-*FOUR* (4) units from the following:
†*ELECT 225 Algebra & Trigonometry for Technicians 4
or
*A more advanced level of Mathematics
Subtotal Units   **3-4**
TOTAL UNITS   **36-38**

Recommended Courses for Advanced Skills Career Certificate:
#DRAFT 203AD AutoCAD II, Adv. Concepts **or** 3:3:3:3
#DRAFT 204 AutoCAD II, Advanced Concepts   4

DRAFTING - Mechanical Design
(Occupational Program)
Associate in Science/Career or Completion Certificate

Students learn entry-level job skills in mechanical drafting and design. The Associate Degree will prepare students for a mechanical-design-related career, and appropriate course selection will facilitate transfer to a professional degree program. The Core Skills Career Certificate will prepare students for an entry-level position as a mechanical drafter trainee in a variety of design professional settings and will serve as a foundation for specialization. The Advanced Skills Career Certificate will prepare student for an advanced position as a mechanical drafter or intermediate level drafting position in a variety of design professional settings and will serve as a foundation for specialization.
For more departmental information call (562) 938-4718.

The *Associate Degree* requires a minimum of *20 units* from the following courses identified with "■".
The *Core Skills Career Certificate* requires *a* minimum of *18 units* from the following courses identified with a "#."
The *Advanced Skills Career Certificate* requires a minimum of *324 units* as specified below.

Complete with a "C" average *Eighteen* (18) units
from the following: **UNITS**
#■†DRAFT 51A Industrial Drafting I   3
#■†DRAFT 51B Industrial Drafting II   3
#■†DRAFT 52A Advanced Industrial Drafting   3
#■†DRAFT 52B Descriptive Geometry   3
#■†DRAFT 60 Geometric Dimension & Tolerancing   3
#■DRAFT 201 Introduction to Drafting   4
#■DRAFT 202AD AutoCAD I, Fundamentals   3
#■†DRAFT 203AD AutoCAD II, Advanced Concepts   3
†DRAFT 204 3D Visualization/Animations   4
MACHT 50A Machine Tool Operation and Practices   3
†MACHT 50B Machine Tool Operation and Practices 3
Subtotal Units   **29**

Select *THREE* (3) - *FIVE* (5) units from the following:
†*ELECT 225 Algebra & Trigonometry for Technicians 4
or
 †*A more advanced level of Mathematics   3-5
Subtotal Units   **3-5**
TOTAL UNITS   **32-34**

RECOMMENDED course but not required:
DRAFT 273AD Work Experience-Mechanical Design   4
TEC 60AD Comp. Aided Design & Drafting (CADD) 3:3:3:3

CERTIFICATES OF COMPLETION:
AutoCAD I, Fundamentals Certificate
REQUIRED COURSES   **UNITS**
#■DRAFT 202AD AutoCAD 1, Fundamentals   3
TOTAL UNITS   **3**

AutoCAD II, Advanced Certificate
REQUIRED COURSES   **UNITS**
#■†DRAFT 203AD AutoCAD II, Advanced Concepts   3
TOTAL UNITS   **3**

AutoCAD III, Visualization, Rendering, Animation Certificate

REQUIRED COURSES	UNITS
†DRAFT 204 3D Visualization/Animation	4
TOTAL UNITS	**4**

CAD Professional Certificate

REQUIRED COURSES	UNITS
#■DRAFT 202AD AutoCAD 1, Fundamentals	3
#■†DRAFT 203AD AutoCAD II, Advanced Concepts	3
†DRAFT 204 3D Visualization/Animation	4
TOTAL UNITS	**10**

3D Studio MAX-Modeling Technician Certificate

REQUIRED COURSES	UNITS
DRAFT 251AD 3D Modeling for Technical Animation	3
TOTAL UNITS	**3**

3D Studio MAX-Texture & Lighting Technician Certificate

REQUIRED COURSES	UNITS
DRAFT 252AD Texture/Lighting–Tech Animation	3
TOTAL UNITS	**3**

3D Studio MAX-Animation Technician Certificate

REQUIRED COURSES	UNITS
DRAFT 253AD 3D Technical Animation & Production	3
TOTAL UNITS	**3**

Technical Design Animator Certificate

REQUIRED COURSES	UNITS
DRAFT 251AD 3D Modeling for Technical Animation	3
DRAFT 252AD Texture/Lighting–Technical Animation	3
DRAFT 253AD 3D Technical Animation & Production	3
TOTAL UNITS	**9**

ELECTRICAL TECHNOLOGY

Associate in Science/Career or Completion Certificate

Students prepare for entry-level employment in numerous electrical and electrically related trades. Upon completion of the Electrical Technology program, the student will be able to install, maintain, and repair electrical equipment and systems in a safe and workmanlike manner. The California Contractor's License requirements recognize the courses listed below as partial fulfillment of the experience requirements. This program also meets the standards set by the California Department of Apprenticeship Standards towards the current California Electrician Certification testing. Once a student has completed the program, that student will be allowed to register to take the Electrician's Certification Exam. For more departmental information call (562) 938-4505. California Division of Apprenticeship Standards approved school: #101.

STUDENTS MAY FOLLOW EITHER:

COURSES- DAY PROGRAM	UNITS
REQUIRED	40
ELECTIVES	5
COURSES-NIGHT PROGRAM	
REQUIRED	37.5
ELECTIVES	7.5
TOTAL	**45**

DAY PROGRAM

FIRST SEMESTER	UNITS
ELECT 200A First Semester Industrial Electricity	8
ELECT 253 OSHA Standards for Construction Safety	2

SECOND SEMESTER	
†ELECT 200B Second Semester Industrial Electricity	8
†*ELECT 225 Algebra & Trigonometry for Technicians	4

THIRD SEMESTER	
†ELECT 200C Third Semester Industrial Electricity	8
†ELECT 435A Electrical Motor Control	2

FOURTH SEMESTER	
†ELECT 200D Fourth Semester Industrial Electricity	8

and

Complete the remaining 5.0 units from the Electrical Program Electives list. *These electives can be taken at any time during the program as long as the prerequisites for the desired class have been met.* 5

TOTAL UNITS **45**

NIGHT PROGRAM

FIRST SEMESTER	UNITS
ELECT 202 Electrical Mathematics	3
+ELECT 204 Fundamentals of D.C. Electricity	3
+ELECT 210A Laboratory Practices	1
ELECT 253 OSHA Standards for Construction Safety	2

+*Must enroll in ELECT 204 and 210A concurrently*

SECOND SEMESTER	
+†ELECT 209 Fundamentals of Motors and Generators	3
+†ELECT 210B Laboratory Practices	1
†*ELECT 225 Algebra & Trigonometry for Technician	4
†ELECT 240 Electrical Code – Residential	3

+Must enroll in ELECT 209 and 210B concurrently

THIRD SEMESTER	
+†ELECT 212 Fundamentals of A.C. Electricity	3
+†ELECT 210C Laboratory Practices	1
†ELECT 435A Electric Motor Control	2
†ELECT 245 Electrical Code - Commercial	3

+*Must enroll in ELECT 212 and 210C concurrently.*

FOURTH SEMESTER	
+†ELECT 214 A.C. Principles and Practices	3
+†ELECT 210D Laboratory Practices	1
†ELECT 250 Electrical Code - Advanced	3
†ELECT 242 Electrical Code - Grounding	1.5

+*Must enroll in ELECT 214 AND 210D concurrently.*

and

Complete the remaining 7.5 units from the Electrical Program Electives list on the previous page for selection of the appropriate electives. *These electives can be taken at any time during the program as long as the prerequisites for the desired class have been met.* 7.5

TOTAL UNITS **45**

Electrical Program ELECTIVES

	UNITS
CISCO 250 Network Cabling Installation	1
CISCO 251 Cisco Networking I, Introduction	3
ELECT 41 Technical Applications of Minicomputers	2
†ELECT 224 Electrical Motors and Transformers	3
†ELECT 226 Solid State Fundamentals for Electricians	3
†ELECT 227 D.C. Variable Speed Drives	3
†ELECT 228 A.C. Variable Speed Drives	1.5

Consult guides available in Counseling Centers for specific general education and required grades.

†ELECT 229 Industrial Drive Systems 3
ELECT 230A, B, C Robotics Technology (3 units each)
   (these three classes may be taken out of sequence) 3
ELECT 271 Electrical Cost Estimating 3
†ELECT 275 Electrical Pipe Bending (A) 0.5
†ELECT 276 Electrical Pipe Bending (B) 0.5
†ELECT 277 Blueprint Reading for Electricians 3
ELECT 280 Traffic Signals Systems 1 3
ELECT 283 Traffic Systems Communications 3
†ELECT 284 Traffic Signal Controllers & Digital Sys 3
ELECT 435B Electrical Motor Control (B) 2
DRAFT 202AD AutoCAD I, Fundamentals **OR** 3
ARCH 360M1 Basic AutoCAD for Architecture 1.5

CERTIFICATES OF COMPLETION:

Network Cabling Specialist Certificate

REQUIRED COURSES	UNITS
CISCO 250 Network Cabling Installation	1
TOTAL UNITS	**1**

Network Installation Certificate

REQUIRED COURSES	UNITS
CISCO 250 Network Cabling Installation	1
CISCO 251 Cisco Networking I, Introduction	3
TOTAL UNITS	**4**

Network Installation and Design Certificate

REQUIRED COURSES	UNITS
CISCO 250 Network Cabling Installation	1
CISCO 251 Cisco Networking I, Introduction	3
CISCO 252 Cisco Networking II, Routers	3
CISCO 253 Cisco Networking III, LAN	3
CISCO 254 Cisco Networking IV, WAN	3
TOTAL UNITS	**13**

Traffic Signal Systems 1 Certificate

REQUIRED COURSES	UNITS
ELECT 280 Traffic Signals Systems 1	3
ELECT 283 Traffic Systems Communications	3
ELECT 284 Traffic Signal Controllers & Digital Sys	3
TOTAL UNITS	**9**

ENGINEERING
Associate in Science

Contact department at (562) 938-4168 or (562) 938-4428 for current information or see Curriculum Guide on website www.lbcc.edu.

ENGLISH
Language & Literature; Creative Writing
Associate in Arts

This field of concentration in the <u>Language and Literature</u> sequence prepares the student for baccalaureate study in English, Comparative Literature, and Liberal Arts. The <u>Creative Writing</u> sequence also prepares the student for possible publication. For more departmental information call (562) 938-4358, 938-4365 or 938-4036.

LANGUAGE & LITERATURE SEQUENCE

REQUIRED COURSES	UNITS
†*ENGL 1 **or** 1H Reading and Composition	3
†ENGL 2 Introduction to Literature/Composition	3
Subtotal Units	**6**

Select a minimum of *NINE* (9) units from the following courses, of which SIX (6) units must be a year's survey sequence (English, American or World):

†ENGL 41 American Literature I	3
†ENGL 42 American Literature II	3
†ENGL 44 **or** 44H Literature of Western World I	3
†ENGL 45 **or** 45H Literature of Western World II	3
†ENGL 46 **or** 46H Survey of British Literature I	3
†ENGL 47 **or** 47H Survey of British Literature II	3
Subtotal Units	**9**

Select *SIX (6)* units from any of the following courses:

†ENGL 3 **or** 3H Argumentative and Critical Writing	4
†ENGL 18 Detective and Crime Fiction	3
ENGL 24 College Grammar	3
†ENGL 30 Horror and Terror Fiction	3
†ENGL 32 Masterpieces of Asian Literature	3
†ENGL 33 Mythology	3
†ENGL 35 Interpreting the Short Story	3
†ENGL 36 The Novel	3
†ENGL 37 Science Fiction, Fantasy/Horror	3
†ENGL 38 Bible as Literature, Old Testament	3
†ENGL 39 Bible as Lit., Apocrypha & New Testament	3
†ENGL 43 A-B Introduction to Shakespeare	3:3
†ENGL 48 **or** 48H Modern Literature	3
†ENGL 49 **or** 49H Literature and Film	3
†ENGL 79 Literature of Diversity	3
Subtotal Units	**6**
TOTAL UNITS	**21**

CREATIVE WRITING SEQUENCE

REQUIRED COURSES	UNITS
†*ENGL 1 **OR** 1H Reading and Composition	3
†ENGL 2 Intro to Literature/Composition	3
ENGL 24 College Grammar	3
†ENGL 26 Creative Writing 1	3
Subtotal Units	**12**

Select *THREE (3)* units from the following:

†ENGL 27A Creative Writing 2: Poetry	3
†ENGL 27B Creative Writing 2: Fiction	3
†ENGL 27C Creative Writing 2: Biography, Autobio	3
†ENGL 27D Creative Writing 2: Stage/Screen Writing	3
†ENGL 27E Creative Writing 2: The Novel	3
†ENGL 97AD Writers' Workshop	3
Subtotal Units	**3**

Select *SIX* (6) units from any of the courses listed above in either the Language & Literature Sequence or Creative Writing Sequence.

Subtotal Units	**6**
TOTAL UNITS	**21**

RECOMMENDED courses but not required:

†ENGL 6AD Production of Literary Publications	3
ENGL 7 Editing a Literary Review	3
JOURN 25 Free Lance/Feature Writing (F)	3

FAMILY & CONSUMER STUDIES
Associate in Arts/Career Certificate

Students are provided lower division transfer classes for a bachelor's degree in Family and Consumer Sciences, and provide opportunities for developing skills and competencies for multiple roles of home, family and career. Students are advised to check with a four-year

college/university for specific requirements for transfer. This certificate will prepare students for an entry-level position in any of the generalized fields of Family and Consumer Studies which include Child Development, Family & Consumer Studies, Fashion, Foods and Nutrition and Interior Design. For more departmental information call (562) 938-4454**.**

For the Career Certificate or Associate Degree, complete any *EIGHTEEN* (18) units from the list below:

REQUIRED COURSES	UNITS
CDECE 47 Human Development	3
FACS 50 Consumer Awareness	3
FACS 64 Life Management	3
FACS 211A-B College & Career Opportunities for Women (one semester)	1
FD 20 Introduction to Fashion Merchandising	3
F&N 20 Nutrition & Life	3
ID 1 Fundamentals of Interior Design	3
TOTAL UNITS	**21**

RECOMMENDED COURSES (Courses with course numbers from 1-99 are CSU transferable. See website www.ASSIST.org)

†CDECE 66 Observing Young Children DS3	3
FD 9 Clothing Selection	3
FD 10 Textiles, Fibers, and Fabrics	3
FD 24AB Beginning Sewing	3
F&N 21 Food Selection and Meal Preparation	4
F&N 252AD Cake Decorating and Sugar Cookery	1.5
F&N 260AD Cultural Foods **or**	1.5
F&N 360 Cultural Foods	.5
F&N 261AD Modern Meals **or**	1.5
F&N 361AD Modern Meals	.5
F&N 262AD Meal Preparation for 1 & 2 Persons **or**	1.5
F&N 362AD Cooking for Singles	.5
FLO 286A-B Introduction to Floral Design	2:2

FASHION DESIGN
Associate in Arts/Career Certificate

Students prepare for entry-level jobs in fashion design, production & manufacturing. This program also provides partial lower division preparation for the baccalaureate degree in Fashion Design. This Career Certificate will prepare students for an entry-level position in the apparel design and manufacturing industry. This Associate Degree will prepare students for career advancement once a certificate has been earned. Field of concentration selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4192 or 938-4454.

The *Associate Degree* requires only *25-25.5 units* from the following courses identified with a **"▪".**
The *Career Certificate* requires *55 - 56 units* as specified below.
◆   FD 70AD must be taken concurrently with FD 72AD or 73AD.

ENTRY LEVEL CLASSES
REQUIRED COURSES	UNITS
▪ FD 3 Intro to Careers in Design & Merchandising	2
FD 5 Intro/Manufacturing for Design/Merchan	2
▪FD 9 Clothing Selection	3
▪FD 36A Pattern Drafting I: Basic Block	1.5
▪FD 36B Pattern Drafting I: Pattern Manipulation	1.5
FD 37A Pattern Draping: Basic Sloper	1.5
FD 37B Pattern Draping: Sloper Manipulations	1.5
FD 200 Fashion Prediction/Promotion: Crit View	1
▪FD 214AB Quick Sketch Croquis Drawing **or**	2
▪FD 215AB Fashion Sketching I	2

Select *TWO* of the following courses:
▪ FD 24AB Beginning Sewing (One semester)	1.5
▪FD 25AB Intermediate Sewing (One semester)	1.5
▪FD 26AB Advanced Sewing (One semester)	2
FD 29AB Tailoring	2
Subtotal Units	**19-20**

INTERMEDIATE LEVEL CLASSES
▪FD 10 Textile Fibers and Fabrics	3
FD 27AB Sewing Production (One semester)	1.5
▪FD 32 History of Fashion	3
FD 38A Fashion Design I	3
FD 38B Fashion Design II	3
FD 41AD Fashion Show Production (One semester)	2.5
FD 244AD Computer Patternmaking	1
FD 245AD Computer Apps. in Fashion (2 semesters)	1:1

Select *ONE* of the following courses:
FD 20 Intro to Fashion Merchandising	3
IBUS 1 Intro to International Business	3
Subtotal Units	**22**

ADVANCED LEVEL CLASSES
FD 38C Fashion Design III	3
FD 38D Fashion Design IV	3
FD 39A Pattern Grading	1
FD 40AB Advanced & Production Pattern Drafting	1
FD216AB Fash Sketch Board/Portfolio Presentation	2

Select *Four* (4) units from this section:
◆FD 70AD Work Experience Issues (One Semester)	1
◆FD 72AD **or** FD 73AD Work Experience	2-3
FACS 364 Life Management	1
Subtotal Units	**14**
TOTAL UNITS	**55-56**

RECOMMENDED **but not required courses:**
ART 1 **or** 2 Art & Civilization	3
ART 15 Beginning Drawing	3
ART 41 Intro to Computer Graphics	3
FD 211AB Textile Design: Beading	1
FD 213AB Textile Design: Hand Painting	1
FD 258AD Swimwear	1
IBUS 20 Export-Import Business Practices	3
MKGT 40 Salesmanship	3
MGMT 80 Small Business Entrepreneurship	3
TART 43AD Costume Crafts	2

Consult guides available in Counseling Centers for specific general education and required grades.

FASHION DESIGN
ASSISTANT DESIGNER
Associate in Arts/Career Certificate

Students prepare for entry-level jobs in fashion design, production & manufacturing. This program also provides partial lower division preparation for the baccalaureate degree in Fashion Design. This Career Certificate will prepare students for an entry-level position in the apparel design and manufacturing industry. This Associate Degree will prepare students for career advancement once a certificate has been earned. Field of concentration selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4192 or 938-4454.

The *Associate Degree* requires only *18 -18.5 units* from the following courses identified with a **"■".**
The *Career Certificate* requires *40-40.5 units* as specified below.

ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
■FD 3 Intro to Careers in Design/Merchandising	2
FD 5 Intro/Manufacturing for Design/Merchan	2
■FD 9 Clothing Selection	3
■FD 36A Pattern Drafting I: Basic Block	1.5
■FD 36B Pattern Drafting II: Pattern Manipulation	1.5
FD 37A Pattern Draping I: Basic Sloper	1.5
FD 37B Pattern Draping II: Sloper Manipulations	1.5
FD 200 Fashion Prediction/Promotion: Crit View	1
■FD 214AB Quick Sketch Croquis Drawing	2:2
FD 245AD Computer Applications in Fashion 1	1:1

Select *TWO* of the following courses:

■FD 24AB Beginning Sewing (One semester)	1.5
■FD 25AB Intermediate Sewing (One semester)	1.5
■FD 26AB Advanced Sewing (One semester)	2
FD 27AB Production Sewing (One semester)	2
Subtotal Units	**23-23.5**

INTERMEDIATE LEVEL CLASSES

■FD 10 Textile Fibers and Fabrics	3
FD 38A Fashion Design I	3
FD 244AD Computer Patternmaking	1
Subtotal Units	**7**

ADVANCED LEVEL CLASSES

REQUIRED COURSES	UNITS
FD 38B Fashion Design II	3
FD 38C Fashion Design III	3

Select *Four* (4) units from this section:

◆FD 70AD Work Experience Issues (One Semester)	1
◆FD 72AD **or** FD 73AD Work Experience	2-3
FD 216AB Fashion Portfolio Development	2
FACS 364 Life Management	1
Subtotal Units	**10**
TOTAL UNITS	**40-40.5**

RECOMMENDED **but not required courses:**

ART 1 **or** 2 Art & Civilization	3
ART 15AD Beginning Drawing	3
ART 31 Fundamentals of Art: Composition and Color	3
FD 20 Intro to Fashion Merchandising	3
FD 211AB Textile Design: Beading	1
FD 213AB Textile Design: Hand Painting	1
FD 258AD Swimwear	1

◆ FD 70AD must be taken concurrently with FD 72AD or 73AD.

FASHION DESIGN
PATTERNMAKER

Career Certificate

Students prepare for entry-level jobs in fashion design, production & manufacturing. This program also provides partial lower division preparation for the baccalaureate degree in Fashion Design. This Career Certificate will prepare students for an entry-level position in the apparel design and manufacturing industry. For more departmental information call (562) 938-4192 or 938-4454.

ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
FD 3 Intro to Careers in Design/Merchandising	2
FD 5 Intro/Manufacturing for Design/Merchan	2
FD 36A Pattern Drafting I: Basic Block	1.5
FD 36B Pattern Drafting II: Pattern Manipulation	1.5
FD 214AB Quick Sketch Croquis Drawing	2

Select *ONE* of the following courses:

FD 24AB Beginning Sewing (One semester)	1.5
FD 25AB Intermediate Sewing (One semester)	1.5
FD 26AB Advanced Sewing (One semester)	2
Subtotal Units	**10.5-11**

INTERMEDIATE LEVEL CLASSES

FD 10 Textile Fibers and Fabrics	3
FD 37A Pattern Draping I: Basic Sloper	1.5
FD 37B Pattern Draping II: Sloper Manipulations	1.5
FD 27AB Production Sewing (one semester)	1.5
FD 245AD Computer Applications in Fashion	1
FD 244AD Computer Patternmaking(Two Semesters)	1:1
Subtotal Units	**10.5**

ADVANCED LEVEL CLASSES

FD 38A Fashion Design I	3
FD 39A Pattern Grading	1
FD 40AD Advanced & Production Pattern Drafting	1
◆FD 70AD Work Experience Issues (One semester)	1
◆FD 73AD Work Experience (One semester)	3
Subtotal Units	**6**
TOTAL UNITS	**30-30.5**

RECOMMENDED **but not required courses:**

ART 1 **or** 2 Art & Civilization	3
ART 15AD Beginning Drawing	3
FD 20 Intro to Fashion Merchandising	3
FD 38B-D Fashion Design	3
FD 211AB Textile Design: Beading	1
FD 213AB Textile Design: Hand Painting	1
FD 258AD Swimwear	1

◆ FD 70AD must be taken concurrently with FD 72AD or 73AD.

FASHION DESIGN SAMPLEMAKER

Career Certificate

Students prepare for entry-level jobs in fashion design, production & manufacturing. This program also provides partial lower division preparation for the baccalaureate degree in Fashion Design. This <u>Career Certificate</u> will prepare students for an entry-level position in the apparel design and manufacturing industry. For more departmental information call (562) 938-4192 or 938-4454.

The Career Certificate requires *21-22 units* as specified below.

ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
FD 3 Intro to Careers in Design/Merchandising	2
FD 5 Intro/Manufacturing for Design/Merchan	2
FD 24AB Beginning Sewing (One semester)	1.5
FD 25AB Intermediate Sewing (One semester)	1.5
FD 244AD Computer Patternmaking **or**	1
FD 245AD Computer Applications in fashion	1
Subtotal Units	**8**

INTERMEDIATE LEVEL CLASSES

FD 27AB Production Sewing (two semesters)	1.5:1.5
FD 36A Pattern Drafting I: Basic Block	1.5
FD 36B Pattern Drafting II: Pattern Manipulation	1.5
◆FD 70AD Work Experience Issues (One Semester)	1
◆FD 72AD **or** 73AD Work Experience	2-3

Select *FOUR (4)* units from this section:

FD 29AB Tailoring	2
FD 26AB Advanced Sewing	2
FD 258AD Swimwear	1
Subtotal Units	**13-14**
TOTAL UNITS	**21-22**

RECOMMENDED but not required courses:	UNITS
ART 1 **or** 2 Art & Civilization	3
ART 15AD Beginning Drawing	3
FD 10 Textile Fibers and Fabrics	3
FD 20 Intro to Fashion Merchandising	3
FD 211AB Textile Design: Beading	1
FD 213AB Textile Design: Hand Painting	1
FD 214AB Quick Sketch/Croquis	1
FD 244AD Computer Patternmaking	1

◆   FD 70AD must be taken concurrently with FD 72AD or 73AD.

FASHION MERCHANDISING

Associate in Arts/Career Certificate

Students prepare for careers in all phases of retailing and manufacturing in the growing California Fashion Industry. This program also provides lower-division preparation for the baccalaureate degree in Fashion Merchandising. This <u>certificate</u> will prepare students for an entry-level position in the apparel retailing, marketing and manufacturing industry. This <u>Associate Degree</u> will prepare students for career advancement once a certificate has been earned. Field of concentration selection will also facilitate transfer in a related major.

For more departmental information call (562) 938-4336 or 938-4454.

The Associate Degree requires only *22 units* from the following courses identified with a "■".

The Career Certificate requires *41.5 – 44.5 units* as specified below.

ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
■FD 3 Intro to Careers in Design/Merchandising	2
■FD 5 Intro/Manufacturing for Design/Merchan	2
■FD 9 Clothing Selection	3
■FD 20 Intro to Fashion Merchandising	3
FD 200 Fashion Prediction/Promotion: Crit View	1
Subtotal Units	**9**

Select *ONE* of the following:

FACS 50 or 350M1 Consumer Awareness/Money Manag	1-3
FACS 64 or 364 Life Management	
Subtotal Units for Entry Level	**12-14**

INTERMEDIATE LEVEL CLASSES

■FD 10 Textiles Fibers & Fabrics	3
■FD 22A Merchandising for a Profit I	1.5
■FD 22B Merchandising for a Profit II	1.5
■FD 32 History of Fashion	3
FD 41AD Fashion Show Production	2.5
FD 245AD Computer Applications in Fashion	1
MKTG 40 Salesmanship	3

Select *ONE* of the following:

FD 214AB Quick Sketch Croquis Drawing	2
FD 215AB Fashion Sketching I	2
Subtotal Units	**17.5**

ADVANCED LEVEL CLASSES

■FD 23 Fashion/Merchandise Buying	3
◆FD 70AD Work Experience Issues	1
◆FD 72AD **or** 73AD Work Experience	2-3
MKTG 41 Advertising	3

Select *ONE* of the following:

IBUS 1 Introduction to International Business	3
IBUS 20 Export-Import Business Practices	3
MKTG 42 Retailing Principles & Practices	3
Subtotal Units	**12-13**
TOTAL UNITS	**41.5 - 44.5**

RECOMMENDED but not required courses:	
FD 24AB Beginning Sewing	1.5
FD 244AD Computer Patternmaking	1
IBUS 52 International Marketing	3

◆   FD 70AD must be taken concurrently with FD 72AD or 73AD.

FILM

Associate in Arts

Students learn an appreciation of film as a medium of mass communication and with experiences in film production. It prepares students for entry-level employment in the film industry and provides partial lower division preparation for transfer to a baccalaureate degree in this field. The associate degree prepares

Consult guides available in Counseling Centers for specific general education and required grades.

students for entry-level employment in the film industry. For more departmental information call (562) 938-4563.

REQUIRED COURSES	UNITS
FILM 1 Introduction to Film	3
FILM 10AD Explorations in Film (1st & 2nd semester)	3
FILM 11AD Film Art and Artists (3rd & 4th semester)	3
†FILM 20AB Fundamentals of Film Production	3
*TART 1 Acting I - Introduction to Acting	3
TART 32AD Stage and Screen Writing	3

Select *ONE* of the following courses:

†FILM 21AB Intermediate Film Production	3:3
FILM 35AD Film Production Workshop	4
TOTAL UNITS	**22-24**

FINE ARTS
Associate in Arts

Students are provided with an introductory education in the fine arts. It also partially fulfills some of the lower division core for the Liberal Studies Bachelor's Degree and preparation for the Multiple Subjects Teaching Credential. It allows the student to gain proficiency in three areas of the arts, which can provide This <u>Associate Degree</u> prepares student for transfer to a four-year college. For more departmental information call (562) 938-4436.

Select *TWENTY-FOUR (24)* units from THREE of the EIGHT areas listed below:
ART (ART)
CREATIVE ARTS (CART)
DANCE (DANCE)
FILM (FILM)
MUSIC (MUSIC)
PHOTOGRAPHY (PHOT)
RADIO/TELEVISION (R_TV)
THEATRE (TART)

FIRE SCIENCE
Associate in Science/Career Certificate

Students are educated and trained in the technical fields relating to fire and safety practices. This program also provides partial lower division preparation for the baccalaureate degree in this field. This certificate will prepare students for entry to a fire academy and for an entry-level position in private and public fire-related occupations. This Associate Degree will prepare students for entry to a fire academy and for career advancement for those already employed in a fire-related industry. For more departmental information call (562) 938-4338.

CORE

REQUIRED COURSES	UNITS
FIRE 1 Fire Protection Organization	3
FIRE 2 Fire Prevention Technology	3
FIRE 3 Fire Protection Equipment & Systems	3
FIRE 4 Building Construction for Fire Prevention	3
FIRE 5 Fire Behavior & Combustion	3
Subtotal Units	**15**

Select NINE (9) units from the following courses:

FIRE 6A,B Fire Command 1A -1B	2:2
FIRE 7A,B, C Fire Prevention Officer 1A-1B-1C	2:2:2

FIRE 10A,B Fire Instructor 1A -1B	2:2
FIRE 16A,B Fire Investigator 1A -1B	2:2
FIRE 26A Fire Command 2A	2
FIRE 26B Fire Command 2B	2
FIRE 26C Fire Command 2C	2
FIRE 40 Fire Management 1	2
FIRE 42A Fire Management 2A	2
FIRE 42B Fire Management 2B	2
FIRE 42E Fire Management 2E	2
FIRE 53 Fire Hydraulics	3
FIRE 54 Hazardous Materials 1	3
FIRE 58 Intro to Fire Company Administration	3
FIRE 60 Fire Investigation 1	3
FIRE 61 Rescue Practices	3
FIRE 62 Fire Apparatus & Equipment	3
FIRE 64 Hazardous Materials 2	3
FIRE 65 Fundamental of Fire Safety	3
FIRE 66 Intro to Related Codes & Ordinances	3
FIRE 242C Fire Management 2C	2
FIRE 250 Basic Fire Service Training	9
FIRE 271AD **or** 272AD **or** 273AD Work Experience-Fire Science	2: 2 **or** 3:3 **or** 4:4
FIRE 400 Special Topics in Fire Science	1
EMT 251 & 251L Emergency Medical Tech. & Lab	4.5
Subtotal Units	**9**
TOTAL UNITS	**24**

Note: Any 200, 300 OR 400 band course in Fire Science can be applied as an elective to a degree or certificate.

FLORAL DESIGN
Associate in Arts/Career Certificate

Students prepare for employment as floral designers. The Career Certificate completer will also have the basic knowledge to become a salesperson, manager or owner of a floral shop. The certificate will help students prepare for AIFD certification. For more departmental information call (562) 938-4454 or 938-4336.

ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
FLO 286A Introduction to Floral Design (Fall Flowers)	2
FLO 286B Introduction to Floral Design(Spring Flowers)	2
MGMT 80 Small Business Entrepreneurship **or**	3
MKTG 40 Salesmanship	3
Subtotal Units	**7**

Select *FIVE* (5) additional units from the following courses:

ART31 Fundamentals of Art/Composition & Color **or**	3
ID 30 Applied Color and Theory and Design	4
HORT 15A Basic Horticulture	2
*ID 70AD Work Experience Issues	1
*ID 71AD, 72AD or 73AD Vocational Work Experience (One semester)	1, 2 or 3
Subtotal Units	**5**
TOTAL ENTRY LEVEL UNITS	**12**

INTERMEDIATE LEVEL CLASSES

FLO 287A Intermediate Floral Design – Wedding	2
FLO 287B Intermediate Floral Design – Sympathy	2
FLO 287C Intermediate Floral Design–Banquet/Holiday	2
Subtotal Units	**6**
TOTAL INTERMEDIATE LEVEL UNITS	**6**

ADVANCED LEVEL CLASSES

FLO 288 Advanced Floral Design	2
FLO 289 Applied Floral Shop Operation	3
Subtotal Units	**5**
TOTAL ADVANCED LEVEL UNITS	**5**

REQUIRED COMPETENCY: Students must complete the Long Beach Community College computer proficiency requirement.

TOTAL UNITS	**23**

◆ FD 70AD must be taken concurrently with FD 71AD, 72AD or 73AD.

FOOD & BEVERAGE MANAGEMENT
Associate in Arts/Career Certificate

Students learn entry and mid-level skills in the day-to-day management of food and beverage in all types of restaurants, cafeterias, convention centers, hospitals, hotels, nightclubs, private clubs, schools, stadiums, theme parks, and resorts. Students enhance their skills in food and beverage management, in areas such as: beverage services, bartender, banquet sales, operations, bussers, counter persons, dishwashers, hosts, maitre d', menu makers, guest services, purchasing, sales and marketing, stewards, human resources, table servers, and wine stewards. With additional courses students can prepare for a Bachelor's Degree in this field, see counseling staff for admission requirements at a university. This certificate will prepare students for an entry-level position in a wide range of hospitality, restaurant, and catering career opportunities. For information regarding hotel management programs please refer to separate Hotel Management curriculum guide. For departmental information call (562) 938-4325 or 938-4332.

FOOD & BEVERAGE MANAGEMENT OPTION

REQUIRED COURSES	UNITS
CULAR 20 Food Service Sanitation in Management	3
THRFB 17 Intro to Food and Beverage Operations	3
THRFB 18 Intro to Culinary Preparation	3
THRFB 19 Food/Beverage Purchasing/Plan/Control	3
THRFB 27 Bar and Beverage Management	3
THRH 24 Hospitality Accounting	3
THRH 25 Hospitality Law	3
THRH 26 Hospitality Supervision	3
THRH 30 Hospitality Sales & Marketing	3
THRH 39 Hospitality Industry Computer Systems	3
F&N250 Nutrition for Culinary Arts	2

Complete a minimum of *FOUR* (4) units from the following:

†THRH 271AD Work Experience	2
†THRH 272AD Work Experience	3
†THRH 273AD Work Experience	4
TOTAL UNITS	**36**

RECOMMENDED but not required:
THRFB 32 Introduction to Catering Management	3

CATERING MANAGEMENT OPTION

Complete the Food and Beverage Option (above 36 units) *and the following course:*

THRFB 32 Introduction to Catering Management	3
TOTAL UNITS	**39**

RECOMMENDED **but not required courses for both options:**

CBIS 6A Intro to IT Concepts & Applications **or**	4
CAOTC 35 Microsoft Office Specialist	3
THRH28 Convention Management & Meeting Plan	3
THRH 29 Facilities Management	3
THRH 33 Housekeeping and Security Management	3
MGMT 80 Small Business Entrepreneurship	3
SP 10 Elements of Public Speaking	3
SP 25 Elements of Intercultural Communications	3
THRT 210 Intro to Travel Industry	3

FOREIGN LANGUAGES
Associate in Arts/Career Certificate

Program has two emphases: Foreign Languages-Proficiency emphasis with options in French, German and Spanish at intermediate or advanced level. Foreign Languages-Regional emphasis with options in European, Spanish American and Pacific Rim. Students following the Proficiency Emphasis develop a competency in at least one foreign language, providing an important entry-level skill for those aspiring to work in the international arena as well as preparing for baccalaureate work Students following any of the Culture Emphasis (European, Spanish American or Pacific Rim) develop entry-level skills for work in the international arena, including the airline industry, international business, travel/tourism, communications, government and hotel/restaurant management. The Language Certificate (offered only in French, German and Spanish) verifies for a potential employer that the student can communicate (verbally and in writing) in a wide range of situations, for a variety of purposes at a designated level for effective communication in a business or related professional setting. This Associate Degree provides the same or greater level of competency as the certificate. The degree also offers an added dimension of cultural know-ledge and understanding in region(s) where the language is spoken. The degree would benefit those wishing to enter a variety of industries or business settings that compete in an international market, as well as preparing for transfer to a four-year university in a foreign language program. For more departmental information call (562) 938-4331.

PROFICIENCY EMPHASIS
With Options in French, German, and Spanish at the Intermediate or Advanced Level

For students who are studying French, German or Spanish and who want to achieve a level of competency for baccalaureate work, and/or to combine their foreign languages with another skill.

Select *15 units* from ONE LANGUAGE (French, German or Spanish) and five additional units from the courses listed below:

REQUIRED COURSES:

Elementary Language 1 (or 1A + †1B), †2 (or †2A + †2B)	5:5

Consult guides available in Counseling Centers for specific general education and required grades.

†Intermediate Language †3, †4 or Span 9, 10   5:5
†Advanced Language †25AD (French, German or
Spanish) **or**   3:3:3:3
Two semesters (4 units maximum) of Spoken French,
   German or Spanish †8AD   2:2
CHIN 1 (or 1A + †1B), †CHIN 2, ITAL 1 (or 1A +
   †1B), †2 (or †2A + †2B), JAPAN 1 (or 1A + †1B),
   †JAPAN 2, VIET 1 (or 1A + †1B)   5
TOTAL UNITS   **20**

CULTURE EMPHASES (With Options in European, Spanish American and Pacific Rim)
EUROPEAN AREA CULTURE

Select *15 units* from ONE LANGUAGE (French, German or Spanish) and five additional units from the courses listed below:
Elementary Language 1 (or 1A + †1B), †2 (or †2A + †2B)   5:.5
†Intermediate Language †3, †4, or Span 9, 10   5:5
†Advanced Language †25AD (French, German or
   Spanish)   3:3:3:3
†Two semesters (4 units maximum) of Spoken French,
   German or Spanish †8AD   2:2
ITAL 1 (or 1A+ †1B), †2 (or †2A + †2B)   5
Subtotal Units   **20**

Select *SIX* (6) units from:
IBUS 1 Introduction to International Business   3
THRH 16 Introduction to Hotel Management   3
THRT 210 Introduction to Travel & Tourism   3
IBUS 52 International Marketing   3
Subtotal Units   **6**

Select *THREE* (3) units from:
FRSTU 11A-B Language & Cultures of West Europe   3
*HIST 1A-B History: Western (European) Civilization   3
Subtotal Units   **3**
TOTAL UNITS   **29**

In addition, students must pass a competency examination in French, German or Spanish, administered by the Foreign Language Department, including an oral proficiency part, additionally focusing on specialized areas, such as international business and tourism. The level of proficiency expected for the competency examination equals the **intermediate mid to high level** according to the guidelines established by the American Council of Teachers of Foreign Languages.

SPANISH AMERICAN CULTURE

Select 20 units from Spanish courses listed below:
Elementary Language 1 (or 1A + †1B), †2 (or †2A + †2B)   5:5
†Intermediate Language †3, †4, or Span 9, 10   5:5
Advanced Spanish † (25AD)   3:3:3:3
Two semesters (4 units max of Spoken Spanish †8AD)   2:2
Subtotal Units   **20**

Select *SIX* (6) units from:
IBUS 1 Introduction to International Business   3
THRH 16 Introduction to Hotel Management   3
THRT 210 Introduction to Travel & Tourism   3
IBUS 52 International Marketing   3
Subtotal Units   **6**

Select *THREE* (3) units from:
FRSTU 11A-B Language & Cultures of West Europe   3
HIST 8A-B History of the Americas   3:3
Subtotal Units   **3**

TOTAL UNITS   **29**

In addition, students must pass a competency examination in Spanish, administered by the Foreign Language Department, including an oral proficiency part, additionally focusing on specialized areas, such as international business and tourism. The level of proficiency expected for the competency examination equals the **intermediate mid to advanced level** according to the guidelines established by the American Council of Teachers of Foreign Languages.

PACIFIC RIM CULTURE

Select *10 units* in one language from Japanese or Chinese courses listed below:
Elementary Japanese 1(or 1A + †1B), †2(or 2A + 2B)   5:5
Elementary Chinese 1(or 1A + †1B), †2(or †2A + †2B)   5:5
Subtotal Units   **10**

Select *SIX* (6) units from:
IBUS 1 Introduction to International Business   3
THRH 16 Introduction to Hotel Management   3
THRT 210 Introduction to Travel & Tourism   3
IBUS 52 International Marketing   3
Subtotal Units   **6**

Select *THREE* (3) units from:
†ENGL 32 Masterpieces/Asian Literature (In Engl)   3
*HIST 9A History of China   3
*HIST 9B History of Japan and Korea   3
Subtotal Units   **3**
TOTAL UNITS   **19**

In addition, students must pass a competency examination in Chinese or Japanese, administered by the Foreign Language Department, including an oral proficiency part, additionally focusing on specialized areas, such as international business and tourism. The level of proficiency expected for the competency examination equals the **intermediate low level** according to the guidelines established by the American Council of Teachers of Foreign Languages.

HORTICULTURE
Associate in Science/Career Certificate

This field of concentration is designed to furnish students with knowledge of the entry-level skills necessary to embark upon a career in the horticulture industry. It includes emphasis on practical applications leading to career advancement. Also, it provides a partial lower division preparation for transfer to a baccalaureate degree program in this field. This certificate will prepare students for an entry-level position in a variety of horticulture/landscape/nursery industry positions and will serve as a foundation for specialization. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-3092.

REQUIRED COURSES   **UNITS**
HORT 11A-D Plant Identification   3:3:3:3
HORT 15A **or** 15B Basic Horticulture   2
Subtotal Units   **14**

Select *SIX* (6) units from the following courses:

† ◆HORT 271AD Work Experience – Horticulture	2:2:2:2
† ◆HORT 272AD Work Experience - Horticulture	3:3:3:3
† ◆HORT 273AD Work Experience - Horticulture	4:4:4:4
Subtotal Units	**6**

Select *TWENTY* (20) units from the following courses:

BIO 5 Plant Biology	4
BIO 18 Edible, Poisonous & Useful Plants	2
COMIS 1A Using the IBM Microcomputer	1
HORT 10AB Greenhouse Operation/Mgmt	4:4
ΦHORT 15A **or** 15B Basic Horticulture	2
HORT 21 Principles of Landscape Design	3
HORT 26A-B Plant Propagation-Spring	3
HORT 28AB Horticulture Equipment Operation	3:3
HORT 30 Integrated Pest Management	3
HORT 202AB Principles of Pruning	4:4
HORT 223AD Landscape Construction	4:4:4:4
HORT 227 Interior Plant Design/Installation	2
FLO 286A-B Introduction to Floral Design	2:2
MGMT 80 Small Business Entrepreneurship	3
SPAN 1A Elementary Spanish	3
Subtotal Units	**20**
TOTAL UNITS	**40**

RECOMMENDED but not required:

HORT 19 Turf Management	4
HORT 430 Landscape Management	4

◆ Must be in the Horticulture program and enrolled in a minimum of seven (7) units.

HOTEL MANAGEMENT
Associate in Arts/Career Certificate

Students learn entry and mid-level skills in the day-to-day management of all types of hotels, convention centers, cruise lines, theme parks, and resorts. Students enhance their skills in hotel management, in areas such as controller, housekeeping, auditor, banquet sales, bell hops, concierge, sales and marketing, purchasing, conference sales, front office, guest services, mail and telephone, PBX, reservations, human resources, and operations. With additional courses students can prepare for a Bachelor's Degree in this field, see counseling staff for admission requirements at a university. This certificate will prepare students for an entry-level position in a wide range of hospitality career opportunities. For information regarding restaurant/catering programs please refer to separate Food and Beverage Management curriculum guide. For departmental information call (562) 938-4325 or 938-4328.

REQUIRED COURSES	UNITS
THRH 16 Intro to Hospitality Management	3
THRFB 18 Intro to Culinary Preparation	3
THRFB 19 Food/Beverage Purchasing/Plan/Control	3
THRH 22 Front Office Operations	3
THRH 24 Hospitality Accounting	3
THRH 25 Hospitality Law	3
THRH 26 Hospitality Supervision	3
THRH 28 Convention Management & Meeting Plan	3
THRH 30 Hospitality Sales & Marketing	3
THRH 33 Housekeeping & Security Management	3

THRH 39 Hospitality Industry Computer Systems	3
Subtotal Units	**33**

Complete a minimum of *FOUR* (4) units from the following:

†THRH 271AD Work Experience	2
†THRH 272AD Work Experience	3
†THRH 273AD Work Experience	4
TOTAL UNITS	**37**

RECOMMENDED but not required courses:

CBIS 6A Intro to IT Concepts & Applications **or**	4
CAOTC 35 Microsoft Office Specialist	3
CULAR 20 App Food Serv Sanit in Hotel/Rstr Mgmt	3
MGMT 80 Small Business Entrepreneurship	3
SP 10 Elements of Public Speaking	3
SP 25 Elements of Intercultural Communications	3
THRFB 17 Intro to Food & Beverage Management	3
THRFB 27 Bar & Beverage Management	3
THRFB 32 Intro to Catering Management	3
THRH 29 Facilities Management	3
THRH 31 Resort Operations	3
THRT 210 Intro to the Travel Industry	3

HUMAN SERVICES
Associate in Arts/Career or Completion Certificate

Students learn the skills and knowledge necessary to transfer to upper division programs in social work or human services and to be employed at the paraprofessional entry level in social work and human services agencies. This career certificate will prepare students for an entry-level position in the human services/social work field. This Associate Degree will prepare students for an entry-level position in the human services/social work field and for career advancement for those already employed in these occupations. For more departmental information call (562) 938-3961.

REQUIRED Courses:	UNITS

CORE

HS 1 Intro to Social Work	3
HS 207 Development of Helping & Listening Skills	3
Subtotal Units	**6**

Complete *FOUR-EIGHT* (4-8) units from any of the following courses:	UNITS
HS 71AD Work Experience - Human Services	2:2
HS 72AD Work Experience - Human Services	3:3
HS 73AD Work Experience - Human Services	4:4
Subtotal Units	**4-8**
TOTAL CORE UNITS REUQIRED	**10-14**

Complete *an additional* (10 to 14) units from any of the following courses to bring the total to *24 UNITS*: (Emphasis on *ONE GROUP* is recommended)

GERONTOLOGY GROUP

F&N 20 Nutrition & Life	3
HS 26 Intro to Gerontology	3
HS 45 Stress Mgmt for Case Managers	3
HS 228 Elderly Care Issues	3
HS 253 Activity/Recreation Leadership Training	3

CRIMINAL JUSTICE GROUP

ADJUS 14 Juvenile Law and Procedures	3

Consult guides available in Counseling Centers for specific general education and required grades.

ADJUS 20 Intro to Corrections	3
HS 7 Introduction to Victimology	3
HS 40A-B Introduction to Addictive Behaviors	3
HS 41 Introduction to Chemical Dependency	3
HS 43 Case Management: Treatment & Aftercare	3
HS 46 Physiology and Pharmacology of Drugs	3
SOCIO 11 Race and Ethnic Relations in the U.S.	3
SOCIO12 **or** ADJUS 12 Crime & Delinquency	3

GENERAL HUMAN SERVICES GROUP

ECON 1A MACRO Economics Analysis	3
HS 15 Social Welfare: People with Disabilities	3
HS 40A-B Intro to Addictive Behaviors	3
HS 43 Case Management: Treatment and Aftercare	3
HS 45 Stress Management for Case Managers	3
HS 47 Intervention, Treatment & Recovery	3
HS 48 Group and Family Process	3
HS 50 Law and Ethics	3
HS 251 HIV Cultural Competence in Treatment	4
HS 252 Dual Diagnosis: Assessment and Treatment	3
HS 260 Domestic Violence Intervention Strategies	3
PUBAD 1 Intro to Public Administration	3
SOCIO 2 Modern Social Problems	3
SP 20 Elements of Communication	3

FAMILY SERVICES GROUP

ADJUS 253 Understanding Domestic Violence	3
CDECE 47 Human Development	3
FACS 50 Consumer Awareness	3
FACS 64 Life Management	3
HS 15 Social Welfare: People with Disabilities	3
HS 40A-B Intro to Addictive Behaviors	3
HS 47 Intervention, Treatment & Recovery	3
HS 48 Group and Family Process	3
HS 242 Conflict Resolution/ Mediation	3
HS 260 Domestic Violence Intervention Strategies	3
SOCIO 11 Race and Ethnic Relations in the U.S.	3
SOCIO 40 Sociology of the Family	3
Subtotal Units	**10-14**
TOTAL UNITS	**24**

CERTIFICATE OF COMPLETION:

Activity/Recreation Leadership Training Certificate

REQUIRED COURSE	UNITS
HS 253 Activity/Recreation Leadership Training	3
TOTAL UNITS	**3**

HUMAN SERVICES:
ALCOHOL AND DRUG STUDIES
Associate in Arts/Career or Completion Certificate

Students learn the skills and knowledge necessary to transfer to upper division programs in social work or human services and be eligible to become employed at the paraprofessional entry level in serving alcohol and drug clients. This career certificate will prepare students for an entry-level position in the alcohol/drug treatment field. This certificate fulfills the California Association of Alcohol & Drug Studies (CAADE) academic and work experience requirements. Additional work experience plus passing their test will lead students to becoming Certified Addiction Treatment Counselors (CATC). This Associate Degree will prepare students for an entry-level position in the human services/alcohol and drug treatment field and for career advancement for those

already employed in these occupations. For more departmental information call (562) 938-3961.

AA DEGREE

Complete the *TWELVE* (12) units from the *CORE* courses below:

CORE	UNITS
HS 1 Introduction to Social Work	3
HS 46 Physiology & Pharmacology of Drugs	3
HS 47 Intervention, Treatment & Recovery	3
HS 48 Group and Family Process	3
Subtotal Units	**12**

Complete *SIX* (6) units from any of the following courses to bring the total to *18* units*:*

SKILLS AREA	
HS 43 Case Management: Treatment & Aftercare	3
HS 45 Stress Management for Case Managers	3
HS 50 Law and Ethics	3
HS 242 Conflict Resolution/Mediation	3
HS 251 HIV & Cultural Competency in Treatment	3
HS 252 Dual Diagnosis: Assessment & Treatment	3
HS 255 Alcohol & Drug Studies: Prevention & Ed.	3
Subtotal Units	**6**

Complete *SIX* (6) units from any of the following courses to bring the total to *24* units*:*

WORK EXPERIENCE	
HS 71AD Work Experience – Human Services	2
HS 72AD Work Experience – Human Services	3
HS 73AD Work Experience – Human Services	4
Subtotal Units	**6**
TOTAL UNITS	**24**

CAREER CERTIFICATE
(fulfills CAADE/CAADAC Requirements)

BEHAVIORAL/FOUNDATIONAL

Complete *SIX* (6) units from any of the following

courses:	UNITS
ANTHR 2 Cultural Anthropology	3
HS 1 Introduction to Social Work	3
PSYCH 1 Introduction to Psychology	3
CDECE 47 Human Development	3
SOCIO 1 Introduction to Sociology	3
PSYCH 14 Abnormal Psychology	3
Subtotal Units	**6**

CORE

Complete the following courses listed below*:*

HS 43 Case Management: Treatment & Aftercare	3
HS 46 Physiology & Pharmacology of Drugs	3
HS 47 Intervention, Treatment & Recovery	3
HS 48 Group and Family Process	3
HS 252 Dual Diagnosis: Assessment & Treatment	3
Subtotal Units	**15**

SKILLS AREA

Complete *SIX* (6) units from any of the following courses*:*

HS 41 Introduction to Chemical Dependency	3
HS 50 Law & Ethics	3
HS 45 Stress Management for Case Managers	3
HS 242 Conflict Resolution/Mediation	3
HS 251 HIV & Cultural Competency in Treatment	3
HS 255 Alcohol & Drug Studies: Prevention & Ed.	3
Subtotal Units	**6**

WORK EXPERIENCE

Complete *SIX* (6) units from any of the following courses*:*

HS 71AD Work Experience – Human Services	2
HS 72AD Work Experience – Human Services	3
HS 73AD Work Experience – Human Services	4
Subtotal Units	**6**
TOTAL UNITS	**34**

Chemical Dependency Certificate

REQUIRED COURSES	**UNITS**
HS 41 Introduction to Chemical Dependency	3
HS 43 Case Management	3
HS 46 Physiology & Pharmacology of Drugs	3
HS 48 Group & Family Process	3
HS 50 Law & Ethics	3
TOTAL UNITS	**15**

ADDITIONAL REQUIREMENT: Must complete courses within 3 years.

INTERIOR DESIGN

Associate in Arts/Career Certificate

Students prepare for employment in Interior Design and related design specializations. See the Interior Design: "Technical Skills Emphasis" guide for preparation in the area of drafting and computer aided design. For more departmental information call (562) 938-4180.

For the ASSOCIATE in ARTS Degree in INTERIOR DESIGN complete the following *27 units*

ID 1 Fundamentals of Interior Design	3
ID 5 Interior Design Studio 1	2
ID 10 Beginning Drafting	3
ID 20 Interior Design Careers	2
ID 30 Applied Color & Design Theory	4
ID 50 Interior Materials/Products	4
ID 70 Space Planning	3
MKTG 40 Salesmanship	3
ARCHT 360M1 Basic AutoCAD for Architecture	1.5
ARCHT 360M2 Architectural Design – AutoCAD	1.5
TOTAL UNITS	**27**

For the PROGRAM CERTIFICATE in INTERIOR DESIGN, complete the above *27 units* and select *18-20 units* from the following courses to total *45-47 units*

ID 80 History of Interior & Furnishings 1	3
ID 90 History of Interior & Furnishings 2	3
ID 200 Interior Illustration	2
ID 210 Fundamentals of Lighting	3
†ID 215 Interior Design Studio II	2
ID 230 Business & Professional Practices	3
◆ID 70AD Work Experience Issues	1
◆ID 71AD, 72AD, **or** 73AD Work Experience	1, 2, or 3
Subtotal Units	**18-20**
TOTAL UNITS for Program Certificate	**45-47**

Recommended but not required:

ID 76 History of American Material Culture	2
ID 270A-B Exploring Interior Design (one semester)	2:2
ID 272 Residential Furnishings	1

◆ ID 70AD must be taken concurrently with ID 71AD, 72AD or 73AD.

INTERIOR DESIGN:

Technical Skills Emphasis
Associate in Arts/Career Certificate

Students prepare for employment in Interior Design in the areas of drafting and computer aided design. For more departmental information call (562) 938-4180.

REQUIRED COURSES	**UNITS**
ID 1 Fundamentals of Interior Design	3
ID 5 Interior Design Studio 1	2
ID 10 Beginning Drafting	3
ID 20 Interior Design Careers	2
ID 70 Space Planning	3
ID 210 Fundamentals of Lighting	3
†ID 215 Interior Design Studio I	2
ARCHT 360M1 Basic AutoCAD for Architecture	1.5
ARCHT 360M2 Architectural Design – AutoCAD	1.5
†DRAFT 204 3D Visualization/Animation	4
TOTAL UNITS	**25**

JOURNALISM

Newspaper/Magazine, Public Relations and Publication Specialist
Associate in Arts/Career Certificate

This field of concentration, with an emphasis in **NEWSPAPERS/MAGAZINES,** provides a basic program for students interested in careers requiring journalistic training, such as newspaper or Internet reporting, magazine or free-lance writing. The emphasis in **PUBLIC RELATIONS** provides a basic program for students interested in careers in any aspect of public relations and in writing and editing in-house or Internet publications. The **PUBLICATION SPECIALIST** emphasis provides a basic program for students interested in learning to produce a variety of publications including newsletters, brochures, websites, proposals, and house magazines. The Career Certificate provides access to entry-level employment in a variety of journalism related fields. These include newspapers, magazines, websites, newsletters, and press relation offices. For more departmental information call (562) 938-4282.

DEGREE PROGRAM
NEWSPAPER/MAGAZINE EMPHASIS

REQUIRED COURSES	**UNITS**
JOURN 10 Intro to Mass Communication	3
†JOURN 20 Beginning Newswriting & Reporting	3
JOURN 25 Free Lance/Feature Writing	3
JOURN 35AD Photojournalism (1st semester)	3
JOURN 80AD Working on Newspaper (1st/2nd sem)	3:3
Subtotal Units	**18**

Select *THREE* (3) units from the following:

JOURN 1A Intro to Desktop Publication	3
JOURN 6AB Working on the Magazine	3
TOTAL UNITS	**21**

Consult guides available in Counseling Centers for specific general education and required grades.

RECOMMENDED **but not required courses:**
JOURN 1B Intro to Desktop Publishing (2nd semester) 3
JOURN 5 Intro to Public Relations 3
JOURN 35AD Photojournalism (2nd semester) 3
JOURN 71AD, 72AD **OR** 73AD Work Experience 2-4
JOURN 80AD Working on Newspaper (3rd/4th sem) 3:3
JOURN 85AD Editor Training (1st & 2nd semester) 3:3

PUBLIC RELATIONS EMPHASIS

REQUIRED COURSES	UNITS
JOURN 1A Intro to Desktop Publication	3
JOURN 5 Intro to Public Relations	3
JOURN 10 Intro to Mass Communications	3
†JOURN 20 Beginning Newswriting & Reporting	3
JOURN 35 AD Photojournalism (1st semester)	3
JOURN 80AD Working on the Newspaper (1st sem)	3
TOTAL UNITS	**18**

RECOMMENDED **but not required courses:**	UNITS
JOURN 25 Free Lance/Feature Writing	3
JOURN 35AD Photojournalism (2nd semester)	3
JOURN 80AD Working on the Newspaper	3:3:3
JOURN 85AD Editor Training (1st & 2nd semester)	3:3
JOURN 71AD, 72AD, **OR** 73AD Work Experience	2-4
SP 10 Elements of Public Speaking	3
SP 60 Elements of Argumentation & Debate	3
MKTG 40 Salesmanship	3
MKTG 47 Essentials of Marketing	3

PUBLICATION SPECIALIST EMPHASIS

REQUIRED COURSES	UNITS
JOURN 1A Intro to Desktop Publication	3
JOURN 6AB Working on the Magazine	3
†JOURN 20 Beginning Newswriting & Reporting	3
JOURN 25 Free Lance/Feature Writing	3
JOURN 35AD Photojournalism (1st semester)	3
JOURN 80AD Working on Newspaper (1st/2nd sem)	3:3
TOTAL UNITS	**21**

CERTIFICATE PROGRAM

Print, Public Relations, Publications Certificate

REQUIRED COURSES	UNITS
JOURN 10 Intro to Mass Communication	3
†JOURN 20 Beginning Newswriting & Reporting	3
JOURN 25 Free Lance/Feature Writing	3
JOURN 35AD Photojournalism (1st semester)	3
JOURN 71AD, 72AD, **or** 73AD Work Experience	2-4
JOURN 80AD Working on the Newspaper (1st sem)	3
JOURN 85AD Editor Training (1st semester)	3
TOTAL UNITS	**20-22**

RECOMMENDED **but not required courses:**
JOURN 1AB Intro to Desktop Publishing (2nd sem) 3
JOURN 5 Intro to Public Relations 3
JOURN 6AB Working on the Magazine 3

LEGAL SECRETARY

Associate in Arts/Career or Completion Certificate

Students prepare for an entry-level legal secretary position by learning to format legal documents, maintain accurate legal files, calendar court dates, and operate computer programs commonly used in law offices. This certificate prepares students for an entry-level position in a variety of law office settings and serves as a foundation for specialization. This Associate degree prepares students for career advancement once a certificate has been earned. For more departmental information call (562) 938-3033.

REQUIRED COURSES	UNITS
CAOTC 31A Microsoft Windows Operating System	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTC 265 Computer Transcription	2
CAOTO 214A, B Filing, Levels 1, 2	1:1
CAOTO 216 Proofreading Skills	1
CAOTO 223 Legal Procedures - Litigation	3
CAOTO 224 Legal Procedures	3
CAOTO 260 Business Telephone Procedures	1
CAOTO 261 Business English	3
CAOTT 201 Intermediate Typing/Keyboarding	2
Subtotal Units	**20**

Select *FOUR* (4) units from one of the following groups:

CAOTC 39A, B, C, D Microsoft Word for Office Levels 1, 2, 3, 4	1:1:1:1
CAOTC 236A, B, C, D Word Processing-WordPerfect Levels 1, 2, 3, 4	1:1:1:1
Subtotal Units	**4**

Select *ONE (1)* unit from the following:

CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
Subtotal Units	**3**

REQUIRED COMPETENCY: Typing certificate of at least 50 words per minute for 5 minutes with 5 or fewer errors by the end of the program.

Select *ONE (1)* unit from the following (ELECTIVES):

CAOTC 31B MS Windows Operating System, Adv	1
#CAOTC 39A, B, C, D Microsoft Word for Office	1
CAOTC 41E, F, J Excel for Windows, Levels 1, 2, 3	1
CAOTC 42A, B Desktop Publishing - Small Business	1
CAOTC 47A, B Access Windows, Levels 1, 2	3
CAOTC 215A Microsoft Outlook	2
#CAOTC 236A, B, C, D Word Processing-WordPerfect	1
CAOTO 15 Business Communications	3
CAOTO 222 Job Search Skills	3
CAOTO 262 Professional Development	1
CAOTO 272AD Work Experience - CAOT	3
CAOTT 209AB Speed/Accuracy Bldg for Typists	1
Subtotal Units	**1-3**
TOTAL UNITS	**28-30**

CERTIFICATES OF COMPLETION:

Basic Legal Office Procedures Certificate

REQUIRED COURSES	UNITS
Either both of these courses	
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 39B Microsoft Word for Office, Intermediate	1
or both of these courses	
CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm.	1
and	
CAOTC 265 Computer Transcription	2
CAOTO 223 Legal Procedures-Litigation	3
CAOTO 224 Legal Procedures	3
TOTAL UNITS	**10**

REQUIRED COMPETENCY: Typing certificate of at least 50 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Basic Office Skills Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTO 214A Filing	1
CAOTO 260 Business Telephone Procedures	1
Both of these courses	
CAOTT 200A Beginning Typing/Keyboarding	1
CAOTT 200B Beginning Typing/Keyboarding B	1
Or this course	
CAOTT 200 Beginning Typing/Keyboarding	3
TOTAL UNITS	**7-8**

REQUIRED COMPETENCY: Typing certificate of at least 25 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Corel WordPerfect Certificate

REQUIRED COURSES	UNITS
CAOTC 236A Word Processing-WordPerfect, Begin	1
CAOTC 236B Word Processing-WordPerfect, Inter	1
CAOTO 236C Word Processing-WordPerfect, Adv	1
CAOTO 236D Word Processing, WordPerfect, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Microsoft Word Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for the Office, Begin	1
CAOTC 39B Microsoft Word for the Office, Inter	1
CAOTO 39C Microsoft Word for the Office, Adv	1
CAOTO 39D Microsoft Word for the Office, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Cannot be used as an elective if counted under required units.

LIBERAL ARTS

Associate in Arts

This field of concentration provides a broad general education to students. It also partially fulfills the general education-breadth patterns for CSU, UC or private universities if attention is given to their specific requirements. This program similarly prepares students pursuing the Liberal Studies baccalaureate degree and the Multiple Subjects Teaching Credential.

Complete *EIGHTEEN* (18) units as specified below:

I. *#ONE* course selected from either the **ENGLISH COMPOSITION** or the **COMMUNICATION & ANALYTICAL THINKING** section of the Associate Degree Graduation Requirements. This is IN ADDITION to the courses used to meet the general education requirement.

II. *#ONE* course selected from the **NATURAL SCIENCES** section of the Associate Degree Graduation Requirements. This is IN ADDITION to the course used to meet the general education requirement.

III. *#ONE* course selected from the **HUMANITIES** section of the Associate Degree Graduation Requirements. This is IN ADDITION to the course used to meet the general education requirement.

IV. *#ONE* course selected from the **SOCIAL SCIENCE** section of the Associate Degree Graduation Requirements. This is IN ADDITION to the course used to meet the general education requirement.

V. At least *two courses (minimum of 6 units total)* from the above areas and/or the proficiency requirement areas (all units may be from the same area). These are IN ADDITION to the courses used to meet general education requirements.

TOTAL UNITS	**18**

#One (1) unit courses not permitted.

LIBRARY TECHNICIAN

Associate in Arts/Career Certificate

This field of concentration is designed to prepare students for an entry-level Library Technician position. This certificate will prepare students for a variety of entry-level in a library setting. This Associate Degree will prepare students for career advancement once a certificate has been earned. For more departmental information call (562) 938-4708.

REQUIRED COURSES	UNITS
LIB 3 Information Competency	3
LIB 201 Introduction to Cataloging	3
LIB 202 Introduction to Access Services	3
LIB 203 Introduction to Acquisitions	3
LIB 204 Introduction to Reference Services	3
Subtotal Units	**15**
Select *ONE* course from the following:	
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
Subtotal Units	**3**
TOTAL UNITS	**18**
RECOMMENDED but not required courses:	
CDECE 34 Children's Literature DS3	3
LIB 210 Web Health Resources	1
LIB 211 Web Business Resources	1
LIB 212 Web Law Resources	1
LIB 213 Web Government Resources	1
SP 20 Elements of Interpersonal Communication	3
SP 25 Elements of Intercultural Communication	3

Consult guides available in Counseling Centers for specific general education and required grades.

MACHINE OPERATOR MANUFACTURING TECHNOLOGY

Associate in Science/Career Certificate

Students prepare for entry-level positions as machine operators in the aerospace or comparable manufacturing industry. Machine operators plan the sequence of machining and layout operations. They use sketches, drawings, and sample parts to produce required parts. Level 1 meets the competencies set forth by the Southern California Aerospace Industry Education Council. Level 1 competency is required for Level 2 classes. For more departmental information call (562) 938-3073 or 938-3054.

LEVEL 1 - REQUIRED COURSES	UNITS
MACHT 50A Machine Tool Operation and Practices	3
†MACHT 50B Machine Tool Operation and Practices	3
COMIS 1 Computer Information Competency **or**	1
CPAS 1 Using the MAC as a Tool for Learning	1
DRAFT 203AD AutoCAD II **or**	4
†DRAFT 51A Industrial Drafting I	3
ELECT 225 Algebra & Trigonometry for Technicians	4
or	
*A more advanced or transferable math course.	3-4
(Trigonometry is recommended.)	

Complete one (1) unit from the following:	
WELD 461AD Welding (Acetylene Gas)	1:1:1:1
Subtotal Units	**13-15**

LEVEL 2 - REQUIRED COURSES	
†MACHT 202 Machine Shop 2	9
†MACHT 203 Machine Shop 3	9
†MACHT 204 Machine Shop 4	10
Subtotal Units	**28**
TOTAL UNITS	**41-43**

NOTE: If 300 numbered versions of classes exist, they may be used toward the total units required.

ADDITIONAL DESIRABLE COURSES:

†DRAFT 60 Geometric Dimensioning & Tolerancing	3
†TEC 60AD Computer Aided Design and Drafting	3

MACHINE TOOL TECHNOLOGY

Associate in Science/Career Certificate

Students prepare for entry-level jobs as machinists in the machine tool area. For more departmental information call (562) 938-3073 or 938-3054.

REQUIRED COURSES	UNITS
MACHT 201 Machine Shop 1	9
†MACHT 202 Machine Shop 2	9
†MACHT 203 Machine Shop 3	9
MACHT 250 CNC Manual Programming	5
TOTAL UNITS	**32**

RECOMMENDED **but not required:**

WELD 400AD Welding (General)	2

MARKETING

Associate in Arts/Career Certificate

The certificate and degree programs prepare students for a wide range of entry and mid-level positions in marketing. Students can enhance their skills in strategic and tactical market planning by studying the internal and external forces that affect all organizations. With additional courses identified on a transfer curriculum guide for Business Administration, students can prepare for a baccalaureate degree in this field. For more departmental information call (562) 938-4332 or 938-4941.

Select *FOUR (4)* **courses from the following:**

MKTG 40 Salesmanship	3
MKTG 41 Advertising	3
MKTG 42 Retailing Principles and Practices	3
MKTG 47 Essentials of Marketing	3
IBUS 52 International Marketing	3
Subtotal units	**12**

Select *TWO (2)* **courses from the following:**

IBUS 1 Introduction to International Business	3
MGMT 49A Introduction to Management	3
MGMT 49B Human Resources Management	3
MGMT 80 Small Business Entrepreneurship	3
MKTG 273AD Work Experience	4
Subtotal Units	**6-7**

Select *TWO (2)* **courses from the following:**

ACCTG 1A Principles of Accounting	4
†ACCTG 1B Principles of Accounting	4
ACCTG 200A Introduction to Accounting	3
CAOTC 35 Microsoft Office Specialist	3
CAOTO 15 Business Communications	3
CBIS 6A Introduction to IT Concepts & Applications	4
*ECON 1A-1B Macro & Micro Economic Analysis	3:3
GBUS 5 Introduction to Business	3
LAW 18A Business Law	3
Subtotal Units	**6-8**
TOTAL UNITS	**24-27**

MATHEMATICS

Associate in Science

Contact department at (562) 938-4168 or (562) 938-4428 for current information or see Curriculum Guide on website www.lbcc.edu.

MECHANICAL MAINTENANCE TECHNOLOGY

Associate in Science/Career Certificate

This program gives students the comprehensive skills to maintain, diagnose and repair mechanical and electrical equipment related to any heavy industry (i.e. transportation, shipping and rail or refinery industry.) For more departmental information call (562) 938-3053 or 938-3066.

REQUIRED COURSES	UNITS
DIESL 293AD General Engine	4
DIESL 391A Hydraulics	3
DIESL 492 Air & Hydraulic Brakes	3
ELECT 202 Electrical Mathematics	3
◆°ELECT 204 Fundamentals of DC Electricity	3
◆°ELECT 310A Laboratory Practices (DC)	1
◆°ELECT 209 Fundamentals of Motors/Generators	3
◆°ELECT 310B Laboratory Practices (AC)	1
AC_R 450A Transport Refrigeration	5
†AC_R 450B Advanced Transport Refrigeration	5

FORK 801 Forklift Safety & Operation 1
WELD 400AD General Welding 2
WELD 410AD Welding (Arc) 2
WELD 480AD Welding (Inert Gas - MIG & TIG) 2
Subtotal Units **38**

ELECTIVES
Select a minimum of *THREE (3) Units* from the following*:*
◆ELECT212 Fundamentals of AC Electricity (3rd sem) 3
◆ELECT 310C Laboratory Practices (AC) 1
AC_R 400A Uniform Mechanical Code I 3
AC_R 400B Uniform Mechanical Code II 3
SHMET 220AD Sheet Metal Fabrication 5
Subtotal Units **3**
TOTAL UNITS **41**

° ELECT 200A/B will be accepted as the equivalent of ELECT 204/209/310A/310B.
◆ Must enroll in the following course concurrently: ELECT 204 with 310A, 209 with 310B, 212 with 310C

MEDICAL ASSISTING PROGRAM
Administrative/Clinical
Associate in Arts or Science/Career or Completion Certificate

The Medical Assistant Program is designed to educate the student for immediate employment providing assistance to the physician in caring for patients in the medical office or clinic. The wide range of clinical and business duties provides an interesting career for one who enjoys working with people. The Medical Assisting Program is approved by the Long Beach Medical Association. The program is designed to be completed in one academic year and includes either the administrative or clinical assisting courses or a combination of both. The program offers an Associate Arts/Science Degree in the Combined Certificate Program Option or a Career Certificate in the Administrative or Clinical Certificate option. The program also offers Certificates of Completion in Emergency Medical Technician, Health Unit Coordinator, Medical Insurance Billing, or Phlebotomy. This Certificate will prepare students for an entry-level position in a variety of ambulatory settings. Each certificate is the foundation for specialized clinical practice. This Associate Degree will prepare students for career advancement once a certificate has been earned. For more departmental information call (562) 938-4166.

COMBINED ADMINISTRATIVE/CLINICAL PROGRAM
FIRST SEMESTER
REQUIRED COURSES	UNITS
± *BIO 60 Human Biology 1	4
±AH 60 Medical Terminology	3
†MA 270 Introduction to Medical Assisting	3
†MA 280 Health Care Clinical Procedures	3
± Select one of the Administrative Options listed below. Complete three units from that option.	3

SECOND SEMESTER
±AH 276 Health Care Law	1
†MA 282 Advanced Health Care Clinical Procedures	3

ā †MA 286 Clinical Practicum 4
ā †MA 288 Practicum Seminar 1
±MA 290 Medical Insurance Billing 3
± Complete three additional units from the Administrative Option selected first semester. 3
TOTAL UNITS **31**

CAREER CERTIFICATE
ADMINISTRATIVE CERTIFICATE OPTION

An Administrative Medical Assistant assists the physician in handling the business aspects of the medical office or clinic. The ranges of administrative duties include reception, handling telephone calls, scheduling, filing, bookkeeping, transcribing, and insurance billing.

FIRST SEMESTER
REQUIRED COURSES	UNITS
±*BIO 60 Human Biology 1	4
±AH 60 Medical Terminology	3
†MA 270 Introduction to Medical Assisting	3
± Select one of the Administrative Options listed below. Complete three units from that option.	3

SECOND SEMESTER
±AH 276 Health Care Law	1
ā†MA 284AB Medical Assisting Specialized Practicum	2
ā†MA 288 Practicum Seminar	1
±MA 290 Medical Insurance Billing	3
± Complete three additional units from the Administrative Option selected first semester.	3
TOTAL UNITS	**23**

COMBINED ADMINISTRATIVE/CLINICAL CERTIFICATE
FIRST SEMESTER
REQUIRED COURSES	UNITS
± *BIO 60 Human Biology 1	4
±AH 60 Medical Terminology	3
†MA 270 Introduction to Medical Assisting	3
†MA 280 Health Care Clinical Procedures	3
± Select one of the Administrative Options listed below. Complete three units from that option.	3

SECOND SEMESTER
±AH 276 Health Care Law	1
†MA 282 Advanced Health Care Clinical Procedures	3
ā†MA 286 Clinical Practicum	4
ā†MA 288 Practicum Seminar	1
±MA 290 Medical Insurance Billing	3
± Complete three additional units from the Administrative Option selected first semester.	3
TOTAL UNITS	**31**

ADMINISTRATIVE OPTIONS
CHOOSE *ONE* OF THE FOLLOWING *OPTIONS*
OPTION ONE:
±ACCTG 200A Introduction to Accounting 3
±CAOTC 39A, B Microsoft Word for Office 1:1
±Computer Class any class which satisfies 1-4

Consult guides available in Counseling Centers for specific general education and required grades.

computer portion of information Competency requirement for graduation. Recommended course: COMIS 1. For complete listing see General Education Course Pattern Guide.

OPTION TWO

±CAOTC 47A Access for Office Applications, Beg. 3
±CAOTC 47B Access for Office Applications, Inter. 3

OPTION THREE

±ACCTG 200A Introduction to Accounting 3
±AH 206A Medical Transcription 3

RECOMMENDED COURSES **FOR**
CLINICAL/COMBINED CERTIFICATE:
AH 210 Math for Meds 1
AH 220 Phlebotomy 1
LEARN 11 Learning and Academic Strategies 2

CLINICAL CERTIFICATE OPTION

A Clinical Medical Assistant assists the physician in caring for the patient in the medical office or clinic. The range of clinical duties include assisting with the physical exam, specialty exams, and minor surgery; sterilization; laboratory procedures; giving injections; diagnostic tests; pharmacology; taking a health history; venipuncture; and handling emergency situations. The clinical certificate option may substitute for VN 220 + 220L (Transition to Vocational Nursing + Lab) for those who plan to pursue a nursing career.

FIRST SEMESTER

REQUIRED COURSES	UNITS
±Computer Class any class which satisfies computer portion of information Competency requirement for graduation. Recommended course: COMIS 1. For complete listing see General Education Course Pattern Guide.	1-4
±*BIO 60 Human Biology 1	4
±AH 60 Medical Terminology	3
†MA 270 Introduction to Medical Assisting	3
†MA 280 Health Care Clinical Procedures	3

SECOND SEMESTER

±AH 276 Health Care Law	1
†MA 282 Adv. Health Care Clinical Procedures	3
ā†MA 284AB Medical Assisting Specialized Practicum	2
ā†MA 288 Practicum Seminar	1
±MA 290 Medical Insurance Billing	3
TOTAL UNITS	**24**

CERTIFICATES OF COMPLETION:

Emergency Medical Technician Certificate

REQUIRED COURSES	UNITS
†EMT 251 Emergency Medical Technician	3
†EMT 251L Emergency Medical Technician Lab	1.5
TOTAL UNITS	**4.5**

Health Unit Coordinator Certificate

REQUIRED COURSES	UNITS
AH 60 Medical Terminology	3
†AH 280 Health Unit Secretary	2
†AH 280L Health Unit Secretary Laboratory	1
TOTAL UNITS	**6**

Medical Insurance Billing Certificate

REQUIRED COURSES	UNITS
AH 60 Medical Terminology	3

MA 290 Medical Insurance Billing	3
TOTAL UNITS	**6**

Phlebotomy Certificate

REQUIRED COURSE	UNITS
AH 220 Phlebotomy	1.5
AH 220AD Phlebotomy	1
TOTAL UNITS	**2.5**

± These course may be taken before admission to the program.
ā C.P.R Certification is required.

MEDICAL TRANSCRIPTION

Associate in Arts/Career or Completion Certificate

Students prepare for an entry-level medical transcription position emphasizing transcription of a wide variety of medical communications from machine dictation; terminology encountered in various medical specialties; and essential language arts skills of proofreading, editing, punctuation, spelling, and vocabulary. This certificate prepares students for an entry-level position in a variety of office settings as well as self-employment and serves as a foundation for specialization. This Associate degree prepares students for career advancement once a certificate has been earned. For more department information call (562) 938-3033.

REQUIRED COURSES	UNITS
AH 60 Medical Terminology	3
AH 206A Beginning Medical Transcription	3
AH 206B Advanced Medical Transcription	3
*BIO 60 Human Biology 1	4
CAOTC 265 Computer Transcription	2
CAOTO 216 Proofreading Skills	1
CAOTO 261 Business English	3
Subtotal Units	**19**

Select FOUR (4) units from one of the following groups:

CAOTC 39A-D MS Word for Off. Levels 1,2,3,4	1:1:1:1
CAOTC 236A-D Word Processing–WordPerfect	1:1:1:1
Subtotal Units	**4**

Select *ONE* of the following courses:

°°CAOTT 201 Intermediate Typing/Keyboarding	2
°°CAOTT 202 Advanced Typing/Keyboarding	2
°°CAOTT 209AB Speed/Accuracy Building for Typists	1
Subtotal Units	**0-2**

REQUIRED COMPETENCY: Typing certificate of at least 60 words per minute for 5 minutes with 5 or fewer errors by the end of the program.
°°CAOTT 201, 202, and/or 209AB may be waived by earning the typing certificate.

Select *THREE* (3) units from the following:

CAOTC 31A,B MS Windows Operating System	1:1
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
#CAOTC 39A-D MS Word for Off. Levels 1,2,3,4	1:1:1:1
#CAOTC236A-D Word Processing-WordPerfect	1:1:1:1
CAOTO 222 Job Search Skills	3
CAOTO 262 Professional Development	1
Subtotal Units	**3**
TOTAL UNITS	**26-28**

CERTIFICATES OF COMPLETION:
Basic Word Processing Certificate

REQUIRED COURSES	UNITS
All four	
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 39B Microsoft Word for Office, Intermediate	1
CAOTC 39C Microsoft Word for Office, Advanced	1
CAOTC 39D Microsoft Word for Office, Expert	1
Or all four	
CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm	1
CAOTC 236C Word Processing-WordPerfect, Adv	1
CAOTC 236D Word Processing-WordPerfect, Expert	1
CAOTC 265 Computer Transcription	2
CAOTO 216 Proofreading Skills	1
TOTAL UNITS	**7**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

COREL WordPerfect Certificate

REQUIRED COURSES	UNITS
CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm	1
CAOTC 236C Word Processing-WordPerfect, Adv	1
CAOTC 236D Word Processing-WordPerfect, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Microsoft Word Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 39B Microsoft Word for Office, Intermediate	1
CAOTC 39C Microsoft Word for Office, Advanced	1
CAOTC 39D Microsoft Word for Office, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Cannot be used as an elective if counted under required units.

°° CAOTT 201, 202, and/or 209AB may be waived by earning the typing certificate.

MUSIC
Associate in Arts/Completion Certificate

The goals of the Associate Degree are academic transfer to a university and preparation for audition into a university music program. There are a number of curricular components that are needed to achieve these goals: theory, musicianship, piano, and the applied program.

REQUIRED COURSES	UNITS
MUSIC 1A Music Theory I	3
MUSIC 1B Music Theory II	3
MUSIC 2A Music Theory III	3
MUSIC 2B Music Theory IV	3
MUSIC 5AD Musicianship I	1
MUSIC 9AD Musicianship II	1
MUSIC 10AD Musicianship III	1
MUSIC 16AD Musicianship IV	1
MUSIC 30A Music History-Anquity to 1800 **or**	3
MUSIC 30B Music History and Literature	3
MUSIC 92AD Applied Music (1st semester)	1:1:1:1
Four Semesters of a Performance Ensemble	
MUSIC 11AD Long Beach City College Viking Chorale **or**	
MUSIC 13AD College Symphony Orchestra **or**	
MUSIC 47AD Wind Symphony	1:1:1:1

Piano Proficiency Component	
MUSIC 51A Beginning Piano 1	2
†MUSIC 51B Beginning Piano 2	2
†MUSIC 51C Intermediate Piano 1	2
†MUSIC 51D Intermediate Piano 2	2
Subtotal Units	**27**

Vocal Proficiency Component	
MUSIC 7AB Elementary Voice	2
TOTAL UNITS	**29-37**

COMMERCIAL MUSIC
Composer/Arranger
Associate in Arts/Career Certificate

Students prepare to compete in the world of commercial music production in the specific area of arranging and work in the high-tech studio environment. This <u>certificate</u> will prepare students for an entry-level position in a variety of music performance, composition and recording opportunities, i.e. production arranger, live performance composer/arranger, film/video music scoring, jingle writer, songwriter, string/wind arranger. This <u>Associate Degree</u> will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music composition/technology program. For more departmental information call (562) 938-4309.

REQUIRED CORE COURSES	UNITS
MUSIC 71AD Introduction to Music Technology	2
MUSIC 75A–B The Music Business	1:1
†MUSIC 86AD Record Production (Fundamentals)	2
MUSIC 93AD Record Production (Using MIDI)	2
MUSIC 94 Beginning Recording Techniques	2
MUSIC 98AD Synth/Drum Mach/Sequencer Program	2
Subtotal Units	**12**

REQUIRED COURSES FOR SPECIALITY	
MUSIC 50AD Performance Showcase/Ensemble	1:1
MUSIC 60AD ProTools (Digital Audio Recording/Edit)	2
MUSIC 72AD Com Improvisation/Arranging/Scoring	2
MUSIC 81AD Commercial Keyboard	2:2
MUSIC 83AD Film/Video Music/Scoring	1:1
MUSIC 84AD Commercial Songwriting	2:2
MUSIC 90AD Commercial Music Theory	2:2
Subtotal Units	**20**

ELECTIVES (Select SIX (6) units from the following):
MUSIC 59AD Digital Recording & Sampling Tech.	2
MUSIC 62AD/63AD Guitar/Bass (Beg./Int.)	1:1:1:1

ΦMUSIC 72AD Com Improvisation/Arranging/Scoring 2:2:2
MUSIC 80AD "City" Jazz Big Band   1:1
MUSIC 87AD Vocal Jazz Trios, Quintets, Octets   1
†MUSIC 96AD Advanced Recording Techniques   2
Subtotal Units   **6**
TOTAL UNITS   **38**

COMMERCIAL MUSIC
Professional Instrumentalist
Associate in Arts/Career Certificate

Students prepare for live instrumental and studio performance and interactions with state-of-the-art equipment, i.e., work as a commercial professional musician in all live and recording venues (small groups, big bands studio, casuals, TV and movies). This certificate will prepare students for an entry-level position in a variety of music performance and recording opportunities. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music performance program. For more departmental information call (562) 938-4309.

REQUIRED CORE COURSES   **UNITS**
MUSIC 71AD Introduction to Music Technology   2
MUSIC 75A – B The Music Business   1:1
MUSIC 86AD Record Production (Fundamentals)   2
MUSIC 93AD Record Production (Using MIDI)   2
MUSIC 94 Beginning Recording Techniques   2
MUSIC 98AD Synthe./Drum Mach/Sequencer Program 2
Subtotal Units   **12**

REQUIRED COURSES FOR SPECIALITY
MUSIC 50AD Performance Showcase/Ensemble 1:1:1:1
MUSIC 72AD Commercial Improv/Arranging/Score 2:2
MUSIC 80AD "City" Jazz Big Band   1:1:1:1
MUSIC 81AD Commercial Keyboard   2:2
MUSIC 84AD Commercial Songwriting   2:2
MUSIC 85AD Commercial Small Jazz Ensemble 1:1:1:1
Subtotal Units   **24**

*ELECTIVES (*Select *TWO (2) units* from the following):
MUSIC 59AD Digital Recording & Sampling Tech.   2
MUSIC 62AD Guitar/Bass (Beginning)   1
MUSIC 63AD Guitar/Bass (Intermediate)   1
MUSIC 83AD Film/Video Music Scoring   1:1
MUSIC 97AD Tools of the Trade   2
Subtotal Units   **2**
TOTAL UNITS   **38**

COMMERCIAL MUSIC
Professional Technology
Associate in Arts/Career Certificate

Students prepare to compete in the world of commercial music and/or the entertainment industry. This certificate will prepare students for an entry-level position in a variety of music performance, film/video post-production, computer synthesis technician and corporate tech support. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music composition/technology program. For more department information call (562) 938-4309.

REQUIRED CORE COURSES   **UNITS**
MUSIC 71AD Introduction to Music Technology   2
MUSIC 75A-B The Music Business   1:1
†MUSIC 86AD Record Production (Fundamentals)   2
MUSIC 93AD Record Production (Using MIDI)   2
MUSIC 94 Beginning Recording Techniques   2
MUSIC 98AD Synth/Drum Mach/Sequencer Program   2
Subtotal Units   **12**

REQUIRED COURSES FOR SPECIALITY
MUSIC 59AD Digital Recording & Sampling Tech   2:2
MUSIC 60AD ProTools (Digital Audio Recording/Edit)   2
MUSIC 81AD Commercial Keyboard   2
MUSIC 83AD Film/Video Music Scoring   1
MUSIC 84AD Commercial Songwriting   2:2
MUSIC 88AD Small Studio Lab   1
MUSIC 90AD Commercial Theory   2:2
MUSIC 97AD Tools of the Trade   2
Subtotal Units   **20**

*ELECTIVES (*Select *SIX (6) units* from the following):
ΦMUSIC 59AD Digital Recording & Sampling Tech   2
ΦMUSIC 60AD ProTools (Digital Audio Recording/Edit)   2
MUSIC 62AD/63AD Guitar/Bass (Beg./Int.)   1:1:1:1
MUSIC 68 Basic Audio Theory   2
ΦMUSIC 81AD Commercial Keyboard   2
ΦMUSIC 83AD Film/Video Music Scoring   1
MUSIC 93AD Record Production (Using MIDI)   2
†MUSIC 95 Intermediate Recording Techniques   2
†MUSIC 96AD 16-Track Recording Techniques   2:2
Subtotal Units   **6**
TOTAL UNITS   **38**

COMMERCIAL MUSIC
Professional Vocalist
Associate in Arts/Career Certificate

Students prepare for vocal performance in recording and live performance situations (clubs, churches, theaters, film and television). This certificate will prepare students for an entry-level position in a variety of commercial music, professional vocalist opportunities. This Associate Degree will prepare students for career advancement and will also facilitate transfer to a four-year college or university music performance program. For more departmental information call (562) 938-4309.

REQUIRED CORE COURSES   **UNITS**
MUSIC 71AD Introduction to Music Technology   2
MUSIC 75A-B The Music Business   1:1
MUSIC 86AD Record Production (Fundamentals)   2
MUSIC 93AD Record Production (Using MIDI)   2
MUSIC 94 Beginning Recording Techniques   2
MUSIC 98AD Synth/Drum Mach/Sequencer Program   2
Subtotal Units   **12**

REQUIRED COURSES FOR SPECIALITY
MUSIC 7AB Elementary Voice   2
MUSIC 74AD Commercial Solo Voice   2:2:2:2

MUSIC 78AD Studio Singers **or**   1:1
MUSIC 44AD The Evening Jazz Choir   1:1

MUSIC 81AD Commercial Keyboard 2
MUSIC 84AD Commercial Songwriting 2
†MUSIC 90AD Commercial Theory 2
MUSIC 91AD Special Studies 2
Subtotal Units **20**

ELECTIVES-Select SIX (6) units from the following:
MUSIC 7AB Elementary Voice 2
†MUSIC 42AD Professional Vocal/Solo Group 1:1:1:1
MUSIC 59AD Digital Recording & Sampling Tech 2
ΦMUSIC 71AD Introduction to Music Technology 2:2:2

ΦMUSIC 78AD Studio Singers **or** 1:1:1:1
ΦMUSIC 44AD The Evening Jazz Choir 1:1:1:1

ΦMUSIC 81AD Commercial Keyboard 2:2:2
ΦMUSIC 84AD Commercial Songwriting 2:2:2
†MUSIC 86AD Record Production (Fundamentals) 2:2:2
MUSIC 87AD Vocal Jazz Trios, Quintets, Octettes 1:1:1:1
MUSIC 88AD Small Studio Lab 1:1:1:1
ΦMUSIC 90AD Commercial Theory 2:2:2
MUSIC 93AD Record Production (Using MIDI) 2:2:2
†MUSIC 95 Intermediate Recording Techniques 2
†MUSIC 96AD Advanced Recording Techniques 2:2:2
MUSIC 98AD Synth/Drum Mach/Sequencer Program 2:2:2
Subtotal Units **6**
TOTAL UNITS **38**

COMMERCIAL MUSIC
Record Producer

Associate in Arts/Career or Completion Certificate

Students prepare for pre-production and post-production techniques in the studio environment using state-of-the-art equipment. This certificate will prepare students for entry-level positions as a record producer in fields such as: recording studio, mastering, foley, music video, television, film, theater and multi-media. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music performance program. For more departmental information call (562) 938-4309.

REQUIRED CORE COURSES **UNITS**
MUSIC 71AD Introduction to Music Technology 2
MUSIC 75A – B The Music Business 1:1
†MUSIC 86AD Record Production (Fundamentals) 2
MUSIC 93AD Record Production (Using MIDI) 2
MUSIC 94 Beginning Recording Techniques 2
MUSIC 98AD Synthe./Drum Mach/Sequencer Program 2
Subtotal Units **12**

REQUIRED COURSES FOR SPECIALITY
MUSIC 60AD Pro Tools (Digital Audio Record/Edit) 2:2
MUSIC 61AD Music Mastering 1
†MUSIC 65AD Advanced-Pro Recording Techniques 2
†MUSIC 66AD Studio Mixdown Techniques 2:2
MUSIC 68 Basic Audio Theory 2
MUSIC 69AD Analysis of Music Video 2
†MUSIC 95 Intermediate Recording Techniques 2
†MUSIC 96AD Advanced Recording Techniques 2:2
MUSIC 271AD Work Experience – Music 2
Subtotal Units **23**

ELECTIVES-Select FIVE(5) units from the following:
ΦMUSIC 60AD Pro Tools (Digital Audio Record/Edit) 2:2
ΦMUSIC 61AD Music Mastering 1:1:1
†ΦMUSIC 65AD Advanced-Pro Recording Techniques 2:2:2
†ΦMUSIC 66AD Studio Mixdown Techniques 2:2
MUSIC 69AD Analysis of Music Video 2:2:2
†MUSIC 82AD Sound Reinforcement 2:2:2
MUSIC 83AD Film/Video Music/Scoring 1:1:1
MUSIC 84AD Commercial Songwriting 2
†MUSIC 86AD Record Production (Fundamentals) 2:2
MUSIC 88AD Small Studio Lab 1:1:1:1
MUSIC 93AD Record Production (Using MIDI) 2:2
†ΦMUSIC 96AD Advanced Recording Techniques 2:2:2
MUSIC 97AD Tools of the Trade 22:2
MUSIC 98AD Synth./Drum Mach./Sequence Program 2:2
MUSIC 272 Work Experience 3
MUSIC 273 Work Experience 4
Subtotal Units **5**
TOTAL UNITS **40**

CERTIFICATES OF COMPLETION:
ProTools Assistant Certificate

REQUIRED COURSES **UNITS**
MUSIC 94 Beginning Recording Techniques 2
†MUSIC 95 Intermediate Recording Techniques 2
MUSIC 60AD ProTools (4 semesters) 2:2:2:2
TOTAL UNITS **12**

Studio Assistant Certificate

REQUIRED COURSES **UNITS**
MUSIC 60AD Pro Tools (Digital Audio Record/Edit) 2
†MUSIC 65AD Advanced-Pro Recording Techniques 2
MUSIC 68 Basic Audio Theory 2
MUSIC 70AD Studio Maintenance 2
MUSIC 94 Beginning Recording Techniques 2
†MUSIC 95 Intermediate Recording Techniques 2
†MUSIC 96AD Advanced Recording Techniques 2
TOTAL UNITS **14**

COMMERCIAL MUSIC
Recording Engineer

Associate in Arts/Career or Completion Certificate

Students prepare for music production in the studio environment using state-of-the-art equipment. This certificate will prepare students for an entry-level position as an audio engineer in fields such as: recording studio, live sound, mastering, music video, foley, television, film, theater and multimedia. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music performance program. For more departmental information call (562) 938-4309.

REQUIRED CORE COURSES **UNITS**
MUSIC 71AD Introduction to Music Technology 2
MUSIC 75A–B The Music Business 1:1
†MUSIC 86AD Record Production (Fundamentals) 2
MUSIC 93AD Record Production (Using MIDI) 2
MUSIC 94 Beginning Recording Techniques 2
MUSIC 98AD Synth/Drum Mach/Sequencer Program 2
Subtotal Units **12**

Consult guides available in Counseling Centers for specific general education and required grades.

REQUIRED COURSES FOR SPECIALITY

MUSIC 60AD ProTools (Digital Audio Recording/Edit)	2
MUSIC 61AD Music Mastering	1
†MUSIC 65AD Advanced–Pro Recording Techniques	2:2
†MUSIC 66AD Studio Mixdown Techniques	2:2
MUSIC 68 Basic Audio Theory	2
MUSIC 70AD Studio Maintenance	2:2
†MUSIC 82AD Sound Reinforcement	2:2
†MUSIC 95 Intermediate Recording Techniques	2
†MUSIC 96AD Advanced Recording Techniques	2:2
MUSIC 271AD Work Experience–Music	2
Subtotal Units	**29**

ELECTIVES **- Select** *ONE (1) unit* **from the following:**

MUSIC 59AD Digital Recording & Sampling Tech	2:2:2:2
ΦMUSIC 60AD Pro Tools (Digital Audio Recording/Edit)	
	2:2:2
ΦMUSIC 61AD Music Mastering	1:1:1
† ΦMUSIC 65AD Advanced–Pro Recording Techniques	2:2
† ΦMUSIC 66AD Studio Mixdown Techniques	2:2
ΦMUSIC 70AD Studio Maintenance	2
ΦMUSIC 71AD Introduction to Music Technology	2:2
† ΦMUSIC 82AD Sound Reinforcement	2:2
MUSIC 83AD Film/Video Music/Scoring	1:1
MUSIC 84AD Commercial Songwriting	2:2:2:2
†MUSIC 86AD Record Production (Fundamentals)	2:2:2
MUSIC 88AD Small Studio Lab	1:1:1:1
MUSIC 93AD Record Production (Using MIDI)	2:2:2
† ΦMUSIC 96AD Advanced Recording Techniques	2:2
MUSIC 97AD Tools of the Trade	2:2:2:2
MUSIC 98AD Synth/Drum Mach/Sequencer Program	2:2:2
Subtotal Units	**1**
TOTAL UNITS	**42**

CERTIFICATES OF COMPLETION:

ProTools Assistant Certificate

REQUIRED COURSES	**UNITS**
MUSIC 94 Beginning Recording Techniques	2
†MUSIC 95 Intermediate Recording Techniques	2
MUSIC 60AD ProTools (4 semesters)	2:2:2:2
TOTAL UNITS	**12**

Studio Assistant Certificate

REQUIRED COURSES	**UNITS**
MUSIC 60AD Pro Tools (Digital Audio Record/Edit)	2
†MUSIC 65AD Advanced-Pro Recording Techniques	2
MUSIC 68 Basic Audio Theory	2
MUSIC 70AD Studio Maintenance	2
MUSIC 94 Beginning Recording Techniques	2
†MUSIC 95 Intermediate Recording Techniques	2
†MUSIC 96AD Advanced Recording Techniques	2
TOTAL UNITS	**14**

COMMERCIAL MUSIC
Songwriter

Associate in Arts/Career Certificate

Students prepare to compete in the world of commercial music production specifically for areas of songwriting, composition and work in the high-tech studio environment. This certificate will prepare students for an entry-level position in a variety of music performance, composition and recording opportunities, i.e., staff song-writer, jingle writer, movie music, vocal arranger, producer, STAR. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music composition/technology program. For more departmental information call (562) 938-4309.

REQUIRED CORE COURSES	**UNITS**
MUSIC 71AD Introduction to Music Technology	2
MUSIC 75A – B The Music Business	1:1
MUSIC 86AD Record Production (Fundamentals)	2
MUSIC 93AD Record Production (Using MIDI)	2
MUSIC 94 Beginning Recording Techniques	2
MUSIC 98AD Synthe./Drum Mach/Sequencer Program	2
Subtotal Units	**12**

REQUIRED COURSES FOR SPECIALITY

MUSIC 59AD Digital Recording & Sampling Tech	2
MUSIC 60AD ProTools (Digital Audio Record/Edit)	2
MUSIC 72AD Commercial Improv/Arranging/Scoring	2
MUSIC 81AD Commercial Keyboard	2:2
MUSIC 84AD Commercial Songwriting	2:2:2
MUSIC 90AD Commercial Music Theory	2:2
Subtotal Units	**20**

ELECTIVES **- Select** *SIX (6) units* **from the following:**

MUSIC 50AD Perform Showcase/Ensemble Workshop	1:1
ΦMUSIC 60AD ProTools (Digital Audio Record/Edit)	2:2:2
MUSIC 63AD Guitar/Bass (Intermediate)	1:1
MUSIC 74AD Commercial Solo Voice	2:2:2:2
MUSIC 80AD "City" Jazz Big Band	1:1
ΦMUSIC 81AD Commercial Keyboard	2
MUSIC 83AD Film/Video Music Scoring	1:1
†MUSIC 88AD Small Studio Lab	1:1:1:1
ΦMUSIC 93AD Record Production (Using MIDI)	2:2
†MUSIC 95 Intermediate Recording Techniques	2
†MUSIC 96AD Advanced Recording Techniques	2:2
ΦMUSIC 98AD Synth/Drum Machine/Sequencer Prog	2
Subtotal Units	**6**
TOTAL UNITS	**38**

NUMERICAL CONTROL TECHNICIAN
MANUFACTURING TECHNOLOGY

Associate in Science/Career Certificate

Students prepare for entry-level positions as Numerical Control Technician in the aerospace or comparable manufacturing industry. Numerical Control Technicians locate, trouble shoot, examine, inspect, diagnose, repair, and test all aspects of electronic and electronic/mechanical components of numerical control systems, servo and stepping motors, hydraulic and pneumatic servo and solenoid valves found on typical NC machine tools and other NC manufacturing equipment. Level 1 meets the competencies set forth by the Southern California Aerospace Industry Education Council. Level 1 competencies are required for Level 2 classes. For more departmental information call (562) 938-3078.

LEVEL 1 - REQUIRED COURSES	**UNITS**
•COMIS 1 Computer Information Competency **or**	1
•CPAS 1 Using the MAC as a Tool for Learning	1

†DRAFT 203AD AutoCAD II **or** 3
†DRAFT 51A Industrial Drafting I 3

MACHT 50A Machine Tool Operation and Practices 3
†MACHT 50B Machine Tool Operation and Practices 3
†ELECT 225 Algebra & Trigonometry for Technicians
or
*A more advanced or transferable math course. 3-4
   (Trigonometry is recommended.)

Complete *ONE* (1) unit from the following:
WELD 461AD Welding (Acetylene Gas) 1
Subtotal Units **14-15**

LEVEL 2 - REQUIRED COURSES **UNITS**
†DRAFT 51B Industrial Drafting II **or** 3
ARCHT 60 Architectural Design 8

TEC 60AD Computer Aided Design and Drafting 3
Subtotal Units **6-11**

Complete the following *NINE* (9) units:
ELECT 230A-C Robotics Technology 3:3:3
Subtotal Units **9**
TOTAL UNITS **29-35**

NURSING: ASSOCIATE DEGREE (RN) PROGRAM

Associate in Art or Science/Career Certificate

The program is designed to be completed in two years (after completion of pre-requisites) and qualifies the student to take the NCLEX-RN licensing examination given by the State of California Board of Registered Nursing. The program satisfies the requirements for an Associate degree and/or a Career Certificate. The graduate is qualified for immediate employment in acute care hospitals and many other health care facilities. The Associate Degree and Certificate prepares students for an entry-level position in a variety of health care settings following successful completion of the NCLEX-RN. The ADN also serves as a foundation for specialization. Graduates of the Associate Degree nursing Program are also eligible to transfer in to the upper division nursing courses in ADN to bachelor's degree nursing programs and ADN to master's degree nursing programs.

REQUIRED COURSES **UNITS**
PREREQUISITES (Required Prior to Enrollment in Program)
*ANAT 1 Human Anatomy 4
PHYSI 1 Human Physiology 5
BIO 2 General Microbiology 5
†#*ENGL 105 Fundamentals of Writing **or**
ENGL 1 Reading and Composition 3-4
Subtotal Units **17-18**

First Semester
†ADN 11A Introduction to Nursing 2.5
†ADN 11AL Introduction to Nursing Laboratory 1.5
†ADN 11B Health Deviations 1 2.5
† ADN 11BL Health Deviations 1 Laboratory 1.5
ADN 610 Nursing Skills Refresher Laboratory 0
*PSYCH 1 Introduction to Psychology **or**
SOCIO 1 Introduction to Sociology 3
Subtotal Units **11**

Second Semester
†ADN 12A Health Deviations 2 2.5
†ADN 12AL Health Deviations 2 Laboratory 1.5
†ADN 12B Health Deviations 3 2.5
† ADN 12BL Health Deviations 3 Laboratory 1.5
ADN 610 Nursing Skills Refresher Laboratory 0
*PSYCH 1 Introduction to Psychology **or**
SOCIO 1 Introduction to Sociology 3
Subtotal Units **11**

Third Semester
†ADN 21A Women's Health 2.5
†ADN 21AL Women's Health Laboratory 3
†ADN 21B Mental Health 2.5
† ADN 21BL Mental Health Laboratory 3
†ADN 31A Trends in Nursing A 1
ADN 610 Nursing Skills Refresher Laboratory 0
*SP 10. 20, OR 30 General Ed. Requirement 3
Subtotal Units **15**

Fourth Semester
†ADN 22A Adv. Nursing I, Critical Care Life Span 2.5
†ADN 22AL Adv. Nursing I, Critical Care Life Span
      Laboratory 3
†ADN 22B Adv. Nursing II, Role Transition 2.5
† ADN 22BL Adv. Nursing II, Role Transition Laboratory 3
†ADN 31B Trends in Nursing B 1
ADN 610 Nursing Skills Refresher Laboratory 0
*A course from the Humanities General Ed. Requirement 3
Subtotal Units **15**
TOTAL UNITS **69-70**

RECOMMENDED but not required courses:
ADN 201AD, 202AD Nursing Skills Adjunct Lab 0.5
†ADN 212AD Clinical Practicum I 2.0
†ADN 221AD Clinical Practicum II 2.0
†ADN 222AD Clinical Practicum III 2.0
ADN 225 Nursing Applications of Pharmacology 3
ADN 810 Preparation for Nursing 0.5
AH 60 Medical Terminology 3
†AH 222 Intravenous Therapy 1
†AH 225 Basic Arrhythmia Recognition 0.5

ESL 34 class can be substituted to fulfill this requirement

NURSING: LVN to RN Career Ladder Program

Associate in Art or Science/Career Certificate

Long Beach City College is fully accredited by the Western Association of Schools and Colleges. The nursing program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY, 10006 (212) 363-5555 and the State of California Board of Registered Nursing. The Career Ladder Program (Licensed Vocational Nurse to Registered Nurse Program) is designed to be completed in two and a half semesters. Two advanced placement programs are offered: Associate Degree program and a Certificate program (30 unit option). This Associate Degree and Certificate prepare students for an entry-level

position in a variety of health care settings following successful completion of the NCLEX-RN. The ADN also serves as a foundation for specialization. Persons who complete either program are qualified to take the registered nurse national licensing exam. However, persons who complete only the certificate program are not graduates of an accredited ADN program and may not qualify for license by endorsement in other states. For additional information call (562) 938-4166.

RESTRICTIONS ON LICENSURE:

Persons with substance abuse problems or with conviction of crimes substantially related to the practice of nursing may not be granted a license by the California Board of Registered Nursing. Fingerprints are part of the application for licensure. For further information see BRN Policy on Denial of Licensure.

ASSOCIATE DEGREE OF NURSING PROGRAM
LVN to RN Career Ladder Degree Program

Graduates of the LVN to RN Career Ladder Degree Program are eligible to transfer into the upper division nursing courses in ADN to bachelor's degree nursing programs and ADN to master's degree nursing programs. A suggested fulltime sample sequence of courses for the program is listed below. All ADN courses are sequential.

PREREQUISITES COURSE FOR THE PROGRAM

1. Complete the following courses with a "C" or better. UNITS
*ANAT 1 Human Anatomy 4
PHYSI 1 Human Physiology 5
BIO 2 General Microbiology 5
PSYCH 1 Intro to Psychology 3
†#*ENGL 105 Fundamentals of Writing **or**
ENGL 1 Reading and Composition 3-4
Subtotal Units **20-21**

RECOMMENDED but not required:
ADN 286 Nursing Applications of Pharmacology 3

2. **Pass NURSING DEPARTMENT EXAMINATION with a score of 75% or better immediately after completion of ADN 20A or prior to second semester courses.** This multiple choice test covers theoretical aspects of first level nursing practice and is given on an individual basis. The test may be taken twice. Before a third attempt, a student must wait for a period of six months.
Subtotal (advanced placement) units **16**

3. Hold a current license to practice as a vocational Nurse in California.
4. Entrance is not guaranteed. Entrance is determined by space availability.
TOTAL PREREQUISITE UNITS **36-37**

REQUIRED COURSES **UNITS**
First Semester
±ADN 20A Transition to Second Level Nursing 1
(Student must be prepared to enter the program within one year after successful completion of ADN 20A)
ADN 610 Nursing Skills Refresher Laboratory 0
SOCIO 1 Introduction to Sociology 3
Subtotal Units **4**

Second Semester
†ADN 21A Women's Health 2.5
†ADN 21AL Women's Health Laboratory 3
†ADN 21B Mental Health 2.5
† ADN 21BL Mental Health Laboratory 3
*SP 10. 20, OR 30 General Ed. Requirement 3
†ADN 31A Trends in Nursing A 1
ADN 610 Nursing Skills Refresher Laboratory 0
Subtotal Units **15**

Third Semester
*A course from the Humanities General Education Requirement List 3
†ADN 22A Adv. Nursing I, Critical Care Life Span 2.5
†ADN 22AL Adv. Nursing I, Critical Care Life Span Laboratory 3
†ADN 22B Adv. Nursing II, Role Transition 2.5
† ADN 22BL Adv. Nursing II, Role Transition Laboratory 3
†ADN 31B Trends in Nursing B 1
ADN 610 Nursing Skills Refresher Laboratory 0
Subtotal Units **15**
TOTAL UNITS **34**

Students must complete the courses outlined on the curriculum guide for the year in which they take their first nursing course. Students who withdraw from the program will be obligated by the guide of the year of their re-entry into the program.
NOTE: ALL REQUIRED general education courses must be completed before the entry to the program since all of them will be required before earning the associate degree.

CERTIFICATE PROGRAM
(30 units option)
PREREQUISITES
LVN to RN Certificate Program (30 unit option)

This certificate prepares students for an entry-level position in a variety of health care settings following successful completion of the **NCLEX-RN**. Persons who complete only the certificate program are not graduates of an accredited ADN program and may not qualify for licensure in other states and/or for admission to graduate programs of nursing.

1. Complete the following courses with a "C" or better. UNITS
PHYSI 1 Human Physiology 5
BIO 2 General Microbiology 5
Subtotal Units **10**

2. **Take the NURSING DEPARTMENT EXAMINATION**
This multiple choice test covers theoretical aspects of first level nursing practice. Results will be used for counseling in the program.
TOTAL PREREQUISITE UNITS **10**

RECOMMENDED but not required:
ADN 286 Nursing Applications of Pharmacology 3
ANAT 1 Human Anatomy 4
PSYCH 1 Introduction to Psychology 3
Sp 10, 20 , 30 Speech Classes 3

REQUIRED COURSES **UNITS**
First Semester
†±ADN 20A Transition to Second Level Nursing 1

ADN 610 Nursing Skills Refresher Laboratory	0
(± Recommended but not required ADN 202AD, Nursing Skills Adjunct Lab)	
Subtotal Units	**1**

Second Semester

†ADN 321A Women's Health and Adv. Obstetrics	1.5
†ADN 321AL Women's Health and Adv. Obstetrics	1.5
†ADN 21B Mental Health	2.5
† ADN 21BL Mental Health Laboratory	3
†ADN 31A Trends in Nursing A	1
ADN 610 Nursing Skills Refresher Laboratory	0
Subtotal Units	**9.5**

Third Semester

†ADN 322A Advanced Nursing 1, Adult Critical Care	1.5
†ADN 322AL Advanced Nursing 1, Adult Critical Care Laboratory	1.5
†ADN 22B Adv. Nursing II, Role Transition	2.5
† ADN 22BL Adv. Nursing II, Role Transition Laboratory	3
†ADN 31B Trends in Nursing B	1
ADN 610 Nursing Skills Refresher Laboratory	0
Subtotal Units	**9.5**
TOTAL UNITS (10 PREREQUISITES + 20 REQUIRED CERTIFICATE COURSES)	**30**

ESL 34 class can be substituted to fulfill this requirement.

NURSING: VOCATIONAL

Associate in Arts or Science/Career or Completion Certificate

Completion of the Vocational Nursing Program qualifies the student to take the national licensing examination for vocational nurses (NCLEX-PN). A Licensed Vocational Nurse is prepared for employment in ambulatory care facilities, skilled nursing facilities, physician's offices, acute care hospitals, convalescent care facilities and the home. A Licensed Vocational Nurse is qualified to apply to the Long Beach City College Associate Degree Nursing Program for the Career Ladder LVN-RN Program. For more information, telephone the School of Health and Science at (562) 938-4166 Monday through Thursday, 8:00 a.m. – 4:30 p.m. or Friday 8:00 a.m. – 12:00 p.m.

Complete the following PREREQUISITE courses with a minimum grade of "C" or better: UNITS

*BIO 60 Human Biology 1	4
VN 220 Transition to Vocational Nursing	3
VN 220L Transition to Vocational Nursing Lab	1
VN 225 Nursing Applications of Pharmacology	3
NA 215 + 215L Nursing Assistant Program **or**	7
Certified Nursing Assistant (CNA) certificate issued by the State of California	
Subtotal Units	**11-18**

Complete the following required courses with a minimum grade of "C" or better: UNITS

†°VN 240 Common Mental Health Deviations 1	3
†VN 230 Common Health Deviations 1	3.5
†VN 230L Common Health Deviations 1 Lab	3
†VN 235 Common Health Deviations 2	3.5
†VN 235L Common Health Deviations 2 Lab	3

†VN 245 Maternal/Infant Nursing	1.5
†VN 245L Maternal/Infant Nursing Lab	2
†VN 250 Nursing Care of Children	1.5
†VN 250P Nursing Care of Children Practicum	1
†VN 255 Common Health Deviations 3	3.5
†VN 255L Common Health Deviations 3 Lab	3
†VN 260 Roles and Responsibilities 1	1
†VN 265 Nursing Care of the Chronically Ill	2.5
†VN 265L Leadership in Long Term Care	4
†VN 270 Roles and Responsibilities 2	1
TOTAL UNITS	**48-55**

RECOMMENDED but not required:

AH 225 Intravenous Therapy	1
VN 231AD Nursing Skills Practice Lab	0.5
VN 266AD Nursing Skills Practice Lab	0.5

CERTIFICATES OF COMPLETION:

Certified Nursing Assistant Certificate

REQUIRED COURSES	**UNITS**
†NA 215 Nursing Assistant	4.5
NA 215L Nursing Assistant Lab	2.5
TOTAL UNITS	**7**

Home Health Aide Certificate

REQUIRED COURSES	**UNITS**
†NA 216 Home Health Aide	1.5
NA 216L Home Health Aide Lab	.5
TOTAL UNITS	**2**

° This course may be taken prior to entering the program.

OFFICE ASSISTANT

Associate in Arts/Career or Completion Certificate

Students prepare for an entry-level office assistant position by focusing on basic office support functions, such as answering phones, greeting visitors, processing mail, and using computers to produce accurate documents. This certificate prepares students for an entry-level position in a variety of office settings and serves as a foundation for specialization. This Associate degree prepares students for career advancement once a certificate has been earned. For more departmental information call (562) 938-3033.

REQUIRED COURSES	**UNITS**
CAOTC31A MS Windows Operating System, Beg	1
CAOTC 35 Microsoft Office Specialist	3
CAOTC 41E Excel for Windows - Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTO 15 Business Communications	3
CAOTO 30 Business Calculating Machines	2
CAOTO 214A, B Filing, Levels 1, 2	1:1
CAOTO 216 Proofreading Skills	1
CAOTO 222 Job Search Skills	3
CAOTO 260 Business Telephone Procedures	1
CAOTO 261 Business English	3
CAOTO 262 Professional Development	1
CAOTO 263 Customer Service	1
CAOTT 201 Intermediate Typing/Keyboarding	2
Subtotal Units	**26**

Consult guides available in Counseling Centers for specific general education and required grades.

Select a minimum of *TWO* (2) units from the following:

CAOTC 39A, B, C, D Microsoft Word for Office,
    Levels 1,2,3,4   1:1:1:1
CAOTC 215A Microsoft Outlook   2
Subtotal Units   **2**

ELECTIVES Select any *THREE* (3) units from the following courses:

CAOTC31B MS Windows Operating System, Adv   1
CAOTC 34 Introduction to Computers & Applications 3
#CAOTC 39A, B, C, D Microsoft Word for Office,
    Levels 1,2,3,4   1:1:1:1
CAOTC 41F, J Excel for Windows, Levels 2, 3   1:1
CAOTC 42A, B Desktop Publishing - Small Business 1:1
CAOTC 47A, B Access for Office Applications   3
CAOTC 215B Electronic Records Management   2
CAOTC236A, B, C, D Word Processing-WordPerfect,
    Levels1,2,3,4   1:1:1:1
CAOTC 246 Financial Applications   3
CAOTC 250A, B, C Data Entry - Levels 1, 2, 3   2:3:3
CAOTC 265 Computer Transcription   2
CAOTO 264 Call Centers   1
CAOTO 265 Customer Conflict Management   1
CAOTO 272AD Work Experience - CAOT   3
CAOTT 209AB Speed/Accuracy Bldg for Typists   1:1
Subtotal Units   **3**
TOTAL UNITS   **31**

CERTIFICATES OF COMPLETION:

Basic Computing and Internet Literacy Certificate

REQUIRED COURSES	UNITS
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
CAOTC 45 Internet for Office and Personal Use **or**	2
CBIS 6A Intro to IT Concepts & Applications	4
CBIS 6B Intermediate Business Applications	3
CBIS 206A Internet Basics	1
TOTAL UNITS	**8**

ADDITIONAL REQUIREMENTS: 2.5 minimum GPA in courses for this certificate. Completion of certificate courses must be completed within three semesters.

Basic Microsoft Office Certificate

REQUIRED COURSES	UNITS
CAOTC 35 Microsoft Office Specialist	3
TOTAL UNITS	**3**

Basic Office Skills Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTO 214A Filing	1
CAOTO 260 Business Telephone Procedures	1
Both of these courses	
CAOTT 200A Beginning Typing/Keyboarding	1
CAOTT 200B Beginning Typing/Keyboarding B	1
or this course	
CAOTT 200 Beginning Typing/Keyboarding	3
TOTAL UNITS	**7-8**

REQUIRED COMPETENCY: Typing certificate of at least 25 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Basic Office Computer Skills Certificate

REQUIRED COURSES	UNITS
CAOTC31A Microsoft Windows Operating System	1
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 45 Internet for Office and Personal Use	2
***ONE* OF THE FOLLOWING:**	
CAOTT 200 Beginning Typing/Keyboarding	3
CAOTT 200A Beginning Typing/Keyboarding	1
CAOTT 233 Computer Keyboarding	1
TOTAL UNITS	**7-9**

REQUIRED COMPETENCY: Typing certificate of at least 25 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Basic Word Processing Certificate

REQUIRED COURSES	UNITS
all four	
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 39B Microsoft Word for Office, Intermediate	1
CAOTC 39C Microsoft Word for Office, Advanced	1
CAOTC 39D Microsoft Word for Office, Expert	1
Or all four	
CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm	1
CAOTC 236C Word Processing-WordPerfect, Adv	1
CAOTC 236D Word Processing-WordPerfect, Expert	1
CAOTC 265 Computer Transcription	2
CAOTO 216 Proofreading Skills	1
TOTAL UNITS	**7**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Corel WordPerfect Certificate

REQUIRED COURSES	UNITS
CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm	1
CAOTO 236C Word Processing-WordPerfect, Adv	1
CAOTO 236D Word Processing, WordPerfect, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

Microsoft Excel Certificate

REQUIRED COURSES	UNITS
CAOTC 41E Excel for Windows-Beginning	1
CAOTC 41F Excel for Windows-Intermediate	1
CAOTC 41J Excel for Windows-Advanced	1
TOTAL UNITS	**3**

Microsoft Word Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for the Office, Beg	1
CAOTC 39B Microsoft Word for the Office, Interm	1
CAOTO 39C Microsoft Word for the Office, Adv	1
CAOTO 39D Microsoft Word for the Office, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

#Cannot be used again if counted above under required courses.

PHOTOGRAPHY
COMMERCIAL
Associate in Science/Career Certificate

Students learn entry-level skills necessary to embark upon a career in the photography industry. It includes emphasis on practical applications leading to career advancement. This <u>certificate</u> will prepare students for an entry-level position in the field of commercial photography. This <u>Associate Degree</u> will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university. For more departmental information call (562) 938-3036.

REQUIRED COURSES	UNITS
ART 31 Fundamentals of Art/Composition & Color	3
PHOT 31AB Basic Photography - Black & White	3
PHOT 32AD Basic Photography – Color	3
†PHOT 33AD Photography Studio Lighting	4
†PHOT 34AD Advanced Photography	4
†PHOT 35AD Photojournalism	3
†PHOT 37AD Portrait Photography	4
†PHOT 42AD Experimental Photography Lab	4
†PHOT 43AD Digital Photography	3
Subtotal Units	**31**

Select *THREE* (3) units from the following courses:

†PHOT 71AD Work Experience-Photography	2:2:2:2
†PHOT 72AD Work Experience-Photography	3:3:3:3
†PHOT 73AD Work Experience-Photography	4:4:4:4
Subtotal Units	**3**

Select *NINE* (9) units from the following courses:

†ART 81 Intro to Fine Art Photography	3
PHOT 31AB Basic Photography-Black & White	3
PHOT 32AD Basic Photography – Color	3
†PHOT 33AD Photography Studio Lighting	4
†PHOT 34AD Advanced Photography	4
†PHOT 35AD Photojournalism	3:3:3
†PHOT 37AD Portrait Photography	3
PHOT 38 Marketing Professional Photography Skills	2
†PHOT 39AD Documentary Photography	3
†PHOT 40AD View Camera/ "Zone System Photo"	4
†PHOT 41AD Professional Photographic Portfolio	4:4:4:4
†PHOT 42AD Experimental Photography Lab	4:4:4
†PHOT 43AD Digital Photography	3
†PHOT 281AD Photography Laboratory	Max of 3
Subtotal Units	**9**
TOTAL UNITS	**43**

PHOTOJOURNALISM

Career Certificate

Students learn the entry-level skills necessary to embark upon a career in the news and documentary photography field. It includes emphasis in practical applications leading to career advancement. For more information regarding Photography courses call (562) 938-3222; for Journalism classes call (562) 938-4675 or 938-4282.

REQUIRED COURSES	UNITS
†ENGL 1 or ENGL 1H Reading & Composition **or**	3
†ENGL 105 Fundamentals of Writing	4

JOURN 80AD Working on the Newspaper	3:3
PHOT 31AB Basic Photo-Black & White	3
PHOT 32A Basic Photo-Color	3
PHOT 35AD Photojournalism	3
Subtotal Units	**18-19**

Select *NINE* (9) units from the following:

JOURN 6AD Making and Editing the Magazine	3:3
JOURN 71AD, 72AD, 73AD Work Experience **or**	2,3,4
PHOT 71AD, 72AD, 73AD Work Experience	2,3,4
JOURN 80AD Working on the Newspaper	3:3
JOURN 85AD Editor Training	3:3
PHOT 35AD Photojournalism	3:3:3
†PHOT 39 Documentary Photography	3
Subtotal Units	**9**
TOTAL UNITS	**27-28**

PHYSICAL EDUCATION/
RECREATION
Associate in Arts

This field of concentration is designed to provide students with the knowledge, skill and experience to continue their education leading toward a Bachelor's degree in this major. Activities are designed to provide learning for students in the physical, cognitive, affective and recreational areas. For more departmental information call (562) 938-4378.

\# May be used for credit towards only one category(Fitness, or Team Sports, or Individual Sport).

Complete *EIGHTEEN* (18) units as specified from either the *TEACHING EMPHASIS* or the NON-*TEACHING EMPHASIS:*

TEACHING EMPHASIS

REQUIRED COURSES	UNITS
PEPP 1 Introduction to Physical Education **or**	2
PEPP 7 Introduction to Community Recreation	3
Subtotal Units	**2-3**

AND Select *15-16* units to bring total units to *18* from at least *FOUR* of the Following Categories:

Professional Preparation Category

PEPF 8AD Aerobic Circuit Training	2.5
PEPF 83AD, 84AD Fitness & Wellness I & II	2
PEPP 5 Sports Appreciation	3
PEPP 10 Prevention & Care of Athletic Injuries	3
PEPP 15 Sports Officiating	3
PEPP 17 Sports Officiating	3
PEPP 19AD Theory of Football	2
PEPP 23 First Aid & Safety Education	3
PEPP 23M1 Child First Aid & Safety Education	1
PEPP 71AD,72AD, **or** 73AD Work Experience	2-4

Aquatics Category

PEG 55AD Life Guard/Water Safety Training	4
PEG 75AD **or** 76AD Swimming	0.5:1
PEPF 3AD **or** 4ADWater Aerobics and Training	0.5:1
PEPF 41AD **or** 42AD Swimming Fitness	0.5:1
PEPF 47AD **or** 48AD Swim Fitness/Polo	0.5:1
PEPP 41 Aquatics (Coed)	2

Individual & Dual Activities Category

#PEPF 2AD Monitoring & Developing Sports Skills	1
PEPP 13 **or** PEPF 5AD **or** 6AD Dance Aerobics	1, 0.5,1
PEPP 29 **or** PEG 87AD **or** 88AD Cross Country **or**	
Track & Field (Men) **or**	1, 0.5,1
*PEIA 19AD **or** 19M1 Cross Country, Track &	
Field (Men)	3
PEG19AD **or** 20AD Bowling (Coed)	0.5,1
PEG 9AD **or** 10AD Badminton (Coed)	0.5,1
PEPP 51 **or** 31AD **or** 32AD Golf	
(Coed/Women) **or**	1, 0.5,1
PEIA9AD **or** 9M1 Golf (Coed/Men) **or**	3
PEIA 31AD **or** 31M1Golf (Coed/Women)	3
PEPP 53 **or** PEG 83AD **or** 84AD Tennis	
(Coed)	1, 0.5,1
PEG 58AD Intramural Activities	1
PEPP 65 **or** PEIA 43AD **or** 43M1 Track & Field	
(Women) **or**	1,3
PEG 87AD **or** 88AD Track & Field	
(Women) **or**	0.5,1
PEIA 29AD **or** 29M1Cross Country	3
PEG 59AD **or** 60AD Racquetball (Coed)	0.5,1

Fitness and Combatives Category

PEG 65AD **or** 66AD Self Defense	0.5,1
#PEPF 2AD Monitoring and Developing Sport Skills	1
PEPF 3AD **or** 4AD Water Aerobics and Training	0.5,1
PEPF 5AD **or** 6AD Dance Aerobics	0.5, 1
PEPF 8AD Aerobic Circuit Training	2.5
PEPF 10AD Stretch and Relaxation	1
PEPF 21AD **or** 22AD Physical Fitness	0.5,1
PEPF 41AD **or** 42AD Swim Fitness	0.5,1
PEPF 47AD **or** 48AD Swim Fitness/Polo	0.5,1
PEPF 53AD **or** 54AD Weight Training	0.5,1
PEPF 81AD Fitness & Wellness Center	1
PEPF 83AD **or** 84AD Fitness & Wellness I, II	2,2

Team Sports

#PEPF 2AD Monitoring and Developing Sport Skills	1
PEPP 25 Baseball (Men) **or**	1
PEG 11AD **or** 12AD Baseball (Men)	0.5,1
or PEIA 1AD **or** 1M1 Baseball (Men)	3
PEPP 27 Basketball (Men) **or**	1
PEG 13AD **or** 14AD **or** PEIA 3AD **or** 31M1	
Basketball (Men)	0.5,1,3
PEPP 31 Football (Men) **or**	1
PEG 85AD **or** 86AD Football (Men) **or**	0.5,1
PEIA 7AD **or** 7M1 Football (Men)	3
PEPP 35 Soccer (Men) **or**	1
PEG 69AD **or** 70AD Soccer (Men) **or**	0.5,1
PEIA 13AD **or** 13M1 Soccer (Men)	3
PEPP 37 **or** PEIA 21AD Volleyball (Men) **or**	1,3
PEG 89AD **or** 90AD Volleyball (Men)	0.5,1
PEPP 55 Basketball (Women)**or**	1
PEG 13AD Basketball (Women) **or**	0.5
PEG 14AD **or** PEIA 27AD **or** 27M1	
Basketball (Women)	1,3
PEG 58AD Intramural Activities	1
PEPP 61 **or** PEIA 35AD **or** 35M1 Soccer (Women) **or**	1,3
PEG 69AD **or** 70AD Soccer (Women)	0.5,1
PEPP63 **or** PEIA37AD Softball (Women) **or**	1,3
PEG 73AD **or** 74AD Softball (Women)	.5,1
PEPP 67 Volleyball (Women) **or**	1
PEG 89AD **or** 90AD Volleyball **or**	0.5,1

PEIA 45AD **or** 45M1Volleyball (Women)	3

<u>Any of:</u>

PEIA 23AD, 23M1, 29AD, 31AD, 47AD	3
PEIA 5AD, 5M1, 9AD, 15AD, 17AD, 19AD, 39AD,	
41AD, 43AD	3

Outdoor Studies

PEOS 5AD Backpacking	1
PEOS 55AD **OR** 56AD Nordic Skiing	0.5,1
Subtotal Units	**15-16**
TOTAL UNITS	**18**

NON-TEACHING EMPHASIS

Select *EIGHTEEN* (18) units from at least *FOUR* categories: (*Courses for the following categories are the same as listed under the TEACHING EMPHASIS*) AQUATICS, INDIVIDUAL & DUAL ACTIVITIES, FITNESS & COMBATIVES, OUTDOOR STUDIES, PROFESSIONAL PREPARATION, TEAM SPORTS and, as a category, PEPP 1 & PEPP 7.

TOTAL UNITS	**18**

PHYSICAL SCIENCES

Associate in Arts or Science

Students are provided an introduction to the lower division course preparation for transfer to a baccalaureate degree in various physical science majors. This <u>Associate Degree</u> will prepare students for an entry-level position as environmental technician. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4444.

REQUIRED COURSES   **UNITS**

Complete *TWELVE-THIRTEEN* (12 - 13) units from the following courses:

ASTR	
†CHEM	
ENVRS 1	
PGEOG 1	
GEOL	
†PHYS	
Subtotal Units	**12-13**

Complete the following course:

COMIS 1 **or** CPAS 1 Using the IBM/Macintosh	
Microcomputer **or** a more advanced course in	
computer competency	1
Subtotal Units	**1**

Complete *FIVE-SIX* (5-6) *units* from any Mathematics course which has a prerequisite of Intermediate Algebra or higher

Subtotal Units	**5-6**
TOTAL UNITS	**18-20**

RADIO/TELEVISION BROADCAST NEWS

Associate in Arts/Career Certificate

Students prepare for writing, editing and producing radio or television news and news feature programs. This <u>certificate</u> will prepare students for an entry-level position or skills for advancement in the fast growing field of Broadcast News and related information distribution elements of various industries. The <u>Associate</u>

Degree will prepare students for career advancement in this field. Appropriate course selection will also facilitate transfer to a four-year college or university in communications, broadcast or journalism. For more departmental information call (562) 938-4309 or 938-4564.

REQUIRED CORE COURSES	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Computer Entertainment Indus	2
R_TV 8 Intro to Media Production	3
R_TV 13AD Television Production	2
Subtotal Units	**10**

REQUIRED COURSES FOR SPECIALITY

R_TV 13AD Television Production	2
R_TV 14AD Electronic Field Production	2:2
R_TV 25AD/35AD Radio/Television Activity	2:2
R_TV 30AD Broadcast News Writing	1.5:1.5
R_TV 36AD Broadcast News Production	3:3:3
R_TV 40AD On Camera Performance	2
R_TV 71/73AD Work Experience	2
Subtotal Units	**26**

Select *SIX (6) units* from the following:

R_TV 2 Intro to Careers in Radio & Television	2
R_TV 4 Writing and Production Planning	3
R_TV 6 Critical Television Viewing	3
R_TV 12 Television Lighting	2
R_TV 15AC Advanced Television Production	2
R_TV17AD Special Projects in Radio/Television	1
R_TV 21 Radio Production	3
R_TV 34AD Music Video Production	2:2
R_TV 36AD Broadcast News Production	3
R_TV 37 Radio/Television Management and Sales	3
R_TV 71/73AD Work Experience	2-4

Other courses for area of specialization may be approved

Subtotal Units	**6**
TOTAL UNITS	**42**

RADIO/TELEVISION
MULTIMEDIA PRODUCTION

Career Certificate

Students prepare to compete in the world of Multimedia Production in a specific area of computer based design or production and editing in the communication, information and/or entertainment industries. This certificate will prepare students for an entry-level position and/or skills for advancement in a variety of production opportunities including live, broadcast and recorded venues. For more departmental information call (562) 938-4309 or 938-4564.

REQUIRED CORE COURSES	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Computer Entertainment Indus	2
R_TV 8 Introduction to Media Production	3
R_TV 13 Video Production	2
Subtotal Units	**10**

REQUIRED COURSES FOR SPECIALITY

ART 41 Introduction to Computer Graphics	3
MUSIC 59AD Digital Recording and Sampling Tech	2
Subtotal Units	**5**

ELECTIVE COURSE (Select *TEN (10)* units from the following):

†ART 43AD Computer Graphics for the Internet	3
†ART 47AD Computer Art and Design for Multimedia	3
MUSIC 94 Beginning Recording Techniques	2
MUSIC 98AD Synth/Drum/Sequencer Programming	2
†PHOT 43AD Digital Photography	3
R_TV 2 Careers in Radio, Television & Multimedia	2
R_TV 4 Writing and Production Planning	3
R_TV 14 Electronic Field Production & Editing	2
R_TV 21 Audio Production	3
R_TV 71 or 73AD Work Experience	2

Other courses for area of specialization may be approved by the M/R_TV department chair

Subtotal Units	**10**
TOTAL UNITS	**25**

RADIO/TELEVISION
PERFORMANCE

Associate in Arts/Career Certificate

Students prepare for performing in radio and television programs either independently or as part of a cast. This certificate will prepare students for an entry-level position and/or skills for advancement in a variety of performance opportunities including live, broadcast and recorded venues. The Associate Degree will prepare students for career advancement in this field. Appropriate course selection will also facilitate transfer to a four-year college or university in a broadcast, film or performance program. For more departmental information call (562) 938-4309 or 938-4564.

REQUIRED CORE COURSES	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Comp Entertainment Indus	2
R_TV 8 Introduction to Media Production	3
R_TV 13AD Television Production	2
Subtotal Units	**10**

REQUIRED COURSES FOR SPECIALITY

R_TV 25AD/35AD Radio/Television Activity	2:2
R_TV 34AD Music Video Production	2
R_TV 36AD Broadcast News Production	3
R_TV 40AD On Camera Performance	2:2
R_TV 71/73AD Work Experience	2
Subtotal Units	**15**

Select *FIVE (5) units* from the following:

R_TV2 Intro to Careers in Radio & Television	2
R_TV 6 Critical Television Viewing	3
R_TV 12 Television Lighting	2
R_TV 14AD Electronic Field Production	2
R_TV 15AC Advanced Television Production	2
R_TV 17AD Special Projects in Television	1
R_TV 21 Radio Production	3
R_TV 30AD Broadcast News Writing	1.5
R_TV 34AD Music Video Production	2
R_TV 37AD Broadcast Management and Sales	3
R_TV 71/73AD Work Experience	2:2

Other courses for area of specialization may be approved

Subtotal Units	**5**
TOTAL UNITS	**30**

Consult guides available in Counseling Centers for specific general education and required grades.

RADIO/TELEVISION PRODUCER

Associate in Arts/Career Certificate

Students prepare for producing radio or television programs either independently or in a production environment. This <u>certificate</u> will prepare students for an entry-level position or provide skills for advancement in a variety of venues including radio, television, film and related digital or computer technology (multimedia) in the communication, information and/or entertainment industries. The <u>Associate Degree</u> will prepare students for career advancement in this field. Appropriate course selection will also facilitate transfer to a four-year college or university in broadcast, film, computer animation or multimedia production. For more departmental information call (562) 938-4309 or 938-4564.

REQUIRED CORE COURSES	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Computer Entertainment Indus	2
R_TV 8 Introduction to Media Production	3
R_TV 13AD Television Production	2
Subtotal Units	**10**

REQUIRED COURSES FOR SPECIALITY	
R_TV 4 Writing and Production Planning	3
R_TV 14AD Electronic Field Production	2
R_TV 25AD/35AD Radio/Television Activity	2
R_TV 34AD Music Video Production	2
R_TV 36AD Broadcast News Production	3
R_TV 71/73AD Work Experience	2
Subtotal Units	**14**

Select *SIX (6) units* from the following:

R_TV 2 Intro to Careers in Radio & Television	2
R_TV 6 Critical Television Viewing	3
R_TV 12 Television Lighting	2
R_TV 13AD Television Production	2
R_TV 15AC Advanced Television Production	2
R_TV 17AD Special Projects in Radio/Television	1
R_TV 21 Radio Production	3
R_TV 30AD Broadcast News Writing	1.5
R_TV 34AD Music Video Production	2:2
R_TV 37 Radio/Television Management and Sales	3
R_TV 40AD On Camera Performance	2
Other courses for area of specialization may be approved	
Subtotal Units	**6**
TOTAL UNITS	**30**

REAL ESTATE

Associate in Arts/Career Certificate

This field of concentration fulfills the course requirements students need to complete prior to taking the State Real Estate Examination for the Salesman and Brokers license. Real Estate Principles is the only class required before taking the State Salesman Examination. It also provides the required and elective classes for a Brokers license. With additional courses identified on a transfer curriculum guide for Business Administration, students can prepare for a baccalaureate degree with an option in this field. The Real Estate Career Certificate Program prepares the student for direct entry to the field of real estate brokerage, appraisal or other support services. For more departmental information call (562) 938-4328.

REQUIRED COURSES	UNITS
REAL 78 Real Estate Economics	3
REAL 80 Real Estate Principles	3
REAL 81A Real Estate Practices	3
REAL 83A Legal Aspects of Real Estate	3
REAL 85 Real Estate Appraisal	3
REAL 87 Real Estate Finance	3
Subtotal Units	**18**

Select *NINE (9)* units from the following:

MKTG 40 Salesmanship	3
REAL 84 California Mortgage Brokering and Banking	3
†REAL 86 Advanced Real Estate Appraisal	3
REAL 92A Escrows and Land Titles	3
†REAL 92B Escrows and Land Titles	3
REAL 93 Real Estate Investments	3
REAL 253 Property Management	3
REAL 254 Industrial/Commercial Real Estate	3
Subtotal Units	**9**
TOTAL UNITS	**27**

RECOMMENDED course but not required:	
ACCTG 230 Quickbooks Accounting	1
ACCTG 400 Personal Finance Management	3
LAW 18A Business Law	3
MGMT 80 Small Business Entrepreneurship	3
MKTG 41 Advertising	3

RETAIL MANAGEMENT FOOD INDUSTRY EMPHASIS

Career Certificate

Students prepare for management positions including store manager, assistant manager, grocery manager and senior supervisor within the retail food industry. Satisfactory completion of this program fulfills the requirements of the Western Association of Food Chains. For more departmental information call (562) 938-4941.

REQUIRED COURSES	UNITS
ACCTG 1A Principles of Accounting	4
•CAOTC 35 Microsoft Office Specialist	3
†ENGL 1 Reading and Composition	3
GBUS 251 Business Mathematics	3
MGMT 49A Intro to Management	3
MGMT 49B Human Resources Management	3
MGMT 58 Leadership and Supervision	3
MKTG 42 Retailing Principles and Practices	3
MKTG 47 Essentials of Marketing	3
SP 20 Elements of Interpersonal Communication	3
TOTAL UNITS	**31**

SHEET METAL

Associate in Science/Career Certificate

Students prepare for entry-level positions in sheet metal layout, template development, fabrication and installation. For more departmental information call (562) 938-3051.

REQUIRED COURSES	UNITS
SHMET 201 Sheet Metal 1	10
SHMET 202 Sheet Metal 2	10

SHMET 203 Sheet Metal 3   10
SHMET 204 Sheet Metal 4   10
WELD 400AD Welding - General   2
TOTAL UNITS   **42**

RECOMMENDED **courses but not required:**
SHMET 220A-D Surface Development & Fabrication 5:5:5:5
WELD 400 Welding   2

SOCIAL SCIENCES

Associate in Arts

This field of concentration provides the student with a general education in the principles, concepts and methodologies of various disciplines (Anthropology, Economics, Geography, Philosophy, Psychology and Sociology). In addition, courses in these areas may partially satisfy general education and major requirements for a baccalaureate degree. This Associate Degree will prepare students for career advancement and will also facilitate transfer in a related major. For more departmental information call (562) 938-4477.

REQUIRED COURSES   **UNITS**
Complete *NINE* (9) units in *HISTORY* and *POLITICAL SCIENCE* courses numbered 1-99. Choose at least *ONE* course from the History department and *ONE* course from the Political Science department.
Subtotal Units   **9**

IN ADDITION, **complete *NINE* (9) units in courses numbered 1-99 from the following departments. This must include at least *SIX* (6) units in *ONE* of the departments:**

ANTHR
ANTHR 1 Physical Anthropology   3
ANTHR 2 or 2H Cultural Anthropology   3
ANTHR 3 Intro to Archaeology   3

ECON
ECON 1A or 1AH Macro Economics   3
ECON 1B Micro Economics   3
ECON 4 Contemporary Economic Issues   3
ECON 5 The Global Economy   3

GEOG
GEOG 2 Elements of Cultural Geography   3
GEOG 5 The Global Economy   3
GEOG 10 Intro to Geographic Information Systems   3
GEOG 40 World Regional Geography   3

PHIL
PHIL 6 or 6H Intro to Philosophy   3
PHIL 7 or 7H Intro to Ethics   3
PHIL 11 Critical Thinking   3
PHIL 12 Intro to Logic   3

PSYCH
PSYCH 1 or 1H Intro to Psychology   3
PSYCH 2 Research Methods for Psychology   3
PSYCH 4 Personal & Social Development   3
PSYCH 10 Human Sexuality   3
PSYCH 11 Social Psychology   3

PSYCH 14 Abnormal Psychology   3
PSYCH 33 Psychology of Personality   3

SOCIO
SOCIO 1 or 1H Intro to Sociology   3
SOCIO 2 Modern Social Problems   3
SOCIO 11 Race & Ethnic Relations in the U.S.   3
SOCIO 13 Sociology of Latinos   3
SOCIO 40 Sociology of the Family   3

SOCIAL SCIENCE/HUMANITITES
SOCSC 1/HUMAN 1   3
SOCSC 7/HUMAN 7   3

Subtotal Units   **9**
TOTAL UNITS   **18**

SPEECH COMMUNICATION

Associate in Arts

Students are provided with a general education in the principles, concepts and methodologies of inter-personal/intercultural/group/leadership communication and informative/persuasive/argumentative interpretive speaking. For more departmental information call (562) 938-4437.

REQUIRED COURSES   **UNITS**
SP 10 Elements of Public Speaking   3
SP 20 Elements of Interpersonal Communication   3
SP 25 Elements of Intercultural Communication   3
SP 30 Elements of Group Communication   3
SP 60 Elements of Argumentation & Debate   3
Subtotal Units   **15**

Select *THREE* (3) units from the following:
SP 31 Elements of Leadership Communication   3
SP 50 Elements of Oral Interpretation   3
TOTAL UNITS   **18**

RECOMMENDED **but not required:**
ANTHR 2 Cultural Anthropology   3
MGMT 49A Intro to Management   3
MGMT 49B Human Resources Management   3
PSYCH 1 Introductory Psychology   3
PSYCH 11 Social Psychology   3
R_TV 40AD On-Camera Performance   2
SOCIO 1 Introduction to Sociology   3
SOCIO 2 Modern Social Problems   3
†TART 1 Acting 1-Introduction to Acting   3

THEATRE
ACTING, TECHNICAL & GENERAL
Associate in Arts/Completion Certificate

This field of concentration is designed to provide students with an overall appreciation of theatre arts as well as an emphasis in acting and technical theatre. The A.A./Transfer programs prepare for an Associate degree and/or transfer to universities and conservatories. These courses prepare for auditions and in many cases may be acceptable as transferable units. Students are advised to consult the Transfer Curriculum Guide or official publications for the specific requirements of the intended transfer institution. For more departmental information call (562) 938-4563.

Consult guides available in Counseling Centers for specific general education and required grades.

GENERAL EMPHASIS-A.A. DEGREE/TRANSFER

REQUIRED COURSES	UNITS
TART 1 Acting-1 Introduction to Acting	3
TART 25 Introduction to Theatre	3
TART 51AD Theatre Forum	0.5:0.5:0.5:0.5=2
†TART 39AD Theatre Practicum	1
Subtotal Units	**9**

Select a minimum of *TWO (2)* units from the following:

†TART 49AD Rehearsal and Performance	1:1:1:1
TART 50AD Major Production Performance	2:2
TART 60AD Special Projects in Theatre Arts	1:1:1:1
TART 75AD Summer Repertory Theatre: Performance	1:1
TART 76AD Summer Repertory Theatre: Production	1
Subtotal Units	**2**

Select a minimum of *FOUR (4)* units from the following:

TART 40AD Stage Scenery	2
TART 42AD Stage Lighting	2
TART 43AD Costume Crafts	2
TART 55 Stage Make-up	2
Subtotal Units	**4**

Select a minimum of *FOUR (4)* units from the following:

TART 30 Introduction to Dramatic Literature	3
TART 32 Stage and Screen Writing	3
TART 47 Theatre Management	3
FILM 1 Introduction to Film	3
DANCE 3AD Musical Theatre Dance	1
Subtotal Units	**4**
TOTAL UNITS	**19**

ACTING EMPHASIS-A.A. DEGREE/TRANSFER

REQUIRED COURSES	UNITS
TART 1 Acting-1 Introduction to Acting	3
TART 1B Acting 1-Movement **or**	2
TART 1C Acting 1-Voice **or**	2
TART 1D Acting-Improvisation	2
†TART 2 Acting 2-Technique & Characterization	3
†TART 3A-B Acting 3-Scene Study	3
TART 25 Introduction to Theatre **or**	3
TART 30 Introduction to Dramatic Literature	3
TART 51AD Theatre Forum	0.5:0.5:0.5:0.5=2
TART 39AD Theatre Practicum	1:1
TART 40AD Stage Scenery **or**	2
TART 43AD Costume Crafts	2
TART 42AD Stage Lighting **or**	2
TART 55 Stage Make-up	2
Subtotal Units	**22**

Select a minimum of *FOUR (4)* units from the following:

TART 47 Theatre Management	3
†TART 49AD Rehearsal and Performance	1:1:1:1
TART 50AD Major Production Performance	2:2
TART 75AD Summer Repertory Theatre: Performance	1
Subtotal Units	**4**
TOTAL UNITS	**26**

TECHNICAL EMPHASIS - A.A. DEGREE/TRANSFER

REQUIRED COURSES	UNITS
TART 1 Acting-1 Introduction to Acting	3

TART 25 Introduction to Theatre	3
TART 39AD Theatre Practicum	1:1:1 =3
TART 40AD Stage Scenery	2
TART 42AD Stage Lighting	2
TART 43AD Costume Crafts	2
TART 47 Theatre Management	3
TART 51AD Theatre Forum	0.5:0.5:0.5:0.5=2
TART 55 Stage Make-Up	2
Subtotal Units	**22**

Select a minimum of *FOUR (4)* units from the following:

TART 30 Introduction to Dramatic Literature	3
†TART 44AB Costume Design	2
†TART 49AD Rehearsal and Performance	1:1:1:1
†TART 56AD Advanced Stage Make-Up	2
TART 60AD Special Projects in Theatre Arts	1:1
TART 76AD Summer Repertory Theatre: Production	1:1
Subtotal Units	**4**
TOTAL UNITS	**26**

CERTIFICATES OF COMPLETION:

Vocational Media - Film Acting Certificate

REQUIRED COURSES	UNITS
TART 1 *or ANY COMPARABLE LEVEL Acting 1 course* Intro to Acting	3
TART 201 Show Business Careers – How to Start	1.5
TART 204 Marketing Yourself for Show Business	1.5
TART 206A Audition and Interview Skills - Begin	1.5
TART 206B Audition and Interview Skills - Adv	1.5
TART 212A Acting in Film - Beginning	1.5
TART 212B Acting in Film - Advanced	1.5
TOTAL UNITS	**12**

Vocational Media - Commercials Certificate

REQUIRED COURSES	UNITS
TART 1 *or ANY COMPARABLE LEVEL Acting 1 course* Intro to Acting	3
TART 201 Show Business Careers – How to Start	1.5
TART 204 Marketing Yourself for Show Business	1.5
TART 206A Audition and Interview Skills - Begin	1.5
TART 206B Audition and Interview Skills - Adv	1.5
TART 208A Breaking into Commercials - Begin	1.5
TART 208B Breaking into Commercials - Adv	1.5
TOTAL UNITS	**12**

Vocational Media – Voice-Over Certificate

REQUIRED COURSES	UNITS
TART 1 *or ANY COMPARABLE LEVEL Acting 1 course* Intro to Acting	3
TART 201 Show Business Careers – How to Start	1.5
TART 204 Marketing Yourself for Show Business	1.5
TART 206A Audition and Interview Skills - Begin	1.5
TART 206B Audition and Interview Skills - Adv	1.5
TART 210A Voice-Over Techniques - Beginning	1.5
TART 210B Voice-Over Techniques - Advanced	1.5
TOTAL UNITS	**12**

TOOL DESIGNER
MANUFACTURING TECHNOLOGY
Associate in Science/Career Certificate

Students prepare for entry-level positions as tool designers in the aerospace or comparable manufacturing

industry. Tool designers generate conceptual designs for tools in conformance with defined current tooling engineering standards and practices. Tool designers plan the sequence of operations necessary to layout, fabricate and assemble cost effective tooling. For more departmental information call (562) 938-4718.

LEVEL 1 - REQUIRED COURSES	UNITS
MACHT 50A Machine Tool Operation and Practices	3
†MACHT 50B Machine Tool Operation and Practices	3
DRAFT 201 Introduction to Drafting **or**	4
†DRAFT 51A Industrial Drafting I	3

*†ELECT 225 Algebra & Trigonometry for Technicians
or
*A more advanced or transferable math course.   3-4
   (Trigonometry is recommended.)

Complete One (1) unit from the following:
WELD 453AD Welding (Acetylene Gas)	1:1:1:1
Subtotal Units	**13-15**
LEVEL 2 - REQUIRED COURSES	**UNITS**
†DRAFT 51B Industrial Drafting II **or**	3
†DRAFT 60 Geometric Dimensioning & Tolerancing	3
†TEC 60AD Computer Aided Design & Drafting	3
Subtotal Units	**9**
TOTAL UNITS	**22-24**

RECOMMENDED COURSES but not required:
DRAFT 273 Work Experience- Mechanical Design	4
TEC 60AD Computer Aided Design & Drafting (CADD)	3:3:3:3

TRAVEL INDUSTRY

Associate in Arts/Career or Completion Certificate

This Career Certificate will prepare students for an entry-level position in a wide variety of travel/tourism career opportunities. The Travel Industry Certificate prepares students for entry-level positions who specifically want to seek employment in tourism fields such as: Airlines, Car Rentals, Hotels, Motorcoach, Rail, Theme Parks, Tour Operators, Travel Agencies, Visitor & Convention Bureaus and other related companies. With additional courses students can prepare for a Bachelor's Degree in this field. See counseling staff for admission requirements at a university. For more departmental information call (562) 938-4325 or 938-4328.

REQUIRED COURSES	UNITS
THRT 210 Introduction to Travel Industry	3
THRT 212 Travel Career Employment	3
THRT 214 Travel Marketing & Sales Techniques	3
THRT 215 Travel Operations & Risk Mgmt	3
THRT 216B-D Travel Destinations	3:3
THRT 218 Transportation and Tours	3
THRT 219 Cruise Specialization	3
THRT 222A-C Travel Agency Computer Operations	3
THRT 224 Meeting & Special Event Planning	3
THRT 230 Travel Industry Fares & Ticketing	3
THRT 234 Tour Management & Escorting	3

Complete a minimum of *FOUR (4)* units from the following:

†THRT 271AD Travel/Tourism Work Experience	2:2:2:2
†THRT 272AD Travel/Tourism Work Experience	3:3:3:2
†THRT 273AD Travel/Tourism Work Experience	4:4:4:4
Subtotal Units	**40**

Select *ONE* of the following:
CAOTT 200 Beginning Typing/Keyboarding	3
CAOTT 201 Intermediate Typing/Keyboarding	2
CAOTT 200A, B, C Typing/Keyboarding **or**	1:1:1
A typing proficiency test of 35 words per minute	
Subtotal Units	**0-3**
TOTAL UNITS	**40-43**

RECOMMENDED **but not required courses:**
CBIS 6A Intro to IT Concepts & Applications **or**	4
CAOTC 35 Microsoft Office Specialist	3
Foreign Language 1-2 (First year level equivalency)	5:5
†GBUS 251 Business Mathematics	3
GEOG 40 World Regional Geography	3
LAW 18A Business Law	3
MGMT 80 Small Business Entrepreneurship	3
†SP 10 Elements of Public Speaking	3
SP 25 Elements of Intercultural Communication	3
THRH 28 Convention Management & Meeting Plan	3
THRT 226 Travel Industry Bookkeeping & Reporting	3
THRT 228 Corporate Travel Management	3
THRT 240 Travel Industry Proficiency Preparation	3

CERTIFICATES OF COMPLETION:

Air Reservation Specialist Certificate

REQUIRED COURSES	UNITS
THRT 214 Travel Marketing & Sales Techniques	3
THRT 222A-C Travel Industry Computer System	3
THRT 230 Travel Industry OAG, Fares & Ticketing	3
TOTAL UNITS	**9**

Cruise Specialist Certificate

REQUIRED COURSES	UNITS
THRT 214 Travel Marketing & Sales Techniques	3
THRT 216B-D Travel Destinations (*TWO COURSES REQUIRED*)	3:3
THRT 219 Cruise Ship Specialization & Techniques	3
TOTAL UNITS	**12**

Travel Destinations Certificate

REQUIRED COURSES	UNITS
THRT 214 Travel Marketing & Sales Techniques	3
THRT 216B Travel Destinations-North/Cent/South Am	3
THRT 216C Travel Destinations-Europe & Africa	3
THRT 216D Travel Dest-Pacific, Asia, & Middle East	3
TOTAL UNITS	**12**

Travel Industry Management Specialist Certificate

REQUIRED COURSES	UNITS
THRT 214 Travel Marketing & Sales Techniques	3
THRT 215 Travel Operations & Risk Mgmt.	3
THRT 216B-D Travel Destinations (One semester)	3
THRT 218 Transportation and Tours	3
THRT 234 Tour Management & Escorting	3
TOTAL UNITS	**15**

Consult guides available in Counseling Centers for specific general education and required grades.

WELDING TECHNOLOGY
(Preparatory Program)
Associate in Science/Career Certificate

Students prepare for entry-level welding positions in aerospace, piping industry and construction. For more departmental information call (562) 938-3074 or 938-3054.

Select ONE of the following Options:
Option #1

Complete 40 units from the following courses: UNITS

Course	Title	Units
WELD 211	Fundamentals of Welding & Tools of Trade	9
WELD 212	Arc Welding and Fabrication	9
WELD 213	Advanced Arc Welding	9
WELD 214	Inert Gas Welding	9
WELD 220	Structural Arc Welding	6
WELD 221	Arc Welding Structural Certification	4
WELD 400AD	Welding (General)	2
WELD 410AD	Welding (Arc)	2
WELD 460AD	Welding (Oxygen Acetylene)	2
WELD 480AD	Welding (Inert Gas)	2
SHMET 220A-D	Surface Development and Fabrication	5
MACHT 50A	Machine Tool Operation and Practices	3

Option #2
SHMET 220 (5 units) *AND 35 units* of Welding -*18 units* must be from 200 series listed above, balance of courses from any 200/400 welding series courses (no credit allowed for repetition of course).

TOTAL UNITS   **40**

WOOD PRODUCTS MANUFACTURING

Career Certificate and/or Associate in Science Or Certificate of Completion

Students prepare for entry-level positions in the woodworking industry. Students can earn an Associate of Science Degree or Career Certificate in wood products manufacturing or a Completion Certificate in cabinetmaker Trainee. For more departmental information call (562) 938-3064 or (562) 938- 3054.

CABINET/FURNITURE MAKING

REQUIRED COURSES	UNITS
CABMK 201 Intro to Wood Products Mfg.	9
†CABMK 202 Traditional Wood Products Mfg.	9
†CABMK 203 Contemporary Wood Products Mfg.	9
CABMK 204AB Kitchen/Bath Design and Construction	3
TOTAL UNITS	**30**

CERTIFICATES OF COMPLETION:
Cabinetmaker Trainee

REQUIRED COURSES	UNITS
CABMK 301 Intro to Wood Products Mfg.	4
CABMK 302 Millwork and Cabinet Making 2	4
CABMK 303 Millwork and Cabinet Making 3	4
CABMK 304AB Kitchen/Bath Design and Construction	4
TOTAL UNITS	**16**

WORD PROCESSING
Associate in Arts/Career or Completion Certificate

Students prepare for an entry-level word processing position with training in rapid, accurate keyboarding; document formatting; word processing and other computer software; and decision making regarding business communications. This certificate prepares students for an entry-level position in a variety of office settings and serves as a foundation for specialization. The suggested sequence of courses is designed to build employment skills quickly. This Associate degree prepares students for career advancement once a certificate has been earned. For more departmental information call (562) 938-3033.

REQUIRED COURSES	UNITS
CAOTC 31A, B Microsoft Windows Operating System, Levels 1, 2	1:1
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 41E Excel for Windows - Beginning	1
CAOTC 44D PowerPoint for Windows, Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTO 15 Business Communications	3
CAOTO 216 Proofreading Skills	1
CAOTO 261 Business English	3
CAOTT 201 Intermediate Typing/Keyboarding	2
Subtotal Units	**18**

Select any *FOUR* (4) units from one of the following groups:

CAOTC 39A, B, C, D Microsoft Word for Office, Levels 1, 2, 3, 4	1:1:1:1
CAOTC 236A, B, C, D Word Processing-WordPerfect, Levels 1, 2, 3, 4	1:1:1:1
Subtotal Units	**4**

REQUIRED COMPETENCY: Typing certificate of at least 50 words per minute for 5 minutes with 5 or fewer errors by the end of the program.

ELECTIVES Select *FIVE* (5) units from the following:

#CAOTC 39A, B, C, D Microsoft Word for Office	1:1:1:1
CAOTC 41F, J Excel for Windows, Levels 2, 3	1:1
CAOTC 44E PowerPoint for Windows, Advanced	1
CAOTC 47A, B Access for Office Applications	3:3
#CAOTC 236A, B, C, D Word Processing-WordPerfect	1:1:1:1
CAOTO 222 Job Search Skills	3
CAOTO 262 Professional Development	1
CAOTO 272AD Work Experience - CAOT	3:3
CAOTT 209A-B Speed/Accuracy Bldg for Typists	1:1
Subtotal Units	**5**
TOTAL UNITS	**27**

CERTIFICATES OF COMPLETION:
Basic Business Communications Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 44D PowerPoint for Windows, Beginning	1
CAOTO 15 Business Communications	3
CAOTO 261 Business English	3
CAOTO 262 Professional Development	1
TOTAL UNITS	**9**

Basic Office Computer Skills Certificate

REQUIRED COURSES	UNITS
CAOTC 31A MS Windows Operating System, Begin	1
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 45 Internet for Office and Personal Use	2

ONE OF THE FOLLOWING:

CAOTT 200 Beginning Typing/Keyboarding	3
CAOTT 200A Beginning Typing/Keyboarding	1
CAOTT 233 Computer Keyboarding	1
TOTAL UNITS	**7-9**

REQUIRED COMPETENCY: Typewriting Certificate of 25 wpm for five minutes with no more than five errors within the previous twelve months.

Basic Word Processing Certificate

REQUIRED COURSES	UNITS
all four	
CAOTC 39A Microsoft Word for the Office, Beg.	1
CAOTC 39B Microsoft Word for the Office, Interm	1
CAOTC 39C Microsoft Word for the Office, Adv	1
CAOTC 39D Microsoft Word for the Office, Expert	1
Or all four	
CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm	1
CAOTC 236C Word Processing-WordPerfect, Adv	1
CAOTC 236D Word Processing-WordPerfect, Expert	1
CAOTO 216 Proofreading Skills	1
CAOTC 265 Computer Transcription	2
TOTAL UNITS	**7**

REQUIRED COMPETENCY: Typing certificate of 35 wpm for five minutes with five or fewer errors completed within the previous twelve months.

Corel WordPerfect Certificate

REQUIRED COURSES	UNITS
CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm	1
CAOTO 236C Word Processing-WordPerfect, Adv	1
CAOTO 236D Word Processing, WordPerfect, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of 35 wpm for five minutes with five or fewer errors completed within the previous twelve months.

Microsoft Excel Certificate

REQUIRED COURSES	UNITS
CAOTC 41E Excel for Windows-Beginning	1
CAOTC 41F Excel for Windows-Intermediate	1
CAOTC 41J Excel for Windows-Advanced	1
TOTAL UNITS	**3**

Microsoft Word Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for the Office, Beg	1
CAOTC 39B Microsoft Word for the Office, Interm	1
CAOTO 39C Microsoft Word for the Office, Adv	1
CAOTO 39D Microsoft Word for the Office, Expert	1
TOTAL UNITS	**4**

REQUIRED COMPETENCY: Typing certificate of 35 wpm for five minutes with five or fewer errors completed within the previous twelve months.

Consult guides available in Counseling Centers for specific general education and required grades.

Course Numbering System

Course numbers relate to the design of the class and applicability to degree and transfer programs.

1-599	Applicable to associate degree
1-99	Transferable for at least elective credit to any college having similar courses in its lower division curriculum.
100-199	Courses not intended for transfer but meeting a limited number of requirements for the AA/AS degrees.
200-299	Occupational courses intended to prepare students for immediate job entry.
300-399	Short term or short unit courses which parallel other 1-400 level courses.
400-499	Continuing education courses in occupational fields.
500-599	Vocational courses for apprentices.
600-699	Self-enrichment or basic skills courses which do not carry credit and for which no grade is awarded.
800-899	Courses in basic skills which have credit value that is not applicable to transfer or an associate degree.

Check with the catalog or a counselor if you have questions about course credit applicability.

Skills and performance courses in which enrollment may be repeated are designated with a fixed course number followed by letters indicating the number of times the course may be taken for credit. The following letters, when not separated by a hyphen, authorize enrollments as follows: AB = 2 semesters, AC = 3 semesters, AD = 4 semesters.

Courses which extend for more than one semester in length and in which each semester of the class contains different content have a fixed course number and a single letter indicating the specific semester of the course.

In some instances, a three-digit course number in the schedule of classes or on the transcript is not listed under the same course number in the catalog. In such cases, the course has been listed in the catalog with the first digit changed. For example, DRAFT205A in the catalog may be listed as 305A in the schedule of classes.

Some courses are modular courses. Such courses carry an additional designation: M1, M2, M3, M4, etc. Example: WELD 211M1, Introduction to Welding, is the first module of a class section listed in the schedule of classes for the primary course, WELD 211 (Introduction to Welding) as listed in this catalog.

Course Prerequisites, Corequisites and Recommended Preparation

Prerequisites, corequisites and recommended preparation advice are listed with some courses in this catalog and the schedule of classes.

A **PREREQUISITE** is a course or assessment that must be completed before enrolling in the course or complete concurrently if that is permitted. Satisfactory completion of an assessment requires successful completion of the assessment process. Satisfactory completion of a prerequisite course requires a grade of CR, "C" or better.

If you have completed the prerequisite at another college or in high school, you must bring a copy of your official transcript to the Admissions and Records Office and ask for an equivalency evaluation before registering. You may challenge the prerequisite if you think you have knowledge and the ability to succeed in the course, particularly if you are drawing upon your work experience and wish to take a vocational course.

A **COREQUISITE** is a course in which you must be enrolled at the same time as the companion course. This is often the case in science classes which include a lab. Sometimes, you may be allowed to complete the corequisite course in a prior semester.

A **RECOMMENDED PREPARATION** statement is advice which the faculty want to give you.

Challenging Course Requisites and Limitations

Challenging course requisites and/or limitations requires written documentation that explains the alternative course work, background and/or abilities that adequately prepare you for the course. You may obtain a Requisite Challenge form from the Admissions and Records Office. Reasons for challenging requisites or limitations must include one or more of the following:

1. A requisite course is not reasonably available over a period of several semesters;

2. You believe the requisite or limitation was established in violation of a regulation or District-approved process for establishing requisites and limitations;

3. You believe the requisite or limitation is discriminatory or being applied in a discriminatory manner; or

4. You have the documented knowledge or ability to succeed in the course.

File your Requisite Challenge form with the School Office or department head responsible for the course you want to enter. If space is available in the class at the time you file your challenge, you may register for the challenged course and the District will resolve your challenge in a timely manner. If your challenge is denied, you will be dropped from the challenged class. If no space is available in the challenged class at the

time you file, the District will resolve your challenge prior to the beginning of registration for the next term. You may register in the challenged class during your normal registration period if your challenge is approved.

Curriculum Offerings

The college reserves the right to determine which of the courses listed in the catalog are to be offered in each semester. Changes in curriculum or course content may occur after the printing of this catalog.

Student Alert: Understanding Transfer Course Descriptions

The phrase at the bottom of the course descriptions offered under "Courses of Instruction" must be read with care. Students should be aware of this key phrase, *Transferable to CSU/UC, see a counselor for limitations*. A course can transfer to the CSU or UC system as an elective part of a major and/or as general education credit. Since general education courses can be *certified* by LBCC when completed, students should consult pages 33-36 to see if the course is on the appropriate general education pattern. If the course is not found on the general education pattern, the course may be counted as part of the major or as an elective by the institution receiving the transfer student. It is the student's responsibility to select courses that meet his/her educational goals. The best advice for interpreting this phrase, therefore, is to *see a counselor*.

Experimental Courses

The descriptor "Experimental" applies college-wide and is issued as a curricular placeholder identified by a standard number (98, 298 or 898) and by the general heading Experimental (X). These courses provide an opportunity for curriculum experimentation and innovation.

While the Experimental course option offers a department curricular opportunities, it also has some limitations, particularly for students.

Credits are degree applicable (X 98, 298) as elective credits only.

Credits are transferable (X 98) as elective credits only.

Experimental courses cannot be placed on a program's curriculum guide.

Experimental courses cannot be used as a pre- or corequisite for another course.

Experimental courses cannot apply to a certificate or degree requirement.

For courses numbered 898, the units of credit may be used for workload purposes but may not be applied to any certificate or degree.

California Articulation Number (CAN)

Some courses are identified with the California Articulation Number (CAN). This identifies some of the transferable, lower division, introductory

(preparatory) courses commonly taught within each academic discipline on California college campuses.

Lists of courses from campuses who have qualified to participate in the CAN system are available in the Counseling offices. The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus. Each campus retains its own numbering system.

LBCC Course	CAN Course
ACCTG 1A & 1B	CAN BUS SEQ A
ADJUS 2	CAN AJ 2
ADJUS 4	CAN AJ 4
ADJUS 8	CAN AJ 8
ANAT 1 & PHYSI 1	CAN BIOL SEQ B
ANAT 1	CAN BIOL 10
ANTHR 1	CAN ANTH 2
ANTHR 2	CAN ANTH 4
ART 1 & 2	CAN ART SEQ A
ART 1	CAN ART 2
ART 2	CAN ART 4
ART 15	CAN ART 8
ART 19AD	CAN ART 24
ART 23	CAN ART 10
ART 30	CAN ART 16
ART 31	CAN ART 14
ART 35AD	CAN ART 26
ART 50	CAN ART 6
ART 60	CAN ART 12
BIO 1A & 1B	CAN BIOL SEQ A
BIO 2	CAN BIOL 14
CBIS 6A	CAN BUS 6
CHEM 1A & 1B	CAN CHEM SEQ A
CHEM 1A	CAN CHEM 2
CHEM 1B	CAN CHEM 4
CHEM 3A & 3B	CAN CHEM SEQ B
CHEM 3A	CAN CHEM 6
CHEM 3B	CAN CHEM 8
CHIN 1 & 2	CAN CHIN SEQ A
CHIN 1	CAN CHIN 2
CHIN 2	CAN CHIN 4
ECON 1A	CAN ECON 2
ECON 1B	CAN ECON 4
ENGL 1 & 2	CAN ENGL SEQ A
ENGL 1	CAN ENGL 2
ENGL 2	CAN ENGL 4
ENGL 26	CAN ENGL 6
ENGL 41 & 42	CAN ENGL SEQ C
ENGL 41	CAN ENGL 14
ENGL 42	CAN ENGL 16
ENGL 46 & 47	CAN ENGL SEQ B
ENGL 46	CAN ENGL 8
ENGL 47	CAN ENGL 10
ENGR 17	CAN ENGR 12
ENGR 17 & 17L	CAN ENGR 6
ENGR 35	CAN ENGR 8
FD 10	CAN FCS 6
FD 20	CAN FCS 22
FREN 1 & 2	CAN FREN SEQ A
FREN 1	CAN FREN 2

LBCC Course	CAN Course	LBCC Course	CAN Course
FREN 1A, 1B, 2A & 2B	CAN FREN SEQ A	MATH 60 & 70	CAN MATH SEQ B
FREN 2	CAN FREN 4	MATH 60, 70, & 80	CAN MATH SEQ C
FREN 3 & 4	CAN FREN SEQ B	MATH 60	CAN MATH 18
FREN 3	CAN FREN 8	MATH 70	CAN MATH 20
FREN 4	CAN FREN 10	MATH 80	CAN MATH 22
F_N 20	CAN FCS 2	PEPP 7	CAN REC 2
F_N 21	CAN FCS 8	PEPP 23	CAN KIN/PE 8
GEOG 2	CAN GEOG 4	PGEOG 1	CAN GEOG 2
GEOL 2 & 2L	CAN GEOL 2	PHIL 6	CAN PHIL 2
GER 1 & 2	CAN GERM SEQ A	PHIL 7	CAN PHIL 4
GER 1	CAN GERM 2	PHIL 12	CAN PHIL 6
GER 2	CAN GERM 4	PHYS 2A & 2B	CAN PHYS SEQ A
GER 3/3H & 4/4H	CAN GERM SEQ B	PHYS 3A, 3B & 3C	CAN PHYS SEQ B
GER 3/3H	CAN GERM 8	PHYSI 1	CAN BIOL 12
GER 4/4H	CAN GERM 10	POLSC 1	CAN GOVT 2
HIST 1A & 1B	CAN HIST SEQ A	PSYCH 1	CAN PSY 2
HIST 1A	CAN HIST 2	PSYCH 2	CAN PSY 8
HIST 1B	CAN HIST 4	SOCIO 1	CAN SOC 2
HIST 10 & 11	CAN HIST SEQ B	SOCIO 2	CAN SOC 4
HIST 10	CAN HIST 8	SOCIO 40	CAN FCS 12
HIST 11	CAN HIST 11	SP 10	CAN SPCH 4
ITAL 1	CAN ITAL 2	SP 30	CAN SPCH 10
ITAL 2	CAN ITAL 4	SP 60	CAN SPCH 6
JAPAN 1 & 2	CAN JAPN SEQ A	SPAN 1 & 2	CAN SPAN SEQ A
JAPAN 1	CAN JAPN 2	SPAN 1	CAN SPAN 2
JAPAN 2	CAN JAPN 4	SPAN 1A, 1B, 2A & 2B	CAN SPAN SEQ A
JOURN 10	CAN JOUR 4	SPAN 2	CAN SPAN 4
JOURN 20	CAN JOUR 2	SPAN 3 & 4	CAN SPAN SEQ B
LAW 18A	CAN BUS 8	SPAN 3	CAN SPAN 8
MATH 28	CAN MATH 4	SPAN 4	CAN SPAN 10
MATH 36	CAN MATH 2	STAT 1	CAN STAT 2
MATH 37	CAN MATH 12	TART 1	CAN DRAM 8
MATH 40	CAN MATH 8	TART 2	CAN DRAM 22
MATH 45	CAN MATH 10	TART 25	CAN DRAM 18
MATH 47	CAN MATH 34	TART 40AD	CAN DRAM 12
MATH 50	CAN MATH 16	TART 55	CAN DRAM 14

Course Prefix Listing

CURRICULUM OFFERINGS

The courses described in this catalog may not be offered every term or every year. If a course is not offered every term you will see a note at the end of the catalog descriptions to tell you when the course is usually offered. Check the Sc

LONG BEACH CITY COLLEGE CATALOG

ACCOUNTING (ACCTG)

ACCTG   1A   (Part of CAN BUS SEQUENCE A) 4.0 units

Principles of Accounting
5.0 hours lecture
Recommended Preparation: ACCTG200A or one year of bookkeeping.
Grading: letter grade
Presents the study of methods and techniques used in analyzing, recording and summarizing those procedures used in preparing a balance sheet along with the statements of income, retained earnings and cash flow for a corporation. The course describes and illustrates financial accounting principles including classification of accounting activities, recording of financial transactions, along with the presentation of the four basic financial statements for internal and external users with an emphasis on the corporate form business entity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ACCTG   1B   (Part of CAN BUS SEQUENCE A) 4.0 units

Principles of Accounting
5.0 hours lecture
Prerequisite: ACCTG 1A
Grading: letter grade
Topics in this course include the accounting theory and practice for manufacturing, departmental, and cost accounting techniques; performance evaluation; profit reporting and analysis; interpretation of financial statements and budgets; product pricing and performance evaluation; capital investment analysis; and business ethics. This course provides the students with information and techniques that management uses in evaluating the daily operations and related costs of a business, in planning future operations, making decisions, and developing overall business strategies.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ACCTG   200A   3.0 units

Introduction to Accounting
3.0 hours lecture
Grading: letter grade
Provides a general understanding of accounting principles for a service enterprise using the "cash" and "accrual" methods.

ACCTG   205   3.0 units

Fundamentals of Tax
3.0 hours lecture
Grading: letter grade
Preparation of federal and state income tax returns for individuals. Emphasizes the practical use of tax forms and supporting schedules. Reflects changes in the Internal Revenue Code.

ACCTG   228   2.0 units

Computerized Gen Ledger Account Systems
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: ACCTG 1A or 200A
Grading: letter grade
This course provides students with experience using a commercial general ledger accounting program.

ACCTG   229   3.0 units

Spreadsheet Accounting
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: ACCTG 200A or 1A or 201A-B and CBIS 2 or CAOTC 35 or 41E
Grading: letter grade or credit/no credit
Learn to automate many of the routine manual functions studied in the intro accounting course. In addition, learn to develop other practical financial templates and techniques that will be used to assist in common business decisions. Utilize the Microsoft Excel spreadsheet program.

ACCTG   230   1.0 unit

Quickbooks Accounting
1.5 hours lecture, 0.5 hour laboratory
Recommended Preparation: General familiarity and use of a PC
Grading: letter grade or credit/no credit
Intro to basic small business accounting concepts and to a complete accounting software system. Provides hands-on exposure to the major features of the Quickbooks accounting software accompanied by instruction in the accounting concepts being employed.

ACCTG   400   3.0 units

Personal Financial Management
3.0 hours lecture
Grading: letter grade
This course is designed for students interested in learning concepts and skills relevant to effective personal financial management. These topics include saving, budgeting, debt management, retirement planning, insurance, home buying, investment and estate planning. This is a hands on course involving problem solving in the above areas.

ADMINISTRATION OF JUSTICE (ADJUS)

ADJUS   2   (CAN AJ 2)   3.0 units

Introduction, Administration of Justice
3.0 hours lecture
Grading: letter grade
Topics of discussion: the history and philosophy of the justice system as it evolved throughout the world; in-depth study of the American system and the various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the justice system.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ADJUS   3   3.0 units

Introduction to Criminal Procedures
3.0 hours lecture
Grading: letter grade

Covers legal processes from pre-arrest through trial, sentencing and correctional procedures; review the history of case and common law, conceptual interpretations of law as reflected in court decisions, case law methodology and case research as the decisions impact upon the procedures of the justice system.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 4 (CAN AJ 4) 3.0 units
Criminal Law
3.0 hours lecture
Grading: letter grade
Covers historical development, philosophy of law and constitutional provisions; definitions, classification of crimes and their applications to the system of administration of justice; legal research, review of case law, methodology and concepts of law as a social force. Explores crimes against persons, property and the state as a social, religious and historical ideology.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ADJUS 5 3.0 units
Community and Human Relations
3.0 hours lecture
Grading: letter grade
The course is designed to explore the changing role and relationship between the agents of the Criminal Justice System and the community. Human behavior, cultural diversity, communication skills and the discretionary enforcement of the law are discussed in conjunction with the need to maintain community trust, faith and confidence.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ADJUS 6 3.0 units
Introduction to Evidence
3.0 hours lecture
Grading: letter grade
Covers 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 viewed from a conceptual level.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 8 (CAN AJ 8) 3.0 units
Introduction to Investigation
3.0 hours lecture
Grading: letter grade
Covers fundamentals of investigation, techniques of crime scene search and recording, collection and preservation of physical evidence, modus operandi processes, sources of information, interview and interrogation and follow-up investigation.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 10 3.0 units
Writing for Criminal Justice
3.0 hours lecture
Grading: letter grade
Technique of communicating facts, information and ideas effectively in a simple, clear and logical manner in the various types of criminal justice system reports, letters, memoranda, directives and administrative reports. Emphasizes the criminal justice terminology, use of English and organization of information, note taking and report writing and presentation of testimony in court.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 12 3.0 units
Crime and Delinquency
3.0 hours lecture
Grading: letter grade
An intro to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency. The criminal justice process: the human process of law enforcement, the courts, probation, parole and institutions, changes in crime control and treatment processes and the role of society are discussed. Not open for credit to students who have completed SOCIO12.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ADJUS 14 3.0 units
Juvenile Law and Procedures
3.0 hours lecture
Grading: letter grade
The techniques of handling juvenile offenders and victims, prevention and repression of delinquency, diagnosis and referral, organization of community resources, juvenile law and court procedures are discussed.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 16 3.0 units
Vice, Narcotics and Organized Crime
3.0 hours lecture
Grading: letter grade
The interrelation of organized crime to the community, the impact of covert criminal activities upon the social structure, symptoms of organized crime activity, i.e., vice, narcotics and white collar crime, political influences in the legal system and management of crime control units are covered.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 17 3.0 units
Computer Use in Criminal Justice
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
Intro to system strategies and computer techniques used in criminal justice agencies. Includes computer procedures, terminology and program applications that produce crime support data, database applications found in criminal justice operations, records, identification, CAD (computer assisted dispatch systems), statistics and investigations.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 18 3.0 units
Police Field Operations
3.0 hours lecture
Grading: letter grade
The history and development of patrol philosophy; planning for field activities to include the functions of patrol, traffic and other preliminary investigative duties of the field officer are discussed. Emphasizes techniques

for planning patrol activities, handling complaints and requests for services, mechanics of field interviews, searches and arrests, the handling of traffic related problems, civil and domestic disturbances and other community crime incidents.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 19 3.0 units

Fingerprint Classif & Identification
3.0 hours lecture
Grading: letter grade
Emphasizes the basics of fingerprinting, pattern interpretation, classification, sequencing and file searching based on the Henry Numerically Coded Formula and National Crime Information Center systems. Develop, photograph and lift fingerprints, prepare court displays and expert testimony.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 20 3.0 units

Introduction to Corrections
3.0 hours lecture
Grading: letter grade
A survey of the correctional science field. Historical development; current theory and practice; explanations of criminal behavior; the functions and objectives of the criminal justice system concerned with the institutional, probation and parole processes as they modify the offender's behavior and career opportunities are discussed.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 22 3.0 units

Institutional Correction
3.0 hours lecture
Grading: letter grade
Covers the historical overview of correctional development in institutions and the community, methods of prisoner classification, functional treatments, the basics of inmate research, institutional programming and functions, post-institutional treatment and corrections as a career.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 24 3.0 units

Introduction to Private Security
3.0 hours lecture
Grading: letter grade
Covers fundamentals of private security, laws governing certification and the authority of private police, assessing cost effectiveness in the security of the home, industry and government contract services, the basic procedures and techniques of physical security for documents, property and facilities including the principles of theft control and preliminary investigation.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 25 3.0 units

Intro to Private Security Investigation
3.0 hours lecture
Grading: letter grade
Introduces the techniques and processes used in the private security sector, security investigation ethics and requirements, legal and technical aspects of

investigations, information systems and techniques for specialized investigations.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 30 3.0 units

Risk Management/Assets Protection 1
3.0 hours lecture
Grading: letter grade
A review of new technology, techniques and statutes in the management of losses for the protection of private and public agencies. Recaps loss control techniques using insurance as a secondary form of protection and insurance controls such as bonding, workers compensation and OSHA regulations.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 32 3.0 units

Risk Management/Assets Protection 2
3.0 hours lecture
Grading: letter grade
The development and implementation of management policies and procedures in managing losses for private and public agencies. The problems of employee fraud and dishonesty, contingency planning for decreasing industrial accidents, the use of auditing in crime detection and the use of human actions in accident problems concerning losses are discussed.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 40 3.0 units

Street Gangs and Law Enforcement
3.0 hours lecture
Grading: letter grade
Provides an overview of the street gang issue: history, gang dynamics, criminal activities, identification of specific gang characteristics, cultural differences between gangs, narcotics and gang philosophy. Emphasizes law enforcement involvement, intervention, prosecution and intelligence.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 45 3.0 units

Drug Abuse and Law Enforcement
3.0 hours lecture
Grading: letter grade
Creates an awareness of the types of drugs, addiction, history of drug use, crime connection and general symptoms of drug usage. For those pursuing a career in law enforcement. Emphasizes identification of drug classifications and investigation of drug trafficking.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 61AD 1.0 unit

Defensive Tactics
0.7 hour lecture, 1.3 hours laboratory
Grading: letter grade
Teaches protection against persons with dangerous and deadly weapons, demonstration and drill in a limited number of holds and come-alongs, restraint of prisoners and the mentally ill, fundamental use of the baton, disarming methods and transportation of prisoners. For students whose objective is a career in law enforcement.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 62AB   **1.0 unit**

Firearms
3.0 hours laboratory
Grading: letter grade
Provides a background on the legal and moral aspects of the use of firearms; develops competence and proper safety procedures and familiarizes students with special weapons, chemical agents and protective devices used in law enforcement.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 200   **3.0 units**

Constitutional Law for Criminal Justice
3.0 hours lecture
Grading: letter grade
This course is designed to give an "in depth" review and analysis of those important amendments in The Bill of Rights as they relate to and impact professionals in the Criminal Justice system. This course will provide a strong foundation for the student who is commencing a career in Criminal Justice. Topics will include, but will not be limited to, the structure of Federal and State court systems, search and seizure, arrests and detention, warrantless searches, Grand Jury proceedings, double jeopardy, self-incrimination, review of landmark cases, trial rights and guarantees.

ADJUS 201   **0.5 unit**

Civilian Employee Orientation
0.9 hour lecture
Grading: letter grade or credit/no credit
Designed to orient civilians employed by law enforcement agencies to the policies and procedures of police organizations. Covers the various divisions within police departments and the roles employers have in the success of the organization.

ADJUS 210   **2.0 units**

Police Services Assistant Training
4.4 hours lecture
Grading: credit/no credit
Provides the basic training necessary for the civilian position of police services assistant for local law enforcement agencies. Includes report writing, court procedures and testimony, radio codes and procedures, interview techniques, accident investigation and other skills necessary for this career. Emphasizes career preparation.

ADJUS 231   **2.0 units**

Jail Operations — Level 1
6.0 hours lecture, 0.7 hour laboratory
Grading: credit/no credit
Teaches basic jail operations for in-service and pre-service students preparing for employment in jails and prisons. Stresses all phases of jail operations, including legal aspects and stress management.

ADJUS 242   **2.0 units**

Arrest and Firearms
4.4 hours lecture
Grading: credit/no credit
Covers the laws, policies and procedures used by peace officers in making arrests and in handling firearms. Meets the requirements of Section 832 of the Penal Code. Certified by the California Commission on Peace Officer Standards and Training. Designed for those employed in security with peace officer status.

ADJUS 250   **15.0 units**

Basic Law Enforcement Training
30.9 hours lecture
Grading: credit/no credit
Includes: basic in-service training in cooperation with the Long Beach Police Academy covering the fundamentals of law enforcement, administration of justice, criminal law, evidence, investigations, patrol procedures, traffic control, juvenile law and procedures, defensive tactics, firearms, first aid and police-community relations. Meets the requirements of the California Commission on Peace Officers Standards and Training for the basic certificate.

ADJUS 250L   **5.0 units**

Basic Law Enforcement Training Lab
30.2 hours laboratory
Grading: credit/no credit
This course includes basic-in-service training in cooperation with the Long Beach Police covering the fundamentals of defensive tactics, firearms, patrol procedures and first aid procedures. The course meets the requirements of the California Commission on Peace Officers Standards and Training for the basic certificate.

ADJUS 250M1   **8.0 units**

Reserve Officer Training Module D
21.0 hour lecture, 3.5 hours laboratory
Grading: credit/no credit
Fundamental training for reserve police officers. An intro to the profession, community relations, criminal law, rules of evidence, communications, vehicle operations, force and weaponry, patrol procedures, traffic, criminal investigation, custody, drill and formation. Meets the requirements of the Commission on Peace Officers Standards and Training Level I certification and assignment.

ADJUS 250M2   **3.0 units**

Reserve Officer Training-Level II
6.4 hours lecture
Grading: credit/no credit
Police training for intermediate certification by POST, Level III. A basic overview and update of professionalism, ethics and the criminal justice system including law enforcement and courts. Discretionary decision making, review of legal statues, laws of evidence, investigations, firearms, safety, community relations, communications, arrest and control are discussed.

ADJUS 250M3   **2.0 units**

Reserve Officer Training Level III
3.0 hours lecture, 0.5 hour laboratory
Grading: credit/no credit
The fundamentals of police training for the intermediate certification by POST, Level III. A basic overview and update of the professionalism, ethics and the criminal justice system including law enforcement and the courts. Discretionary decision making, review of legal statutes, laws of evidence, investigations, firearms, safety, community relations, communications, arrest and control are discussed.

ADJUS 250M4   **4.0 units**

Reserve Officer Training Level II & III
8.0 hours lecture, 2.0 hours laboratory
Grading: credit/no credit

An in-depth review of the history and ethical principles of law enforcement and professionalism, legal elements of crimes, report writing, vehicle operating, discretionary decision making and an overview of operations. Meets certification requirements for Reserve Level II and III. Qualifies a student for a Basic Post academy certificate.

ADJUS 250M5   14.0 units
Reserve Officer Training Level I, II,III
39.0 hours lecture, 5.0 hours laboratory
Grading: credit/no credit
The fundamentals of police training for reserve officers. An overview of professional orientation, community relations, law, laws of evidence, communications, vehicle operation, force and weaponry, patrol procedures, traffic, criminal investigation, custody, drill and formation. Review of legal elements of crime, report writing, advanced weaponry, first aid and CPR, discretionary decision-making and an overview of operations. Meets the requirements of the California Commission on Peace Officers Standards and Training for Reserve level I, II, III certification and assignment.

ADJUS 253   3.0 units
Understanding Domestic Violence
3.0 hours lecture
Grading: letter grade
Offers insights into the causes, behaviors and problems associated with domestic violence. Addresses the who, what and why of this behavior. Covers the subject from the law enforcement perspective. Designed for those interested in or working in the fields of criminal justice or helping services.

ADJUS 255   3.0 units
Introduction to Forensics
3.0 hours lecture
Grading: letter grade
This course is an introduction to multiple contemporary scientific methodologies utilized in the development of criminal case investigations. This class is appropriate to administration of justice majors, and others with a specific interest in forensic methods.

ADJUS 269   3.0 units
Pre-Employment Preparation for Law Enforcement
3.0 hours lecture
Grading: credit/no credit
Provides criminal justice career information to pre-service students. Emphasizes the preparation of students to satisfactorily complete law enforcement pre-employment testing, including written exams, oral boards and physical agility requirements.

ADJUS 271AD   2.0 units
Work Experience — Admin of Justice
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: credit/no credit
This course is designed for the student contemplating a career within the Criminal Justice System. Students will be provided with a practical,"On the Job","Volunteer" experience allowing them to compare and confront the challenges of those in the Justice System. Lecture relates to work experience objectives, career goals and daily employment issues. Lab involves O.J.T. practical

experience through daily work related activities scheduled by students.

ADJUS 272AD   3.0 units
Work Experience — Admin of Justice
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: credit/no credit
This course is designed for students preparing to enter the Criminal Justice System. Students will be provided with a practical,"On the Job","Volunteer" experience allowing them to compare and confront the challenges of those in the Justice System. Lecture relates to work experience objectives, career goals and daily employment issues.

ADJUS 273AD   4.0 units
Work Experience — Admin of Justice
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: credit/no credit
This course is designed for students preparing to enter the Criminal Justice System. Students will be provided with a practical "On the Job", "Volunteer" experience allowing them to compare and confront the challenges of those in the Justice System. Lecture relates to work experience objectives, career goals and daily employment issues.

ADJUS 304M1   1.0 unit
Criminal Law-Assets
1.3 hours lecture
Grading: credit/no credit
Designed to acquaint students with issues pertaining to the legal aspects of assets seizure and forfeiture.

ADJUS 305M1   0.5 unit
Community/Human Relations-Verbal Judo
1.0 hour lecture
Grading: credit/no credit
An intro to the use of verbal skills in community and human relations. Learn to use words to facilitate communications with clients of the criminal justice system.

ADJUS 305M2   2.0 units
Community/Human Relations-Conduct Update
2.2 hours lecture
Grading: credit/no credit
Enhance a police officer's understanding and awareness relative to community culture and needs, focusing on contemporary issues affecting law enforcement and emphasizing customer service and interpersonal skills.

ADJUS 316   0.5 unit
Vice/Narcotics & Organized Crime-Drug Re
0.5 hour lecture
Grading: letter grade or credit/no credit
Covers symptoms of narcotics, organized crime and drug problems and management of crime control units.

ADJUS 318   1.0 unit
Police Field Operations: Adv.K-9 Handlers
2.6 hours lecture
Grading: credit/no credit

Teaches K-9 patrol tactics, field activities, handling requests for K-9 services, mechanics of searches, pursuit tracking and felony vehicle stops. Designed for in-service K-9 personnel.

ADJUS 318M1   0.5 unit
Police Field Ops-Metro
1.6 hours lecture
Grading: credit/no credit
This course is designed to acquaint students with tactics related to activities of the Metro Division of a police agency.

ADJUS 318M2   2.0 units
Police Field Operations-FTO
1.7 hours lecture, 0.6 hour laboratory
Grading: credit/no credit
For in-service personnel to develop skills necessary for field training officers. Includes communication, writing, administration and evaluation training. Meets requirements for Peace Officer Standards and Training requirements.

ADJUS 318M3   1.0 unit
Police Field Operations: FTO Update
1.1 hours lecture
Grading: credit/no credit
Designed to update in-service personnel on issues relating to the field training program. Meets California Commission on Peace Officer Standards and Training requirements.

ADJUS 318M4   1.0 unit
Police Field Operations — Metro II
1.6 hours lecture, 1.6 hours laboratory
Grading: credit/no credit
Acquaints students with tactics related to specific activities of the prostitution abatement squad of the metro division of a police agency.

ADJUS 318M5   2.0 units
Police Field Operations: Motorcycle Trng
1.1 hours lecture, 3.3 hours laboratory
Grading: credit/no credit
Teaches motor officer candidates the skill points of safety of traffic law enforcement on a police motorcycle.

ADJUS 319   0.5 unit
Fingerprint Classif & Ident/Latent Print
0.5 hour lecture
Grading: credit/no credit
Teaches basics of fingerprinting, pattern interpretation, methods of recording and lifting fingerprints, preparation of court displays and expert testimony.

ADJUS 331   1.0 unit
Jail Operations-Level I Update
1.3 hours lecture
Grading: credit/no credit
Provides theory and practice in basic jail operations for in-service and pre-service students preparing for entry-level employment in city and county jails. Introduction to all phases of jail operation from legal aspects to stress management. Typically offered for one week.

ADJUS 342   0.5 unit
Arrest and Firearms: Tactical Training
0.5 hour lecture
Grading: credit/no credit

A basic course in the laws, policies and procedures used by peace officers in making arrests and handling of firearms; meets the requirements of Section 832 of the penal code. Certified by the California Commission on Peace Officer Standards and Training.

ADJUS 350   4.0 units
Basic Police Trng-Probation Procedure
8.8 hours lecture, 2.2 hours laboratory
Grading: credit/no credit
Basic in-service training for probation officers, including fundamentals of probation procedures, criminal law, report writing, court presentations, and case management. Meets the requirements of the California Commission on Peace Officers Standards and Training.

ADJUS 350M1   3.5 units
Basic L.E. Training-SWAT
3.3 hours lecture, 1.6 hours laboratory
Grading: credit/no credit
Designed to acquaint students with operations encountered by members of special weapons and tactics (SWAT) teams.

ADJUS 350M2   3.5 units
Basic Law Enforcement Training — SWAT II
3.3 hours lecture, 1.6 hours laboratory
Grading: credit/no credit
Acquaints students with advanced operations of special weapons and tactics (SWAT) teams.

ADJUS 351   1.0 unit
Reserve Officer Training: AOTC
1.3 hours lecture
Grading: credit/no credit
Advanced training for Reserve Police Officers. An in-depth review of the history and ethical principles of law enforcement, a review of the legal elements of major crimes, communications including report writing, vehicle operations and liability, advanced training in force and weaponry, patrol.

ADJUS 354   3.0 units
Res Officer Train Level II & III-Defense
4.4 hours lecture
Grading: credit/no credit
Fundamentals of police training for Reserve Officers Level II and III. An in-depth review of the history and ethical principles of law enforcement and professionalism, legal elements of crimes, report writing, vehicle operation and liability, force and weaponry, patrol procedures, first aid and CPR, discretionary decision making and an overview of operations. Meets certification requirements for Reserve Level II and III, and qualifies a student for a Basic Post academy certificate.

ADJUS 362AB   0.5 unit
Firearms Instructor's Training
2.2 hours laboratory
Grading: credit/no credit
Learn legal provisions, firing methods, safety precautions and restrictions covering firearms and special weapons used in law enforcement. Intended for in-service personnel whose objective is duty as range personnel.

ADJUS 408   1.5 units

Plainclothes Operation
1.4 hours lecture, 0.8 hour laboratory
Grading: credit/no credit
This is an in-service course designed for detectives with less than two years experience. The course covers surveillance, equipment, weapon techniques, search warrant preparation/service and officer-involved shootings.

ADJUS 410   1.5 units

Single Officer Car Course
1.1 hours lecture, 1.1 hours laboratory
Grading: credit/no credit
Designed to prepare peace officers to work in a one-person car. One-person searches, stops, use of force and other officer survival topics will be studied. Designed for professionals in the criminal justice system.

ADJUS 415   2.0 units

Community Police Academy
2.7 hours lecture
Grading: credit/no credit
Designed for members of the community who wish to learn more about the local municipal police department. Includes an overview of the duties, responsibilities and personnel of the various units within the department. Includes site visits and hands-on experience with many of the activities of the department.

ADJUS 420   4.0 units

Police Field Operations: Motor Trng II
2.2 hours lecture, 6.6 hours laboratory
Grading: credit/no credit
Teaches motor officer candidates the skill points of traffic law enforcement on a police motorcycle. Covers patrol tactics, traffic problems and techniques of motorcycle riding. Designed for professionals in police agencies.

ADJUS 425   0.5 unit

Radar Operator
0.6 hour lecture
Grading: credit/no credit
Prepares a police officer to conduct radar operations and stops in traffic situations. Includes the history of radar use, basic principles of radar, legal considerations and court presentations. Designed for police professionals.

ADJUS 445   0.5 unit

Advanced Law Enforcement Training
0.6 hour lecture
Prerequisite: ADJUS 250
Grading: credit/no credit
Advanced education and training for experienced police officers in the current philosophy, policies and procedures of modern law enforcement agencies. Meets the requirements of the Commission on Peace Officers Standards and Training. Reflects changes in Penal Code and local law enforcement policy.

ADJUS 446   6.0 units

Management Development
6.0 hours lecture
Grading: credit/no credit
Intro to the principles of management and techniques of leadership in a modern law enforcement agency. Designed for experienced police officers with the rank of lieutenant or above.

ADJUS 450   2.0 units

Basic Police Training: Lateral Entry
2.7 hours lecture, 1.6 hours laboratory
Grading: credit/no credit
An update of basic police training, to include data of local interest such as policies, procedures and laws for this area. Not applicable toward degree if nine units have already been given for basic training.

ADJUS 456   1.5 units

Law Enforcement Team Building
1.5 hours lecture
Grading: credit/no credit
An intro to the principles and practices of team building in a modern urban law enforcement agency.

ADJUS 457   3.0 units

Law Enforcement Instructor Development
3.3 hours lecture
Grading: letter grade or credit/no credit
Prepares a person to teach principles of learning, an intro to communication, task analysis, instructional objectives, lesson plans, testing and evaluation of the student. Develop skills through oral reporting and structuring of course outlines.

ADJUS 463   0.5 unit

Basic MP-5 Submachine Gun
1.3 hours laboratory
Grading: credit/no credit
This course is designed to teach the necessary components for understanding the full use of the MP-5 sub-machinegun. It presents firearms safety and legal issues, history, development, assembly/disassembly, function, maintenance, proper stance, reload, malfunction and drug & armor drills, modes of fire, moving targets, firing on the move and live fire qualifications.

ADJUS 464   0.5 unit

Motor Officer Recertification
0.3 hour lecture, 2.0 hours laboratory
Grading: credit/no credit
This course is designed for recertification of police motor officers. It includes practicals and on-going traffic officer training. The course meets the California Commission on Peace Officers Standards and Training guidelines for recertification.

AIR CONDITIONING AND REFRIGERATION (AC_R)

AC_R 211   10.0 units

Air Condition/Refrigeration Fundamentals
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
The beginning course of a four-semester program for persons to become technicians in industrial and/or commercial air conditioning and refrigeration. Includes shop safety practices, terminology, pressure/temperature relationships, heat transfer, analysis of components and complete systems, employee and employer relationships and selected field trips.

AC_R 212   10.0 units

Electrical Theory/Component Applications
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit

Covers electrical systems found in heating, refrigeration and air conditioning installations and equipment. Includes the interpretation of schematic wiring diagrams, electrical components and applications.

AC_R 213   10.0 units

Psychrometrics Duct & Load Calculations
5.0 hours lecture, 15.0 hours laboratory
Prerequisite: AC_R 211 or 212
Grading: letter grade or credit/no credit
Covers the operation and installation or use of different types of components and equipment, piping, psychrometrics, heating and cooling loads, duct sizing and layout.

AC_R 214   10.0 units

Troubleshoot Total Comfort Systems
5.0 hours lecture, 15.0 hours laboratory
Prerequisite: AC_R 213
Grading: letter grade or credit/no credit
Covers troubleshooting of both electrical and mechanical equipment, electrical and pneumatic controls, start up, operation and service.

AC_R 220   3.0 units

Refrigeration Fundamentals
2.5 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
This course is a basic study of vapor compression refrigeration cycle and system components. It includes shop safety practices, terminology, pressure/temperature relations, and heat transfer. System dehydration, recovery techniques, charging of refrigerants will also be covered. The material in this course will reflect the current Environmental Protection Agency (EPA) requirements of Section 608 of the Clean Air Act of 1990.

AC_R 223   3.0 units

Gas Heating Fundamentals
2.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: AC/R 220
Grading: letter grade or credit/no credit
This course will cover the theory, operation and application of natural gas heating systems used in residential and commercial heating installations including the properties of fuel gases, gas combustion, furnace construction pilot proving devices and troubleshooting systems.

AC_R 226   2.0 units

Air Properties and Measurement
2.0 hours lecture
Prerequisite: AC_R 220
Grading: letter grade or credit/no credit
This course investigates the air side operating theory and application of comfort cooling systems. This course will include the psychometrics to include the measurement and air distribution through duct design and component identification.

AC_R 229   3.0 units

Heat Pumps
2.5 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
This course will cover the theory, operation and application of heat pump systems used in residential and commercial heating and cooling installations. The heat pump refrigeration cycle, reversing valves, defrost methods, supplemental heat, airflow and thermostats will also be covered.

AC_R 230   3.0 units

Electrical Fundamentals
2.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: AC/R 220
Grading: letter grade or credit/no credit
This course includes the basic concepts of electrical principles as used in air conditioning and refrigeration. The development of schematic diagrams, the application of electrical components, the electrical sequence of operation, and troubleshooting of electrical systems will be covered.

AC_R 233   3.0 units

Commercial Electrical for HVAC
3.0 hours lecture
Prerequisite: AC_R 230
Grading: letter grade or credit/no credit
This course covers electrical systems found in commercial heating, refrigeration and air conditioning systems. It will also include time clocks, defrost systems, three phase transformers, three phase motors, timers, sequencers, starting methods and troubleshooting of commercial electrical systems.

AC_R 236A   2.5 units

Automobile Air Conditioning
2.0 hours lecture, 1.5 hours laboratory
Prerequisite: AC_R 220
Grading: letter grade or credit/no credit
This course covers tools, equipment, refrigeration fundamentals, electrical systems, air distribution, installation and repair of automobile air conditioning. System dehydration, recovery techniques, charging of refrigerants will also be covered. The material in this course will reflect the current Environmental Protection Agency (EPA) requirements of Section 609 of the Clean Air Act of 1990.

AC_R 236B   2.0 units

Advanced Auto Air Conditioning
2.0 hours lecture, 1.5 hours laboratory
Prerequisite: AC_R 236A
Grading: letter grade or credit/no credit
This course covers tools and equipment of advanced refrigeration, electrical systems, air distribution, installation and repair of automobile air conditioning. System dehydration, recovery techniques, charging of refrigerants will also be covered. The material in this course will reflect the current Environmental Protection Agency (EPA) requirements of Section 609 of the Clean Air Act of 1990.

AC_R 240   4.0 units

Advanced Air Conditioning
3.0 hours lecture, 3.0 hours laboratory
Prerequisite: AC_R 213
Grading: letter grade or credit/no credit
Covers the measurement of air and water flow, KW, circulation of EER and COP and solid state controls. Will wire and troubleshoot complex electrical controls for refrigeration and air conditioning systems.

AC_R 271AD   2.0 units

Work Experience-Air Cond & Refri
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.

Grading: letter grade or credit/no credit
Satisfactory completion of at least 7 units per semester including work experience and work experience issues. Vocational learning experiences through employment in work experience directly related to the industry.

AC_R 272   1.5 units

Fans & Fan Applications
1.5 hours lecture
Grading: letter grade or credit/no credit
An overview of fans and practical applications. The emphasis is on correction of field problems, maintenance and repair of operating equipment, system balancing and noise control.

AC_R 272AD   3.0 units

Work Experience-Air Cond & Refri
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Satisfactory completion of at least 7 units per semester including work experience and work experience issues. Vocational learning experiences through employment in work experience directly related to the industry.

AC_R 273AD   4.0 units

Work Experience-Air Cond & Refri
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Satisfactory completion of at least 7 units per semester including work experience and work experience issues. Vocational learning experiences through employment in work experience directly related to the industry.

AC_R 400A   3.0 units

Uniform Mechanical Code I
3.0 hours lecture
Grading: letter grade or credit/no credit
Learn to better understand and interpret the code ordinances involving the installation of residential heating, air conditioning and venting systems.

AC_R 400B   3.0 units

Uniform Mechanical Code II
3.0 hours lecture
Prerequisite: AC_R 400A
Grading: letter grade or credit/no credit
For the individual who deals with the design of heating, cooling, ventilation and refrigeration in large complex buildings. Covers areas where the building and mechanical codes overlap.

AC_R 420A   6.0 units

Air Conditioning/Refrig Service & Repair
6.0 hours lecture
Grading: letter grade or credit/no credit
Operation, maintenance, repair and installation of domestic and commercial air conditioning and refrigeration equipment and systems.

AC_R 420B   6.0 units

Air Conditioning/Refrig Service & Repair
6.0 hours lecture
Prerequisite: AC_R 420A
Grading: letter grade or credit/no credit

Operation, maintenance, repair and installation of domestic and commercial air conditioning and refrigeration equipment and systems.

AC_R 420C   6.0 units

Air Conditioning/Refrig Service & Repair
6.0 hours lecture
Prerequisite: AC_R 420B
Grading: letter grade or credit/no credit
Operation, maintenance, repair and installation of domestic and commercial air conditioning and refrigeration equipment and systems.

AC_R 420D   6.0 units

Air Conditioning/Refrig Service & Repair
6.0 hours lecture
Prerequisite: AC_R 420C
Grading: letter grade or credit/no credit
Operation, maintenance, repair and installation of domestic and commercial air conditioning and refrigeration equipment and systems.

AC_R 421A   3.0 units

Elect Controls for Refrig/Air Cond/Heat
3.0 hours lecture
Grading: letter grade or credit/no credit
Selection, application and maintenance of automatic controls to heating, ventilating and cooling systems.

AC_R 421B   3.0 units

Pneumatic Controls for HVAC
3.0 hours lecture
Prerequisite: AC_R 421A
Grading: letter grade or credit/no credit
Teaches selection, application and maintenance of automatic controls to heating, ventilating and cooling systems.

AC_R 422   3.0 units

Air Conditioning System Design and Installation
3.0 hours lecture
Grading: letter grade or credit/no credit
Terminology, system design, equipment application estimating and selection of equipment used in residential and commercial applications of air conditioning, heating and ventilating systems. For service technicians, industry sales personnel, industry supply house personnel, installers, utility and school district personnel, designers of buildings and residences.

AC_R 450A   5.0 units

Transport Refrigeration
4.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
Intro to transport refrigeration including application, function, power supply, basic operation safety and troubleshooting of mechanical and electrical components.

AC_R 450B   5.0 units

Advanced Transport Refrigeration
4.0 hours lecture, 3.0 hours laboratory
Prerequisite: AC_R 450A
Grading: letter grade
Advanced transport refrigeration including application, function, power supply, basic operation safety and troubleshooting of mechanical and electrical components.

ALLIED HEALTH (AH)

AH 50   **2.0 units**

Introduction to Health Care Careers
2.0 hours lecture
Grading: credit/no credit
This course is designed to facilitate the development of a fundamental knowledge of the health care field. Careers in health care both now and in the future will be discussed. Some of the health care procedures common to all health care fields will be demonstrated.
Transfer Status: Transferable to CSU, see counselor for limitations.

AH 60   **3.0 units**

Medical Terminology
3.0 hours lecture
Grading: letter grade
This course is designed to develop a comprehensive medical vocabulary. Emphasis will be placed on spelling, definitions, and pronunciation of terms related to the body systems and medical specialties.
Transfer Status: Transferable to CSU, see counselor for limitations.

AH 61   **2.0 units**

Integration of Patient Care
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade
Develop the fundamental aspects of interpersonal relations as related to the health technologies, as well as skills in selected patient care procedures. Designed for students in the Radiologic Technology (Medical Imaging) program.
Transfer Status: Transferable to CSU, see counselor for limitations.

AH 70   **0.5 unit**

Infection Control in Health Care
0.5 hour lecture
Grading: letter grade
Application of infection control/epidemiology principles in various health care settings. Includes a thorough review of federal, state and local regulations related to health care and biohazardous waste. Critical thinking is developed regarding use of supplies.
Transfer Status: Transferable to CSU, see counselor for limitations.

AH 206A   **3.0 units**

Beginning Medical Transcription
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: AH 60 (may be taken concurrently) and type 35 WPM.
Grading: letter grade or credit/no credit
Designed to train students for employment as medical transcriptionists in hospitals, clinics and private physicians' office settings. Lectures, demonstrations and use of classroom dictation equipment provide practical experience.

AH 206B   **3.0 units**

Advanced Medical Transcription
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: AH 206A
Grading: letter grade or credit/no credit
Enables students who completed one semester of beginning medical transcription to increase their transcribing speed while learning more advanced techniques. Focuses on practice transcription of widely varied medical specialties.

AH 210   **1.0 unit**

Math for Medications
1.0 hour lecture
Grading: letter grade or credit/no credit
This course is designed to enable the student to acquire the knowledge to understand and solve various math manipulations basic to computing drug problems.

AH 220   **1.5 units**

Phlebotomy
1.0 hour lecture, 1.5 hours laboratory
Grading: credit/no credit
Instruction in the principles and practices of blood specimen collection as required by the health care regulations in California. Completion of the course meets the following requirements: 1) complete didactic and partial practice to qualify for the examination for Certified Phlebotomy Technician I as defined by the Department of Health Services; 2) complete didactic and partial practice for Medical Assistant certification as defined by the California Society of Medical Assistants; 3) complete didactic and practice for Blood Withdrawal certificate as defined by the Board of Vocational Nursing and Psychiatric Technicians.

AH 220AD   **1.0 unit**

Phlebotomy Practicum
3.0 hours laboratory
Prerequisite: AH 220
Recommended Preparation: All health and safety requirements of clinical laboratories.
Grading: credit/no credit
This course provides the clinical laboratory experience in phlebotomy required to qualify for the examination of Certified Phlebotomy Technician I. This course and AH 220 are approved as a phlebotomy program by the State of California Department of Health Services Field Laboratory Services.

AH 221AD   **0.5 unit**

Health Promotion Practicum
1.5 hours laboratory
Prerequisite: Health evaluation, current malpractice insurance, and current CPR card for health care providers. CRT Certification, licensed as a RN or VN, or concurrent enrollment in a health care program.
Grading: credit/no credit
Instruction and guidance in the application of the concepts and activities of health promotion. Opportunities will be provided to assist with community programs and to develop individual programs to meet college and community needs.

AH 222   **1.0 unit**

Intravenous Therapy
0.5 hour lecture, 1.5 hours laboratory
Prerequisite: DMI 12 & AH 61 or VN 225 & VN 260 or ADN 11B & ADN 11BL or CRT Certificate or licensed as a VN or RN. Current CPR card for health care providers and malpractice insurance.
Grading: credit/no credit
Instruction and supervised practice in the concepts and techniques of intravenous therapy. Designed to meet: 1) the requirements of the California Board of Vocational Nursing and Psychiatric Technicians for "Intravenous Therapy" certifications for LVNs and 2) partially fulfills

the requirements of the California Health and Safety Code Section 106985 pertaining to Radiologic Technologists.

AH 225   0.5 unit
Basic Arrhythmia Recognition
0.5 hour lecture
Prerequisite: ADN 11B and ADN 11BL or VOCN 278B and VOCN 278BL or EMT 251 and EMT 251L or AH61
Grading: credit/no credit
Instruction in the interpretation of the single lead electrocardiogram. Includes the relationship between cardiac physiology and the development of cardiac rhythm, as well as the correlation of electrocardiogram status to patient condition and expected treatment. Designed for health care workers or students interested in the care of patients with cardiac problems. Successful completion prepares the student for the ECG component of the American Heart Association Advanced Cardiac Life Support class. Suitable for registered nurses, vocational nurses, radiologic technologists and emergency medical technicians.

AH 250   2.0 units
Telemetry Monitoring
2.0 hours lecture
Grading: letter grade
This course prepares students to work as telemetry and ECG technicians in hospitals and other medical facilities. The structure and function of the cardiac system, fundamentals of rhythm recognition, interpretation, patient preparation and manual operation of an ECG machine will be covered. Correlation between cardiac rhythm and patient medical condition, along with suggested treatment modalities will be addressed. The course is appropriate for nursing assistants, medical assistants, vocational and registered nurses, and emergency medical technicians.

AH 260   3.0 units
Preparation for Medical Terminology
3.0 hours lecture
Grading: letter grade
This course is an introduction to medical vocabulary, including spelling, definition and pronunciation of terms related to the major body systems. This course is designed to prepare a student for AH 60. This course is not accepted as a prerequisite or corequisite for any Allied Health Program or Nursing Program at Long Beach Community College.

AH 276   1.0 unit
Health Care Law
1.0 hour lecture
Grading: letter grade
Develop a basic understanding of health care laws, ethics and human relations.

AH 280   2.0 units
Health Unit Secretary
2.0 hours lecture
Grading: letter grade
Prepare for an entry-level position in the health care clerical field. Emphasizes basic procedures utilized by the health unit secretary, including medical order transcription, chart forms and procedures, communication, supply ordering, hospital safety, legal constraints and computer application in the health care facility.

AH 280L   1.0 unit
Health Unit Secretary, Laboratory
4.0 hours laboratory
Prerequisite: AH 280
Grading: credit/no credit
Prepare for an entry-level position in the health care clerical field. Practice application of basic procedures utilized by the unit secretary, including medical order transcription, chart forms and procedures, communication, supply ordering, hospital safety, legal constraints and computer application in the health care facility.

AH 602   0.0 unit
Cardio Pulmonary Resuscitation
0.1 hour lecture, 0.3 hour laboratory
Grading: LBCC Non-Graded Course
Develop basic skills in the assessment of, need for and administration of cardio-pulmonary resuscitation. Intended for persons who need this skill in their employment. Typically offered for nine hours.

ANATOMY (ANAT)

ANAT 1 (CAN BIOL 10)   4.0 units
Human Anatomy
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Anatomy 1 is the study of the structure of the human body. This course provides the basic knowledge and lab skills to meet the needs of pre-nursing, physical education, physical therapy, and allied health majors. Dissection of a cat is required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ANAT 41   5.0 units
Anatomy & Physiology
4.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Anatomy 41 is an introduction to the study of the structures and functions of the human body. Knowledge learned in lecture is reinforced by laboratory experiments and dissections. This course is designed for students in certain health related majors as well as for students not majoring in the life sciences. Dissection of the fetal pig is required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ANTHROPOLOGY (ANTHR)

ANTHR 1 (CAN ANTH 2)   3.0 units
Physical Anthropology
3.0 hours lecture
Grading: letter grade or credit/no credit
Focuses on the evolutionary development of the human capacity for culture and its subsequent effects on human biology: the relation of people and animals; the origin and antiquity of humans; fossil humans; principles of heredity and population genetics; the synthetic theory of evolution.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ANTHR 1H (CAN ANTH 2)   3.0 units
Honors Physical Anthropology
3.0 hours lecture

Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
This course focuses on demonstrated understanding of the evolutionary physical characteristics that distinguish humans from other life forms. Major topics included are human physical variation, primatology, and the origin and evolution of humans. This course is an enriched, expanded version of the regular physical anthropology course, adding internet research, small-group structured discussions, class activities, and the preparation and presentation of position papers on controversial topics within the field such as human genetics and human origins.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ANTHR   2   (CAN ANTH 4)   3.0 units

Cultural Anthropology
3.0 hours lecture
Grading: letter grade or credit/no credit
Learn the nature, elements and development of culture, emphasizing human cultural groups throughout the world, past and present. Variations in social, economic and political customs, culture change, systems of kinship and family organization, invention, arts, language, current theories of culture and the effects of culture contact will be discussed.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ANTHR   2H   3.0 units

Honors Cultural Anthropology
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
Learn the nature, elements and development of culture, emphasizing human cultural groups throughout the world, past and present. Variations in social, economic and political customs, culture change, systems of kinship and family organization, invention, arts, language, current theories of culture and the effects of culture contact will be discussed.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ANTHR   3   3.0 units

Intro to Archaeology
3.0 hours lecture
Grading: letter grade or credit/no credit
An intro to archaeology and world prehistory. The study of the prehistoric cultural and social record of Africa, Asia, the Americas and island societies. An intro to the theory, concept and methods used in the study of human prehistory. Presents the development and diverse evolution of human culture.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ANTHR   10   3.0 units

Magic, Witchcraft and Religion
3.0 hours lecture
Grading: letter grade or credit/no credit
A survey of systems of magic, witchcraft and religion from past and present societies around the world. Examines beliefs and practices in cultural settings with respect to the role of the supernatural.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ANTHR   12   3.0 units

Medical Anthropology
3.0 hours lecture
Grading: letter grade
An intro course which surveys cross-cultural concepts of health, illness and healing. Specific cultural ecological adaptations are shown to strongly influence health and illness in human societies while different etiological concepts with regard to the origin of illness demonstrate a great cultural range of medical beliefs and behaviors. Among other topics, the course will examine health, illness, disease, nutrition, reproduction, culture change and modernization.
Transfer Status: Transferable to CSU, see counselor for limitations.

ARCHITECTURAL DESIGN (ARCHT)

ARCHT   60   8.0 units

Architectural Design
6.0 hours lecture, 6.0 hours laboratory
Recommended Preparation: One year of high school drafting or DRAFT201
Grading: letter grade
This is a beginning computer aided drafting (CAD) course that uses the most recent version of AutoCAD and focuses on developing basic architectural skills. The student will develop basic two-dimensional (2D) AutoCAD production drawing skills learning the relationship between plan, section and elevation drawings and use these to produce a preliminary set of production drawings for a simple building. Students learn to solve basic design problems of site design, space relationships, roof shapes and building aesthetics. Alternative solutions to design problems will be explored using freehand sketching and computer generated techniques.
Transfer Status: Transferable to CSU, see counselor for limitations.

ARCHT   61   4.0 units

Architectural Design
3.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: One year of high school drafting or DRAFT 201
Grading: letter grade
This is a beginning computer aided drafting (CAD) course that uses the most recent version of AutoCAD and focuses on developing basic architectural skills. The student will develop two dimensional (2D) AutoCAD production drawing skills. Archt 61 is one half of Archt 60, is transferable and leads to a certificate in architectural drafting.
Transfer Status: Transferable to CSU, see counselor for limitations.

ARCHT   62   4.0 units

Architectural Design
3.0 hours lecture, 3.0 hours laboratory
Prerequisite: ARCHT 61
Grading: letter grade
A beginning computer aided drafting course that uses AutoCAD 2000i and focuses on developing basic architectural skills. Learn to solve basic design problems of site analysis, space relationships, roof design, building aesthetics and material selection. Alternative solutions to design problems will be explored using the

computer and freehand sketching techniques. The concept of positive and negative space and the use of line, plane and volume will be used in solving architectural problems. (Units and content are one half of ARCHT60.)
Transfer Status: Transferable to CSU, see counselor for limitations.

ARCHT 64   8.0 units
Architectural Design
6.0 hours lecture, 6.0 hours laboratory
Prerequisite: ARCHT 60 or ARCHT 61 and 62
Grading: letter grade
An intermediate computer aided drafting course that uses AutoCAD 2000i. Focuses on developing further the architectural 2D CAD production drawing skills learned in ARCHT60, with an intro to 3D drawing systems. Develop intermediate 2D CAD production drawings, including plan, elevation, section, roof and foundation drawings for a building. Solve intermediate design problems of site analysis (including parking), space relationships, roof design, building aesthetics, structural concepts and material selection. Structural solutions to design problems will be explored using the computer and freehand sketching techniques. The concepts of lateral forces, vertical forces and various structural systems will be introduced in solving architectural problems. 3D plan oblique drawings and details of the project will be developed. The concepts of tonal values and shade and shadows will be introduced and applied to the drawings. An opportunity to design and build a portable structure may exist in the Spring sem.T
Transfer Status: Transferable to CSU, see counselor for limitations.

ARCHT 65   4.0 units
Architectural Design
3.0 hours lecture, 3.0 hours laboratory
Prerequisite: ARCHT 62 or ARCHT 60
Grading: letter grade
An intermediate computer aided drafting course that uses AutoCAD 2000i. Develop further the architectural 2D CAD production drawing skills learned in ARCHT62, with an intro to 3D drawing systems. Develop intermediate 2D CAD production drawings, including plan, section, elevation, roof and foundation drawings for a building. Learn to solve intermediate design problems of site analysis (including parking), space relationships, roof design, building aesthetics, structural concepts and material selection. Structural analysis of design problems will be explored using the computer and freehand sketching techniques. (Units and content are one-half of ARCHT64.)
Transfer Status: Transferable to CSU, see counselor for limitations.

ARCHT 66   4.0 units
Architectural Design
3.0 hours lecture, 3.0 hours laboratory
Prerequisite: ARCHT 65
Grading: letter grade
An intermediate computer aided drafting course that uses AutoCAD 2000i. Focuses on developing further the architectural 2D CAD production drawing skills learned in ARCHT65, with an intro to 3D drawing systems. Develop structural drawings for design problems developed in ARCHT65 using the computer and freehand and sketching techniques. The concepts of lateral forces, vertical forces and various structural systems will be introduced. 3D plan oblique drawings

and details of the project will be developed. The concepts of tonal values, shade, and shadows will be introduced and applied to the drawings. (Units and content are one-half of ARCHT64.)
Transfer Status: Transferable to CSU, see counselor for limitations.

ARCHT 70AB   8.0 units
Architectural Design
6.0 hours lecture, 6.0 hours laboratory
Prerequisite: ARCHT 64 or ARCHT 65 and 66
Grading: letter grade
An advanced computer aided drafting course (2 semesters, A and B) that uses AutoCAD 2000i for 2D drawings and an intro to 3D Studio Viz for the development of 3D drawing. Focuses on developing further the 2D CAD production and 3D drawing skills learned in ARCHT64. Develop advanced 2D CAD production drawings for building ones own design. Resolve advanced design and structural problems using the computer and freehand sketching techniques. 3D models and details of the project will be developed. The use of tonal values and shade and shadows will be applied to the drawings. An opportunity to design and build a portable structure may exist in the spring semester. A portfolio of work and a resume will be developed.
Transfer Status: Transferable to CSU, see counselor for limitations.

ARCHT 71AD   4.0 units
Architectural Design
3.0 hours lecture, 3.0 hours laboratory
Prerequisite: ARCHT 66
Grading: letter grade
A course of up to four semesters (A,B,C,D) to develop skills in advanced computer aided drafting that uses AutoCAD 2000i for 2D drawings and 3D Studio Viz for 3D drawings. Focuses on developing further the 2D CAD production and 3D drawing skills learned in ARCHT64 or ARCHT65 and 66. Develop advanced 2D CAD production drawings for a building of one's own design. Resolve advanced design and structural problems using the computer and freehand sketching techniques. 3D models and details of the project will be developed. The use of tonal values and shade and shadows will be applied to the drawings. A portfolio of work and a resume will be developed.
Transfer Status: Transferable to CSU, see counselor for limitations.

ARCHT 273AD   4.0 units
Work Experience — Architectural Drafting
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Recommended Preparation: DRAFT 51A or DRAFT 201 or DRAFT 202
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to careers in Architectural Design Drafting. This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment and or internships directly related to occupational goals or careers of interest to the student.

ARCHT 360M1   **1.5 units**

Basic AutoCAD for Architecture
1.0 hour lecture, 2.0 hours laboratory
Recommended Preparation: One year high school drafting or DRAFT201.
Grading: letter grade
A beginning computer aided drafting (CAD) course that uses the most recent version of AutoCAD and focuses on developing basic architectural skills. The student will develop two dimensional (2D) AutoCAD production drawing skills. Archt 360M1 is one half of Archt 61 and leads to a certificate in architectural drafting.

ARCHT 360M2   **1.5 units**

Architecture Design AutoCAD
1.0 hour lecture, 2.0 hours laboratory
Recommended Preparation: One year of high school drafting or ARCHT 360M1.
Grading: letter grade
A vocational preparation class in architecture and related fields. Emphasizes the use of architectural graphics and drafting techniques as problem solving tools. Practice solving practical design problems in fundamental architectural planning, site analysis and preliminary plan preparation. The application of codes, planning and zoning ordinances to architectural problems is covered.

ART (ART)

ART 1 (CAN ART 2)   **3.0 units**

Art and Civilization
3.0 hours lecture
Grading: letter grade or credit/no credit
Introduces the artistic heritage of western culture, prehistoric through medieval times. Emphasizes the development of art forms reflecting the socio-religious experience and aesthetic sensibilities of the historical periods covered. For art and non-art majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 1H   **3.0 units**

Honors Art and Civilization
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
Introduces the artistic heritage of western culture, prehistoric through medieval times. Emphasizes the development of art forms reflecting the socio-religious experience and aesthetic sensibilities of the historical periods covered. For art and non-art majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 2 (CAN ART 4)   **3.0 units**

Art and Civilization
3.0 hours lecture
Grading: letter grade or credit/no credit
An historical approach to painting, sculpture and architecture from Renaissance to modern times, emphasizing the relationship of art to concurrent philosophical, political and social ideas. Discussion includes key artists and their techniques. Art 1 is NOT a prerequisite.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 2H   **3.0 units**

Honors Art and Civilization
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
An historical approach to painting, sculpture and architecture from Renaissance to modern times emphasizing the relationship of art to concurrent philosophical, political and social ideas. Discussion includes key artists and their techniques. Art 1 is NOT a prerequisite.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 3   **3.0 units**

Modern and Contemporary Art
3.0 hours lecture
Grading: letter grade or credit/no credit
This course surveys modern art from its mid-19th century beginnings to contemporary trends. Painting, sculpture, architecture and new art forms are explored in their broader cultural context.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 3H   **3.0 units**

Honors Modern and Contemporary Art
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
This course surveys modern art from its mid-19th century beginnings to contemporary trends. Painting, sculpture, architecture and new art forms are explored in their broader cultural context.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 4   **3.0 units**

Tribal Art
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is a survey of the painting, sculpture, architecture and crafts of Black Africa, Australia, Melanesia, Polynesia and Pre-Columbian North America. These traditions will be experienced through lectures, slides, movies, music and artifacts. The relationship of these areas to the mainstream of Western art also will be made.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 4H   **3.0 units**

Honors Tribal Art
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
AA survey of the painting, sculpture, architecture and crafts of Black Africa, Australia, Melanesia, Polynesia and Pre-Columbian North America. These traditions will be experienced through lectures, slides, movies, music and artifacts. The relationship of these areas to the mainstream of Western art also will be made.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 5   **3.0 units**

History of Asian Art
3.0 hours lecture
Grading: letter grade or credit/no credit

This course serves as a comprehensive introduction to the art traditions of India, Southeast Asia, China, Korea and Japan. The historical development of the arts is examined within their broader cultural context.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART   5H   3.0 units
Honors History of Asian Art
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
This course serves as a comprehensive introduction to the art traditions of India, Southeast Asia, China, Korea and Japan. The historical development of the arts is examined within their broader cultural context.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART   6   3.0 units
Art on the Town/Museum Study Visits
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course is an overview of the major historical periods in Western art. After learning the basics of how to look at art, students will be introduced to the major styles of western and non-western art using slides, lectures and videos. Each lecture is followed the next week by a bus trip to view an exhibit related to the lecture. Credit will be earned by completing a report/analysis of individual art works. Designed for art majors and non-majors.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART   7   3.0 units
Art on the Town/Studio & Gallery Visits
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course introduces the materials and techniques involved in making art through a broad survey of art styles, sources and individual artists. On alternate weeks a slide assisted lecture will show the steps involved in the artistic process and introduce selected art styles and artists. On a field trip the following week, students observe the process or its product. Credit will be earned by completing assigned worksheets or analyses of selected works of art. The course is for art majors and non-majors.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART   8   3.0 units
Art on the Town/Special Exhibits
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course is part of a program that introduces students to regional and cultural exhibits of world art not available on a continuing basis. It provides a broad-based overview on art whereby students can apply art principles, identify stylistic characteristics, and recognize historical context. On alternate weeks a slide-lecture will introduce the content of the exhibit and methods of analysis. A field trip occurs the following week.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART   9   3.0 units
Introduction to Art
2.0 hours lecture, 3.0 hours laboratory

Grading: letter grade or credit/no credit
Art 9 provides a common sense approach to exploring a student's innate creative ability, the influence of art on everyday life and how art is made. Designed for the non-art major, Art 9 is recommended for teaching majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART   10   3.0 units
Art Appreciation
3.0 hours lecture
Grading: letter grade or credit/no credit
Students will be introduced to the major themes and concepts that have been the source for artistic expression in the visual arts. Ideas are viewed from a thematic exploration of art to express aesthetically human wants, needs and hopes. Through lectures and visual aids, students become aware of artistic ideas, media and techniques. The course is designed for the non-art major.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART   11   3.0 units
Pre-Columbian Art
3.0 hours lecture
Grading: letter grade or credit/no credit
This course explores pre-Columbian art from Mexico, Central and South America through the study of major monuments of sculpture, architecture, ceramics, textiles and painting. The slide-lecture format will be complemented by music, films and artifacts. The course is appropriate for art majors and non-art majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART   11H   3.0 units
Honors Pre-Columbian Art
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
This course explores pre-Columbian art from Mexico, Central and South America through the study of major monuments of sculpture, architecture, ceramics, textiles and painting. The slide-lecture format will be complemented by music, films and artifacts. The course is appropriate for art majors and non-art majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART   12AD   3.0 units
Gallery and Exhibition Design
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 30 and 31
Grading: letter grade
Intro to the basic concepts applied to art exhibitions and installation. A foundation of history, theory and criticism will acquaint students to the function of galleries and exhibits in society. Apply learning with hands-on experience, assisting in creating shows, caring for and cataloging art works, working with professional artists and installing exhibitions in the Long Beach City College Fine Arts Gallery.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART   14AD   1.5 units
Beginning Drawing, Overview
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit

An overview of basic drawing fundamentals including the use of color, form and design with an emphasis on the expression of these principles through the use of a variety of drawing media.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 15 (CAN ART 8) 3.0 units
Beginning Drawing
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This is an introductory studio experience in freehand drawing emphasizing accurate observation, shading, perspective, proportion and composition. Students develop the use of these skills as a means of personal expression.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 16AD 3.0 units
Intermediate Drawing
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 15
Grading: letter grade or credit/no credit
This is an advanced studio drawing experience with emphasis on the employment of personal expression as applied to 20th Century concepts and trends.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 17AD 3.0 units
Illustration I
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 15
Grading: letter grade or credit/no credit
Introduction to illustration and stresses the creative interpretation of subjects, situations and themes within the context of commercial art such as advertising, editorial and institutional. Special emphasis is placed on the creation of illustrations from rough concept through finished artwork. Production, media processes, color analysis and application, portfolio development and presentation are presented. Studio experience in the use of linear perspective to develop illustrative realistic representation is emphasized.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 18AD 3.0 units
Illustration II
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 15 and ART 17AD
Grading: letter grade or credit/no credit
This course is a continuation of the concepts and techniques presented in Illustration I. Increasingly more advanced illustration projects, techniques, concepts and methods will be presented. Emphasis is placed on the development of original concepts, refinements of techniques, production methods and development and presentation of portfolio-quality artwork. In addition, rendering, or sharp focus drawing techniques will be presented and incorporated in several projects.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 19AD (CAN ART 24) 3.0 units
Life Drawing
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 15
Grading: letter grade or credit/no credit

Freehand drawing of the human figure emphasizing proportion, anatomy as it affects surface form and gesture. Recommended for those interested in illustration, drawing and painting and art majors interested in transferring to a university. UC course limitation, see counselor.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 22AD 1.5 units
Painting Overview
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
A study of the fundamentals of form, color and design, emphasizing the expression of these principles through the painting media.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 23 (CAN ART 10) 3.0 units
Beginning Painting
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 15
Grading: letter grade or credit/no credit
Introductory studio course emphasizing fundamental techniques and concepts appropriate to the use of color and painting as a significant means of human expression. Required of all art majors. UC course limitations, see counselor.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 24 3.0 units
Watercolor, Beginning
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 15
Grading: letter grade or credit/no credit
This course offers an opportunity to explore and develop creative attitudes, values and personal expression in the visual arts. It investigates, emphasizing unique techniques, methods and tools, using the elements and principles of two-dimensional pictorial composition in an imaginative, personal manner. CSU course limitation, see counselor.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 25AD 3.0 units
Watercolor, Advanced
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 24
Grading: letter grade or credit/no credit
This is an advanced course in watercolor painting with an emphasis on the employment of personal expression as applied to 20th century concepts and trends. For UC course limitations, see counselor.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 26AD 3.0 units
Figure Painting
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: One Semester of ART 19AD
Recommended Preparation: ART 23
Grading: letter grade or credit/no credit
Individual interpretation and expression of the human figure with the emphasis on painting.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 27AD   **3.0 units**

Intermediate Painting
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 23
Grading: letter grade or credit/no credit
The Art 27AD course is studio experience designed for students with basic painting skills. The course will introduce them to historical and contemporary visual art concepts and techniques. The students will develop paintings that reflect personal expression, experimental media and current trends in painting.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 28AD   **1.5 units**

Portrait Drawing and Painting
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Development of basic skills in portrait drawing and painting. Includes pen and ink, pastels, charcoal, pencil and painting mediums.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 30 (CAN ART 16)   **3.0 units**

Fundamentals of Art/Volume, Plane & Form
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course is an introductory three-dimensional studio experience intended as an investigation of: 1) traditional and non-traditional effects of space and volume and 2) analysis of personal and collective values applicable to the visual arts.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 31 (CAN ART 14)   **3.0 units**

Fundamentals of Art/Composition & Color
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
An intro, two-dimensional studio experience investigating traditional and non-traditional effects of shape, line, color, composition and analyzing personal and collective values applicable to the visual arts.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 32   **3.0 units**

Intermediate Design
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 30 or 31
Grading: letter grade or credit/no credit
A creative studio experience for the student preparing to enter a field of applied design, graphic design, product design or interior design.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 33AD   **0.5 unit**

Exploration of Decorative Arts
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 30 and 31
Grading: letter grade or credit/no credit
Explore various craft media such as metals, wood, papier-maché, plastics, clay and others. Explore several media or focus on one. Allows students to discover their aptitude for a media or technique with minimal accumulation of unit load.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 34AD   **3.0 units**

Applied Design/Crafts
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course is an introduction to media in the design and creation of decorative and/or functional objects. Emphasis is on skill acquisition and refinement in a context of art and functional design.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 35AD (CAN ART 26)   **3.0 units**

Jewelry/Metalsmithing 1
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 30 and 31
Grading: letter grade or credit/no credit
This course introduces the scope and limitations of contemporary metalsmithing through the design and construction of original projects. Knowledge of various specialized soldering, forming and surface techniques are demonstrated in the construction of projects. Emphasis is on skill acquisition and refinement in a context of art and design.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 36AD   **3.0 units**

Jewelry/Metalsmithing 2
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: One semester of ART 35AD
Grading: letter grade or credit/no credit
The exploration of wax-working, casting and mold making as methods for creating jewelry and objects, emphasizing use of inexpensive, available tools and methods.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 37AD   **3.0 units**

Jewelry/Metalsmithing 3
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: One semester of ART 35AD
Grading: letter grade or credit/no credit
Intro to the basic hollowware techniques of die-forming, raising, chasing and repousse.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 38AD   **3.0 units**

Jewelry/Metalsmithing 4
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: One semester of ART 35AD
Grading: letter grade or credit/no credit
A special studies approach to metal focusing upon areas introduced in ART 35AD, 36AD, 37AD.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 41   **3.0 units**

Introduction to Computergraphics
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course will help demystify computer graphics for beginners and give a broad overview of the concepts involved in two dimensional computer graphic applications. The course covers terminology, basic operating systems and art related peripheral devices.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 42 **3.0 units**

Intro/3D & Multimedia Computergraphics
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 41
Recommended Preparation: ART 30
Grading: letter grade or credit/no credit
This course serves as an introduction to computer graphic production in the areas of three dimensional and time based electronic media. It emphasizes the unique characteristics of three and four dimensional realities as presented in electronic media. Students will explore the distinct visual characteristics of virtual dimensions in both time and space.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 43AD **3.0 units**

Computer Art for the Internet
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 41
Recommended Preparation: ART 31
Grading: letter grade or credit/no credit
In this course students learn to apply computer graphics to a variety of communication needs. The unique issues associated with multidimensional/non-linear communication are addressed. Students apply these principles to the creation of actual websites through hands-on use of a variety of software applications. This course is intended for art and non-art majors.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 44AD **3.0 units**

Computer Art for Graphic Design
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 41
Recommended Preparation: ART 31
Grading: letter grade or credit/no credit
This course is an exploration of the basic use of computers for graphic design. Students learn the basics of graphic design in preparation of visual communications for both digital and print media. By completing assignments on the computer, students will create documents that effectively combine text and graphics. Projects will be created using a variety of input and output devices as well as software.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 45AD **3.0 units**

Computer Art for Drawing and Painting
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 41
Recommended Preparation: ART 31
Grading: letter grade or credit/no credit
Digital image creation is explored using vector and raster based software applications such as Adobe Illustrator and Photoshop. Students learn the appropriate use of image creation software and hardware. Images are developed for both commercial and fine art applications.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 46AD **3.0 units**

Computer Art & Design in 3D Modeling
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 41
Recommended Preparation: ART 31 and 42
Grading: letter grade or credit/no credit
Students digitally construct three-dimensional objects and learn to deal with abstract objects in virtual three-dimensional space. Specific relationships will be made between electronic modeling and the visual arts, in particular, sculpture, animation, illustration, and other areas of computer graphics.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 47AD **3.0 units**

Computer Art and Design for Multimedia
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 41
Recommended Preparation: ART 31 and 42
Grading: letter grade or credit/no credit
This course introduces the skills and software used to create digital multimedia and animation. Students will learn the theories of computer-based animation and interactive multimedia design. Students will also learn how to digitally create stand alone, as well as interactive multimedia/animation, projects.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 48AD **3.0 units**

Computer Art & Design for TV and Video
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 41
Recommended Preparation: ART 31
Grading: letter grade or credit/no credit
Students learn to develop digital content for video requirements on the computer. Students use non-linear editing and compositing of clips to create professional quality productions.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 49AD **3.0 units**

Special Studies-Computer Art and Design
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 41
Recommended Preparation: Four courses from ART 43AD, 44AD, 45AD, 46AD, 47AD and 48AD
Grading: letter grade or credit/no credit
This course is for art majors in computer art and design who have completed a series of computer art classes and are prepared to do advanced work in a specific area. It will allow students to develop personal skills for their chosen specialty in the computer art field. Students work independently on projects formulated with faculty assistance.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 50 (CAN ART 6) **3.0 units**

Ceramics I
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 30 and 31
Grading: letter grade or credit/no credit
A creative experience in the visual arts using clay as a medium of expression. Explore basic hand and wheel methods of forming, decorating and glazing three-dimensional ceramic forms and develop a personal awareness and appreciation of the creative process.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 51AD **3.0 units**

Ceramics II
2.0 hours lecture, 4.0 hours laboratory

Prerequisite: ART 50
Grading: letter grade or credit/no credit
A creative experience in the visual arts using clay as a medium of expression. Apply knowledge gained in the first course (Ceramics I) to solve more complex problems of forming, decorating and glazing three-dimensional ceramic forms. Expand aesthetic judgment, skills and confidence.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 52AD   3.0 units
Ceramics III
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 51AD
Grading: letter grade or credit/no credit
Develop a more intensive knowledge and ability to produce well designed ceramic objects. Emphasizes utilitarian forms, related clay, glaze and firing technology, aesthetic judgment, problem-solving capabilities, skills and knowledge of materials.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 53AD   3.0 units
Ceramics IV
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 52AD
Grading: letter grade or credit/no credit
Develop a more intensive knowledge and ability to produce well designed ceramic forms. Emphasizes nonutilitarian form, related clay, glaze and firing technology, aesthetic judgment, problem-solving capabilities, skills and knowledge of materials.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 55AD   3.0 units
Introduction to Graphic Design
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 31
Grading: letter grade or credit/no credit
An overview of graphic design and its various components, including typography, illustration, photography and layout. The history of graphic design, as well as the relationship and differences among advertising agencies, designers, publishers, typographers and printers. Develop skills in basic inking and tool use while enhancing one's ability to coordinate type, image and symbol.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 56AB   1.5 units
Introduction to Typography
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This course is for all students considering work in the field of graphic and communication design. The study of lettering and typographic form is explored from historic, theoretic and aesthetic views. Students learn the appropriate use of specific families of type.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 60 (CAN ART 12)   3.0 units
Beginning Sculpture
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 30
Grading: letter grade or credit/no credit

This is an introductory studio course structured to give students an understanding of the formal elements of sculpture while investigating various materials and processes. Both additive and subtractive methods are explored using clay, plaster and wood, as well as non-traditional materials. This course is designed to allow students to investigate form, space, material and content through selected projects, readings, field trips, slides and discussions.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 61AD   3.0 units
Intermediate Sculpture
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 60
Grading: letter grade or credit/no credit
An intro to a subjective approach to sculpture emphasizing the development of ideas in relation to personal/individual intent. Investigates both historical and contemporary sculpture. May include carving, casting, modeling, welding, fiberglass lamination, installation and non-studio pieces. Emphasizes the advancement of technical and material skills.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 62AD   3.0 units
Metal Fabrication Sculpture
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 60
Recommended Preparation: ART 30
Grading: letter grade or credit/no credit
Increase understanding of contemporary sculpture through welding, forging and mixed media combination of materials. Learn oxy-acetylene, arc and heli-arc welding, basic forging, bending and cold joint techniques.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 63AD   3.0 units
Metal Casting Sculpture
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ART 60
Recommended Preparation: ART 30
Grading: letter grade or credit/no credit
Learn contemporary sculpture ideas through traditional, industrial and new metal casting processes. Learn styrofoam/greensand, standard investment and ceramic shell for casting aluminum and bronze. Instruction on surfacing includes patina, stains, paints and varnish application.
Transfer Status: Transferable to CSU, see counselor for limitations.

ART 70AD   3.0 units
Printmaking, Silkscreen
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
Intro to the graphic art of printmaking as a means of personal expression. Includes relief prints and serigraphy; glue stencil, paper stencil and photo-silkscreen.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 71AD   3.0 units
Printmaking, Intaglio
2.0 hours lecture, 4.0 hours laboratory

Grading: letter grade or credit/no credit

Intro to the graphic art of printmaking as a means of personal expression. Includes etching, engraving, multicolor plates, viscosity, aquatint, photo etching and related methods and mixed media techniques.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 72AD   3.0 units
Printmaking, Advanced
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: One Semester of ART 70AD and 71AD
Grading: letter grade or credit/no credit
Special studies in advanced techniques and/or exploration of collagraphy, photo-silkscreen, etching, intaglio, serigraphy and woodcut. Develop and pursue individualized projects and/or gain competence in edition printing, darkroom techniques and mixed media.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 73AD   1.5 units
Introduction to Printmaking
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
An intro to the graphic art of printmaking as a means of personal expression. Activities include serigraphy, photo-silkscreen and collagraph printing.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 80   3.0 units
Elements of Photography
3.0 hours lecture
Grading: letter grade or credit/no credit
Intro survey of photography as a creative, personal form of expression. Learn to operate a camera, select equipment, choose appropriate subject matter and take and evaluate the final product, the photo.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 81AD   3.0 units
Introduction to Fine Art Photography
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ART 31
Grading: letter grade or credit/no credit
Introduction to photography as a creative personal form of expression. Emphasis on acquisition of b&w darkroom skills, operation of a camera, concepts and practices of fine art photography. Suitable for students with beginning to advanced photographic skill levels.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 90AD   1.0 unit
Special Projects in Art
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Exploration and development on an individual basis of special projects within the art field.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 91AD   2.0 units
Studio Projects in Art
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
Exploration and development on an individual basis of studio projects within the field of art.

Transfer Status: Transferable to CSU, see counselor for limitations.

ART 292   3.0 units
Professional Skills for Artists
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: Completion of at least three studio art courses
Grading: letter grade or credit/no credit
This course emphasizes developing skills for portfolio presentation as a student, professional artist or art director. Lectures and demonstrations will include photographing artwork, documentation of artwork, matting, framing, resume and artist statement writing, portfolio development. Class lectures will also include information on exhibitions, criticism, ethical and contractual issues, and grants.

ART 600   0.0 unit
Two-Dimensional Art Exploration
1.0 hour lecture, 2.0 hours laboratory
Grading: LBCC Non-Graded Course
Develop, improve and explore visual art skills and philosophy related to two-dimensional art work, such as drawing, painting, perspective, rendering, watercolor, life drawing and design. Designed for senior citizens.

ART 601   0.0 unit
Three-Dimensional Art Exploration
1.0 hour lecture, 2.0 hours laboratory
Grading: LBCC Non-Graded Course
Develop, improve and explore skills and philosophy related to three-dimensional art work, such as sculpture, 3-D design, ceramics, jewelry and metalsmithing, applied design, weaving and fiber. Designed for senior citizens.

ART 602   0.0 unit
Specialty/Technical Art Exploration
1.0 hour lecture, 2.0 hours laboratory
Grading: LBCC Non-Graded Course
Develop, improve and explore skills and philosophy related to process-oriented art work, such as printmaking, photo and computer art and design. Designed for senior citizens.

ART 603   0.0 unit
Exploration in Art History
3.0 hours lecture
Grading: LBCC Non-Graded Course
Explore the historical, cultural, and/or thematic aspects of the visual arts through lecture, slides, films and/or museum visits. Designed for senior citizens.

ASTRONOMY (ASTR)

ASTR 1   3.0 units
Elementary Astronomy
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is an introduction to astronomy. Topics to be covered include the physical nature of the solar system, stars and stellar systems, and the universe as a whole, including not only their current state, but also theories of their origin and evolution.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ASTR 1L   **2.0 units**

Astronomy Laboratory
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course provides an introduction to observational astronomy. Various projects provide training in astronomical observation, and in the analysis of numeric and graphical data. Passing both ASTR 1 and ASTR 1L satisfies a physical science lab requirement.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

AUTO BODY REPAIR (ABODY)

ABODY 211   **9.0 units**

Intro to Basic Auto Body Repair
5.0 hours lecture, 13.3 hours laboratory
Grading: letter grade or credit/no credit
Intro to basic auto body repair principles involving theory, safety practices, gas welding and brazing, hot shrinking, hammer welding, grinder, metal finishing, body solder, plastic body filler, primer and spray gun techniques.

ABODY 212   **9.0 units**

Minor Collision Repair
5.0 hours lecture, 13.3 hours laboratory
Recommended Preparation: ABODY211
Grading: letter grade or credit/no credit
Intro to basic auto body alignment and frame straightening principles involving: theory, safety practices, arc welding, frame construction, alignment, hydraulic body jacks, sectioning and frame dozer.

ABODY 213   **9.0 units**

Major Collision Repair
5.0 hours lecture, 13.3 hours laboratory
Recommended Preparation: ABODY 212
Grading: letter grade or credit/no credit
This course will cover the analysis of major automotive collision damage and the knowledge and skills to repair the structural body components to pre-accident condition. Topics will include safety practices, frame straightening techniques, replacement of major structural panels, mig welding (GMAW), removal and installation of major body components, air conditioning recycling and recharging, metal finishing, basic electrical systems, basic mechanical techniques, and special projects.

ABODY 240   **4.5 units**

Automotive Refinishing 1
3.0 hours lecture, 6.0 hours laboratory
Recommended Preparation: ABODY213
Grading: letter grade or credit/no credit
This beginning automotive painting course will cover the basic principles in Automotive Refinishing. The course covers safety practices, preparation and masking, refinishing products, refinishing nomenclature, spray painting equipment, spray painting techniques, and special projects.

ABODY 419AD   **4.0 units**

Auto Body Repair
2.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
Auto body and chassis repairing, spray painting procedures and safety practices.

AUTO MECHANICS (AMECH)

AMECH 231   **9.0 units**

Engine Repair & Automatic Transmissions
5.0 hours lecture, 13.3 hours laboratory
Recommended Preparation: High school auto or AMECH421
Grading: letter grade or credit/no credit
Covers safety, tools and fasteners, nomenclature, theory, demonstrations and "hands on" instruction in automobile engines and transmissions. The first six weeks will cover engine repair and the remainder of the class will cover automatic transmissions.

AMECH 232   **9.0 units**

Brakes and Steering Systems
5.0 hours lecture, 13.3 hours laboratory
Recommended Preparation: High school auto or AMECH421
Grading: letter grade or credit/no credit
Covers safety, tools and equipment, related math and theory, drum and disc brakes, suspension systems, wheels, tires, steering systems, wheel balancing, front-end alignment, differentials, U-joints and clutches.

AMECH 233   **9.0 units**

Auto Electrical and Fuel Systems
5.0 hours lecture, 13.3 hours laboratory
Recommended Preparation: High school auto or AMECH421
Grading: letter grade or credit/no credit
Covers testing and repair of automotive charging and starting systems, ignition systems (conventional and transistorized), fuel systems (carburetion and fuel injection) and oscilloscopes operation (conventional and computer assisted). Preparation for the ASE (Automotive Service Excellence) test.

AMECH 236   **9.0 units**

Automotive Emission & Computer Control
5.0 hours lecture, 13.3 hours laboratory
Recommended Preparation: AMECH233
Grading: letter grade or credit/no credit
Covers the California State approved "Clean Air Course" and the operation and testing of the emission and computer control systems. Preparation for the Automotive Service Excellence (ASE) and the State Emission Control License test.

AMECH 271AD   **2.0 units**

Work Experience — Automotive
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment in work experience directly related to the auto industry. One unit of credit shall be granted for every 75 hours per semester of paid work or every 60 hours of volunteer work for a maximum of 12 units.

AMECH 272AD   **3.0 units**

Work Experience — Automotive
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit

An extension of vocational learning experiences through employment in work experience directly related to the auto industry. One unit of credit shall be granted for every 75 hours per semester of paid work or every 60 hours of volunteer work for a maximum of 12 units.

AMECH 273AD 4.0 units

Work Experience — Automotive
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment in work experience directly related to the auto industry. One unit of credit shall be granted for every 75 hours per semester of paid work or every 60 hours of volunteer work for a maximum of 12 units.

AMECH 280AD 2.0 units

Automotive Mechanics Adjunct
6.0 hours laboratory
Corequisite: Current enrollment in one or more of the following courses: AMECH 231, 232, 233 or 236.
Grading: letter grade or credit/no credit
This course provides additional practical experience for automotive majors wanting to supplement the instruction in the primary automotive class in which the student is enrolled. Topics can include engines, transmissions, brakes, steering, electrical, fuel systems, emissions, and/or computer controls.

AMECH 331M1 4.5 units

Engine Repair
2.5 hours lecture, 6.7 hours laboratory
Grading: letter grade or credit/no credit
"Hands on" instructions and demonstrations in automobile engines, including theory, safety, tools and fasteners, nomenclature.

AMECH 331M2 4.5 units

Transmissions
2.5 hours lecture, 6.7 hours laboratory
Grading: letter grade or credit/no credit
"Hands on" instructions and demonstrations in automobile transmissions, including theory, safety, tools and fasteners, nomenclature.

AMECH 332M1 4.5 units

Automotive Brake Systems
2.5 hours lecture, 6.7 hours laboratory
Grading: letter grade or credit/no credit
Covers the theory, design and operation of the standard disc and anti-lock brake systems common to most automobiles and small trucks. Includes testing, diagnosing and modern methods of servicing the brake system. Preparation for taking the Automotive Service Excellence (ASE) test is emphasized.

AMECH 332M2 4.5 units

Auto Wheel Alignment
2.5 hours lecture, 6.7 hours laboratory
Grading: letter grade or credit/no credit
Covers the theory, design and operation of chassis units affecting stability, power flow, suspension, steering in automobiles and small trucks. Includes testing, trouble diagnosis and modern methods of servicing. Preparation for taking the Automotive Service Excellence (ASE) test is emphasized.

AMECH 333M1 4.5 units

Automotive Electrical System
2.5 hours lecture, 6.7 hours laboratory
Grading: letter grade or credit/no credit
Covers the testing and repair of automotive charging and starting systems. Automotive ignition systems (conventional and transistorized) and operation of automotive oscilloscopes (conventional and computer assisted) are covered. Preparation for taking the ASE (Automotive Service Excellence) test is emphasized.

AMECH 333M2 4.5 units

Automotive Fuel Systems
2.5 hours lecture, 6.7 hours laboratory
Grading: letter grade or credit/no credit
Covers the testing and repair of automotive fuel systems (carburetion and fuel injection) and operation of automotive oscilloscopes for testing purposes. Preparation for taking the ASE (Automotive Service Excellence) test is emphasized.

AMECH 421 3.0 units

Auto Mechanics 1
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
An intro to the principles of the operation of the modern auto. Provides practical experience in maintenance and repair at the owner-operator level. Consumer awareness is emphasized.

AMECH 424 3.0 units

Auto Air Conditioning
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Covers tools and equipment, refrigeration fundamentals, electrical systems, air distribution, automatic air conditioning, installation, maintenance and repair of auto air conditioning.

AMECH 426 3.5 units

Clean Air Car
2.9 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Prepares the mechanic to take the California Smog Check exam and obtain a license to work as a Smog Check mechanic. A prerequisite for admission into the state-administered Smog Check Examination. Includes all state required Bureau of Automotive Repair Clean Air Car and latest update course materials.

AMECH 430 6.0 units

Auto Wheel Alignment
5.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: High school auto mechanics or AMECH421
Grading: letter grade or credit/no credit
Covers the theory, design and operation of chassis units affecting stability, power flow, suspension and steering in autos and small trucks. Includes testing, trouble diagnosis and modern methods of servicing. Preparation for taking the ASE (Automotive Service Excellence) test is emphasized.

AMECH 432 6.0 units

Automotive Brake Systems
5.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: AMECH421
Grading: letter grade or credit/no credit

Covers the theory, design and operation of the standard, disc and anti-lock brake systems common to most autos and small trucks. Includes testing, diagnosing and modern methods of servicing the brake system.

AMECH 434   6.0 units

Engine Repair
5.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Instruction in the operation of tools common to engine rebuilding and an in-depth study of engine design and theory of construction, testing, troubleshooting and rebuilding an engine block. Prepare to take the ASE (Automotive Service Excellence) test.

AMECH 436   6.0 units

Automatic and Standard Transmissions
5.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: High school auto or AMECH421
Grading: letter grade or credit/no credit
This course covers the construction, operation, maintenance, adjustment and overhaul of manual and automatic transmissions.

AMECH 438   6.0 units

Auto Emission Controls
5.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: High school auto mechanics or AMECH421
Grading: letter grade or credit/no credit
Covers the California State approved "Clean Air Course," as well as preparation for the California Inspection and Maintenance Emission Control License. Also, covers operation and testing of computer-controlled oxygen feedback systems and use of the California State approved Test Systems Analyzer (TAS).

AMECH 440   6.0 units

Automotive Computer Systems
5.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: AMECH421
Grading: letter grade or credit/no credit
Covers the operation and testing of computer controlled oxygen feedback systems, the use of the California State Approved Test Systems Analyzer (TAS) and the use of computer-assisted auto systems analyzers. Prepare to take the ASE (Automotive Service Excellence) and the California state emission control license tests.

AMECH 442   6.0 units

Automotive Fuel Systems
5.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: AMECH421
Grading: letter grade or credit/no credit
Covers the testing and repair of auto fuel systems (carburetion and fuel injection) and operation of auto oscilloscopes for testing purposes. Prepare to take the ASE (Automotive Service Excellence) test.

AMECH 444   6.0 units

Automotive Electrical Systems
5.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: AMECH421
Grading: letter grade or credit/no credit
Covers the testing and repair of auto charging and starting systems. Auto ignition systems (conventional and transistorized) and operation of auto oscilloscopes

(conventional and computer assisted) are covered. Prepare to take the ASE (Automotive Service Excellence) test.

AMECH 480   3.0 units

Hybrid, Fuel Cell and Electric Vehicles
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Overview of the world of electric vehicle conversions. Alternatives to gasoline powered vehicular travel and advantages of electric powered automobiles. Conversion process, testing, assembly, operation and maintenance of EVs. Appropriate safety related instruction included in each segment.

AMECH 481   3.0 units

Advanced Hybrid & Fuel Cell EV's
2.0 hours lecture, 3.0 hours laboratory
Grading: credit/no credit
Furthers skills in electric vehicle (EV) conversions and an intro to advanced EV designs and propulsion systems. Will work with hybrids, A.C. drive systems and advanced design electric vehicles. Includes the EV design and construction, the testing, assembly, operation and maintenance of EVs; the influence of aerodynamic design; advanced technology batteries and intelligent charging systems; hydrogen fuel cell technology and alternative EV drive systems. Appropriate safety related instruction will be included in each segment.

AMECH 483   3.0 units

Electric Vehicle Projects
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course increases the student's skill and knowledge and provides updated information in electric vehicle technology. The course emphasizes OEM (original equipment manufacturer) electric vehicle conversion programs and dedicated OEM EVs, continued EV component knowledge, hybrid-electric vehicles, Fuel Cell EV's and advances in battery and charger technologies. Appropriate safety related instructions will be included in each segment.

AMECH 490   3.5 units

Introduction to Alternative Fuels
3.0 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Alternative fueled vehicles are extensively used in fleet service. This NATEF certified course covers theory of operation, installation, testing, trouble-shooting and repair of gaseous fuels with a focus on natural gas. Includes both dedicated and after-market systems. Gasoline and diesel powered vehicles are discussed with an emphasis on computer- controlled fuel injection. Current trends in the industry and preparation for taking the ASE (Automotive Service Excellence) F1 test in compressed natural gas systems is included.

AMECH 491   3.5 units

Heavy Duty Alternative Fuels
3.0 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Heavy duty/diesel alternative fueled vehicles with an emphasis on natural gas. Includes the theory of operation, installation, testing, trouble-shooting and repair of alternatively-fueled heavy duty vehicles with both dedicated and after-market systems. Lab intensive training in Natural Gas spark fired vehicles emphasizing

computer controlled fuel management. Current trends in the industry and preparation for taking the ASE (Automotive Service Excellence) F1 test are included.

AMECH   492   3.5 units

H D Alt Fuel Engine Diagnosis & Repair
3.0 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Covers OEM and aftermarket spark ignited, alternatively-fueled truck and bus engines with an emphasis on computer controlled fuel management. The theory of operation, conversion, trouble-shooting and maintenance of alternatively-fueled heavy duty engines, emphasizing natural gas and computer controlled fuel management systems. Includes both factory and after-market dedicated systems. Current trends in the industry and preparation for taking the ASE (Automotive Service Excellence) F1 test are included.

AMECH   493   3.5 units

Alt Fuels Conversion, Diagnosis & Repair
3.0 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Covers diagnosis and repair of light and medium duty alternative fuel vehicles including aftermarket and OEM systems. The theory of installation, regulations and certification, manufacturing techniques and trouble-shooting of alternatively-fueled vehicles, emphasizing natural gas and computer controlled fuel management systems. Current trends in the industry and preparation for taking the ASE (Automotive Service Excellence) F1 test are included.

AMECH   801   2.0 units

Quick Service Tech-Lubrication Service
2.0 hours lecture, 0.2 hour laboratory
Grading: credit/no credit
Learning to be a Quick-Service Lubrication Technician is one of the fastest ways to a job in automotive technology. This one-week course prepares you to enter this field immediately with skills needed for an entry-level job doing oil changes, lubrication, under hood services and vehicle inspections. Job seeking skills are included. This course is also excellent for the do-it-yourselfer who wants to learn how professionals do a lubrication service.

AMECH   802   2.0 units

Quick Service Tech-Tire Service
2.0 hours lecture, 0.2 hour laboratory
Grading: credit/no credit
Learning to be a Quick Service Tire Technician is one of the fastest ways to a job in automotive technology. This one-week course prepares you to enter this field immediately with skills needed for an entry-level job doing tire rotation, repair, replacement, balancing and vehicle inspections. Job seeking skills are included. This course is also excellent for the do-it-yourselfer who wants to learn how professionals do tire service.

AMECH   803   2.0 units

Quick Service Tech-Brake Inspection
2.0 hours lecture, 0.2 hour laboratory
Grading: credit/no credit
Learning to be a Quick Service Brake Inspection Technician is one of the fastest ways to a job in automotive technology. This one-week course prepares you to enter this field immediately with skills needed for an entry-level job doing brake safety inspections and vehicle inspections. Job seeking skills are included. This

course is also excellent for the do-it-yourselfer who wants to learn how professionals do brake service.

AVIATION MAINTENANCE TECHNICIAN (AVMNT)

AVMNT   210   14.0 units

General Aviation Maintenance Technology
9.0 hours lecture, 15.0 hours laboratory
Grading: letter grade
A required course leading to the FAA Aviation Maintenance Technician Certificate with a rating of Power plant and/or Airframe Mechanic. Includes: basic electricity, aircraft drawings, weight and balance, fluid lines and fittings, materials and processes, ground operation and servicing, cleaning and corrosion control, math, maintenance forms and records, basic physics, maintenance publications and mechanic's privileges and limitations.

AVMNT   211   7.0 units

General Aviation Maintenance Technology
13.0 hours lecture
Grading: letter grade
This is a beginning course for persons wishing to become airplane mechanics. This course partially fulfills the requirements stated in FAR 147, which Includes safety, basic electricity, weight and balance, materials and processes, math and basic physics. This course is typically offered for nine weeks.

AVMNT   241   8.0 units

Airframe Structures
6.2 hours lecture, 9.3 hours laboratory
Recommended Preparation: AVMNT211
Grading: letter grade
This course partially fulfills the requirements stated in FAR 147, including safety, wood structures, aircraft covering, sheet metal structures, ice and rain control, welding, aircraft finishing, cleaning and corrosion control, wood structures and aircraft drawings. This course is typically offered for nine weeks.

AVMNT   242   8.0 units

Aircraft Systems and Components 1
6.2 hours lecture, 9.3 hours laboratory
Recommended Preparation: AVMNT 241
Grading: letter grade
This course partially fulfills the requirements stated in FAR 147, including safety, assembly and rigging, airframe inspection, hydraulic and pneumatic power systems, cabin atmosphere, aircraft drawing, aircraft instrument systems, aircraft electrical systems, position and warning systems, fluid line and fittings, cleaning and corrosion control. This course is typically offered for nine weeks.

AVMNT   243   8.0 units

Aircraft Systems and Components 2
6.2 hours lecture, 9.3 hours laboratory
Recommended Preparation: AVMNT242
Grading: letter grade
Partially fulfills the requirements stated in FAR 147. Includes safety, assembly and rigging, airframe inspection, hydraulic and pneumatic power systems, aircraft electrical systems, position and warning systems, fluid line and fittings, cleaning and corrosion control. Typically offered for nine weeks.

AVMNT 251   **8.0 units**

Powerplant Theory and Maintenance
6.2 hours lecture, 9.3 hours laboratory
Recommended Preparation: AVMNT211
Grading: letter grade
Partially fulfills the requirements stated in FAR 147. Includes safety, reciprocating engine-A, turbine engine-A, lubrication systems and maintenance forms and records. Typically offered for nine weeks.

AVMNT 252   **8.0 units**

Powerplant Systems and Components 1
6.2 hours lecture, 9.3 hours laboratory
Recommended Preparation: AVMNT251
Grading: letter grade
Partially fulfills the requirements stated in FAR 147. Includes safety, ignition systems, fuel metering systems, propellers-A, engine fuel systems, induction systems, engine cooling, mechanic privileges and limitations, maintenance forms and records, ground operation, aircraft drawings and aircraft instruments.

AVMNT 253   **8.0 units**

Powerplant Systems and Components 2
6.2 hours lecture, 9.3 hours laboratory
Recommended Preparation: AVMNT252
Grading: letter grade
Partially fulfills the requirements stated in FAR 147. Includes safety, reciprocating engines-B, turbine engines-B, engine instrument systems, propellers-B, engine electrical systems, engine fire protection, engine inspection, engine exhaust systems, aircraft instrument system, communication and navigation systems, ice and rain control, additional practices and exams.

AVMNT 440   **4.0 units**

Aircraft Mechanics License Preparation
3.0 hours lecture, 3.0 hours laboratory
Prerequisite: AVMNT 243 or AVMNT 253
Grading: letter grade or credit/no credit
Review of theoretical and technical information related to airframe and powerplant mechanics in preparation for the FAA written, oral and practical exams.

AVMNT 601   **0.0 unit**

Aviation Refresher Training
15.0 hours laboratory
Grading: LBCC Non-Graded Course
Preparation for entry or re-entry into and for advancement in an aviation maintenance field. Develop or review basic terminology, basic hand tool and equipment identification and application, basic math and other knowledge and skills needed for job preparation.

AVIATION PILOT (AVPLT)

AVPLT 50   **5.0 units**

Basic Aeronautical Ground School
5.0 hours lecture
Grading: letter grade or credit/no credit
Satisfies FAA requirements for private pilot ground instruction and provides substantial additional preparation for becoming a safe pilot. Weather navigation, aircraft and engines, radio, theory of flight, safety and FAR's are discussed.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT 51   **3.0 units**

Commercial Ground School
3.0 hours lecture
Recommended Preparation: AVPLT50 or FAA private pilot certificate.
Grading: letter grade or credit/no credit
Covers airplane aerodynamics, engines, instruments and systems. Airplane performance, weight and balance control, aircraft operation, aeronautical decision making, judgment and other human factors are discussed. Selected sections of FAR parts 1, 61, 91, 135 and 121; NTSB Part 830, AVPLT51, plus either AVPLT50 or 54 and 56 satisfies the requirement of FAR 61. 125 for Commercial Pilot aeronautical knowledge.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT 52   **3.0 units**

Instrument Ground School
3.0 hours lecture
Recommended Preparation: AVPLT50 or FAA private pilot certificate. Helpful but not necessary to have completed AVPLT51 and 56.
Grading: letter grade or credit/no credit
Covers use and interpretation of flight instruments, flight planning, aircraft performance and human factors, pre-flight weather briefing, regulations and air traffic control procedures and preparation for FAA written exam. Satisfies requirement of Federal Aviation Administration Part 61 for instrument pilot-airplane ground school.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT 54   **3.0 units**

Navigation
3.0 hours lecture
Recommended Preparation: AVPLT50 or FAA private pilot certificate.
Grading: letter grade or credit/no credit
Covers pilotage, dead reckoning and radio navigation, emphasizing the practical application to cross-country navigation of general aviation aircraft.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT 56   **3.0 units**

Meteorology
3.0 hours lecture
Grading: letter grade or credit/no credit
Covers the atmosphere, temperature, pressure, wind, moisture, stability, clouds, air masses, fronts, turbulence, icing, thunderstorms, fog, weather observations, forecasts and reports.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT 57   **3.0 units**

Aircraft Engines and Related Systems
3.0 hours lecture
Grading: letter grade or credit/no credit
This course primarily covers reciprocating engines, including types and construction; lubrication systems; propellers and governors; carburetion fuel injection; superchargers and turbochargers; ignition systems; fire protection; and engine operation. Pilots are taught how to detect, troubleshoot and report maintenance problems. Aircraft maintenance regulations, forms, and procedures are covered. The course also includes an

introduction to turbine engines, and is intended for pilots and aircraft owners.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT   61   2.0 units
Basic Simulator Flight Training
1.0 hour lecture, 3.0 hours laboratory
Grading: credit/no credit
Using FAA approved Flight Training Devices ("simulators"), the student will learn flight instrument interpretation and aircraft control by reference to instruments (attitude instrument flying), navigation planning, and VOR radio navigation procedures. Students receive FAA recognized ("loggable") pilot experience hours. Students also learn VFR aircraft radio communications procedures.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT   62AD   2.0 units
Instrument Rating Simulator Pilot Tng
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: AVPLT 61 or FAA Private Pilot certificate.
Grading: credit/no credit
This course provides partial preparation for the FAA Instrument Rating-Airplane Practical Test. Using FAA approved Flight Training Devices ("simulators"), the student will learn IFR preflight, departure, enroute, arrival, and emergency procedures. Aircraft control by reference to instruments as well as IFR communication and navigation skills will be developed. Students receive FAA recognized ("loggable") pilot experience hours.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT   63AD   2.0 units
Advanced Instrument Simulator Pilot Tng
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: AVPLT 62AD or Instrument Rating
Grading: credit/no credit
This course assists instrument rated pilots to maintain and improve instrument flying skills and knowledge, using FAA approved single engine Flight Training Devices ("simulators"). The proficiency goals for this course are those specified in the FAA "Airline Transport Pilot and Type Rating Practical Test Standards" (airplane). Students receive FAA recognized ("loggable") pilot experience hours.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT   65AD   2.0 units
Commercial-IFR Pilot Multi-Eng. Sim. Tng
1.0 hour lecture, 3.0 hours laboratory
Grading: credit/no credit
This course provides partial preparation for the FAA Instrument Rating-Airplane Practical Test (multi-engine). Using FAA approved multi-engine Flight Training Devices ("simulators"), the student will develop IFR preflight, departure, enroute, arrival, and emergency procedures for multi-engine airplanes. Aircraft control by reference to instruments as well as IFR communication and navigation skills will be developed. Students receive FAA recognized ("loggable") pilot experience hours.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT   66AD   2.0 units
Airline Transport Pilot Multi-Eng. Sim
1.0 hour lecture, 3.0 hours laboratory
Prerequisite: A commercial pilot FAA certificate with instrument rating (AMEL).
Grading: credit/no credit
This course assists instrument rated pilots to maintain and improve instrument flying skills and knowledge, and provides partial preparation for the FAA Airline Transport Pilot (Airplane Multi-engine) certificate Practical Test using multi-engine FAA approved Flight Training Devices ("simulators"). The proficiency goals for this course are those specified in the FAA "Airline Transport Pilot and Type Rating Practical Test Standards" (airplane). Students receive FAA recognized ("loggable") pilot experience hours.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT   71   3.0 units
Flight & Ground Instructor
3.0 hours lecture
Recommended Preparation: AVPLT51 or passing score on the FAA Commercial Pilot written exam.
Grading: letter grade or credit/no credit
This class provides preparation for FAA flight instructor written and oral exams and the FAA ground instructor written exams. Review of knowledge required for private and commercial pilot certificate.
Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT   74   6.0 units
Transport Category Jet Aircraft Systems
6.0 hours lecture
Recommended Preparation: FAA Commercial Pilot Certificate with instrument rating.
Grading: letter grade or credit/no credit
FOR PILOTS AND FLIGHT ENGINEERS. An in-depth study of systems for transport category jets operated under FAR Part 121. Also includes related FAR Part 121, aerodynamics, meteorology, weight and balance and aircraft performance. Prepares for the FAA Flight Engineer-Basic and Turbojet knowledge exam and prepares for airline new hire ground schools.
Transfer Status: Transferable to CSU, see counselor for limitations.

BASIC ADULT EDUCATION (BAE)

BAE   601   0.0 unit
Basic Adult Education-Fundamental Skills
15.0 hours laboratory
Grading: LBCC Non-Graded Course
Designed to aid students who: (1) are enrolled, or plan to enroll, in regular courses and need to improve or refresh their basic educational skills; (2) wish to review or complete their elementary and/or secondary education; (3) plan to take the General Education Diploma (GED) tests; (4) are preparing to take exams for employment, special educational/vocational programs or college/university entrance or (5) wish to improve their mastery of English as a Second Language.

BIOLOGY (BIO)

BIO 1A (Part of CAN BIO SEQUENCE A) 5.0 units
Biology for Science Majors
3.0 hours lecture, 6.0 hours laboratory
Prerequisite: CHEM 1A
Grading: letter grade
The first semester of a one-year survey of biology. Includes the chemistry of life, cellular organization, biological membranes, energetics, genetics, evolution and diversity of lower life forms.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 1B (Part of CAN BIO SEQUENCE A) 5.0 units
Biology for Science Majors
3.0 hours lecture, 6.0 hours laboratory
Prerequisite: BIO 1A
Grading: letter grade
The second semester of a one-year survey of biology. Includes an overview of diversity, structures and life processes in plants and animals and ecology.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 2 (CAN BIOL 14) 5.0 units
General Microbiology
3.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
An intro to the anatomy of bacteria, fungi, algae, protozoa, viruses, microbial metabolism, bacterial genetics, genetic engineering, control of micro-organisms, antimicrobial drugs, current microbial classification, characteristics of the most common genera of micro-organisms, replication of viruses, common diseases caused by micro-organisms and viruses, microbial ecology, aquatic microbiology and the microbiology of foods and beverages.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 5 4.0 units
Plant Biology
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Biology 5 is designed to develop an understanding of the fundamental concepts and principles of plant life, including a study of plant structure, function, and diversity. Designed for the non-science major. Not open to stuents registered in or with credit in BIO 1A.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 11 3.0 units
Environmental Problems of Man
3.0 hours lecture
Grading: letter grade or credit/no credit
A study of the effects of man's interaction with the total environment, the problems resulting from ignoring known ecological principles and the socio-cultural implication of biological concepts. Selected crisis situations will be examined. Physical, biological and political means and methods of reversing environmental deterioration will be considered, as well as conservation and management of natural resources.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 18 2.0 units
Edible, Poisonous & Useful Plants
2.0 hours lecture
Grading: letter grade or credit/no credit
An introduction to the identification and usages of plants of various Southern California areas. Specific plants used as sources of food, drugs, fibers, dyes and those known to be poisonous will be described and discussed. Includes lectures in the classroom and in the field. Designed for non-science majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 20 4.0 units
Marine Biology
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
An intro to marine natural history, incorporating biological concepts: plants, animals and habitats of the marine environment. A variety of marine communities are discussed in relation to their biotic and physical/chemical components. Includes lab work and field trips.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 20H 4.0 units
Honors Marine Biology
3.0 hours lecture, 3.0 hours laboratory
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
An intro to marine natural history, incorporating biological concepts: plants, animals and habitats of the marine environment. A variety of marine communities are discussed in relation to their biotic and physical chemical components. Includes lab work and field trips.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 22 2.0 units
Oceanus: The Marine Environment
2.0 hours lecture
Grading: letter grade or credit/no credit
Focuses on the marine environment as a unique feature of the planet Earth and investigates areas of intense scientific and public concern: the pervasiveness of the ocean and its effect on weather, its contributions to the size and diversity of life forms and to the physical and historical development of humankind, its impact on geopolitical and economic matters, the impact of oceanic pollutants and the potential exploitation of the marine resources.
Transfer Status: Transferable to CSU, see counselor for limitations.

BIO 25 3.0 units
Biology and Society
3.0 hours lecture
Grading: letter grade or credit/no credit
Covers a variety of basic biological concepts, discoveries and theories that also have important social, philosophical, ethical and religious implications. Sharpen critical thinking skills while exploring scientific thinking, biological evolution, natural selection, bioethics, HIV and AIDS, genetic engineering, reproductive technologies, extinctions, overpopulation and major ecological issues.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 28   **2.0 units**

Field Natural History of the Mountains
1.3 hours lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Intro to mountain environments and communities. Covers physical and biological aspects of mountain ecosystems, using at least two weekend field trips to explore and compare various California mountain ranges. Emphasizes the various life zones and the identification of their representative plants and animals.
Transfer Status: Transferable to CSU, see counselor for limitations.

BIO 30   **4.0 units**

Wildlife Biology
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This is a natural history course that provides a general survey of ecological principles which describe organisms, their habits and how they relate to the environment. The course includes all major forms of life, characteristics and behaviors of selected forms, using California representatives as examples. Various natural communities are discussed with reference to their local geology, geography, climate, seasonal influences, ecological principles and biotic communities. Communities emphasized include marine habitats, chaparral regions, mountain ranges and life zones and deserts. After taking the course, the student should be familiar with climate, rocks, plants, animals, major ecological factors and biogeography of any area in California.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 31   **2.0 units**

Birds
1.5 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
This is an introductory course for the identification and recognition of the various birds species common to Southern California. This course discusses birding identification terminology including bird anatomy, behavior, variations, migrations and speciation. Emphasis is on field identification and use of the field guide. Habitats, behaviors, songs, ecology and natural history of the species will be summarized. This course includes at least three required field trips to local sites.
Transfer Status: Transferable to CSU, see counselor for limitations.

BIO 37   **2.0 units**

Field Natural Hist: South Calif. Deserts
1.3 hours lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Acquaints students with the basic physical and biological features of the desert environment. Emphasizes plants and animals of the desert ecosystem and their adaptations to the environment. The associations and habitats characteristic to the desert will be examined. Offered spring semester.
Transfer Status: Transferable to CSU, see counselor for limitations.

BIO 38   **2.0 units**

Field Natural History: Newport Bay
1.3 hours lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This is a study of the estuarine wetland habitats of Newport Bay. Students will become acquainted with the basic physical and biological features of Newport Bay. The common plants and animals of both the marine and terrestrial environments will be studied. How these organisms adapt to estuarine conditions will be emphasized. Historical and political background of the Bay will be discussed as it pertains to that particular environment.
Transfer Status: Transferable to CSU, see counselor for limitations.

BIO 41   **3.0 units**

Contemporary Biology
3.0 hours lecture
Grading: letter grade or credit/no credit
Covers the general principles of biology, such as molecular biology, organic evolution, taxonomy, basic similarities of living patterns, basic physiology and anatomy of body systems, genetic continuity and environmental biology. Significant problems of modern biology are included. Not open for credit to students registered in or with credit in BIO 1A-B or 5.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 41H   **3.0 units**

Honors Contemporary Biology
3.0 hours lecture
Prerequisite: Qualification for the Honors Program.
Corequisite: BIO 41L
Grading: letter grade or credit/no credit
Covers the general principles of biology such as molecular biology, organic evolution, taxonomy, basic similarities of living patterns, basic physiology and anatomy of body systems, genetic continuity and environmental biology. Significant problems of modern biology are included. Not open for credit to students registered in or with credit in BIO 1A-B or 5.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 41L   **1.0 unit**

Contemporary Biology Laboratory
3.0 hours laboratory
Grading: letter grade or credit/no credit
An audio tutorial lab in contemporary biology which provides a practical experience. Experiments and demonstrations are selected which clarify the principles developed in BIO 41. Not open for credit to students registered in or with credit in BIO 1A-B or 5.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 60   **4.0 units**

Human Biology 1
4.0 hours lecture
Grading: letter grade or credit/no credit
Combines the elementary principles of anatomy, physiology, microbiology, nutrition and very elementary chemistry. Learn the basic terminology of these fields as a foundation for further study of medical problems and diseases. Designed to fulfill the general science requirement and to meet the needs of the health occupations student. Not open for credit to students registered in or with credit in ANAT 1 and PHYS 1.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 60L   **1.0 unit**

Human Biology 1 Laboratory
3.0 hours laboratory
Prerequisite: BIO 60 (may be taken concurrently)
Grading: letter grade or credit/no credit
Human Biology lab provides a practical experience in an audio-tutorial setting. Experiments and demonstrations are selected which clarify the principles developed in BIO 60. Not open for credit to students registered in or with credit in BIO 1A-B or 5.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 61   **3.0 units**

Human Biology 2
3.0 hours lecture
Prerequisite: BIO 60
Grading: letter grade or credit/no credit
This course is an introduction to the study of disease, including cause, prevention and symptoms of the common human diseases. The course assumes a basic understanding of anatomy and physiology. Biology 61 is designed for the general student and those in the health technology fields.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 62   **3.0 units**

Human Biology 3
3.0 hours lecture
Prerequisite: Eligibility ENGL 1 and BIO 60.
Grading: letter grade or credit/no credit
An advanced anatomy and physiology course designed for nursing students. Includes the nervous, endocrine, cardiovascular, respiratory,excretory, and digestive systems and pH, fluid, and electrolyte homeostasis.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 261   **3.0 units**

Human Biology for Vocational Nurses
3.0 hours lecture
Prerequisite: BIO 60
Grading: letter grade
A course in human anatomy, physiology and disease processes for vocational nurses and general students. Builds on the students' knowledge of the human body obtained in BIO 60. Includes info on nutrition, infectious diseases, genetics and the common diseases that affect each body system. Not to be used for transfer into the ADN program.

BUSINESS, GENERAL (GBUS)

GBUS 5   **3.0 units**

Introduction to Business
3.0 hours lecture
Grading: letter grade
This course is designed to provide a basic understanding of the business environment and the prime operating functions of management/organization, human resources, marketing, information/technology and accounting/finance. These skills are useful for both entry and mid-level positions.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GBUS 216A   **1.0 unit**

Fundamentals of Investments
1.0 hour lecture
Grading: letter grade
Covers risks and procedures involved in investment programs with major emphasis on marketing corporate equities, mutual funds, taxation and financial statements. Typically offered for six weeks.

GBUS 216B   **1.0 unit**

Fundamentals of Investments
1.0 hour lecture
Grading: letter grade
Covers risks and procedures involved in investment programs with major emphasis on bonds, wills, insurance, real estate and pension and estate planning. Typically offered for six weeks.

GBUS 251   **3.0 units**

Business Mathematics
3.0 hours lecture
Recommended Preparation: MATH 815 or basic math skills.
Grading: letter grade
This course emphasizes quantitative business techniques as applied to pricing, markdowns, discounts, interest, calculating payroll, ratios, business statistics, income statements and balance sheets.

GBUS 271AD   **2.0 units**

Work Experience — Business, General
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

GBUS 272AD   **3.0 units**

Work Experience — Business, General
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

GBUS 273AD   **4.0 units**

Work Experience — Business, General
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

BUSINESS, INTERNATIONAL (IBUS)

IBUS 1   **3.0 units**

Introduction to International Business
3.0 hours lecture
Grading: letter grade
This course offers an introduction to the global business macro-environment and orients students toward a career in the field of international business. Topics covered include economic variables, cultural differences, political risk, regional trade agreements, foreign direct investment, and exchange rates.
Transfer Status: Transferable to CSU, see counselor for limitations.

IBUS 20   **3.0 units**

Export-Import Business Practices
3.0 hours lecture
Grading: letter grade
This class consists of the basics of export-import business, how to handle money matters and how to buy and sell. It is designed for the person seeking an entry level position, contemplating the start of an export-import business or the manager who wishes to expand a company's marketing opportunities.
Transfer Status: Transferable to CSU, see counselor for limitations.

IBUS 30   **3.0 units**

International Business Management
3.0 hours lecture
Grading: letter grade
This class emphasizes the concept that management of an international operation differs in many ways from management of a purely domestic firm. The student will gain the knowledge, insight, foresight and competence needed in the international decision-making process.
Transfer Status: Transferable to CSU, see counselor for limitations.

IBUS 40   **3.0 units**

International Banking and Finance
3.0 hours lecture
Grading: letter grade
This course offers an exploration of the financial requirements of international business. Topics covered include exchange rates, sources of funds, international credit and payment arrangements and methods of minimizing financial risks.
Transfer Status: Transferable to CSU, see counselor for limitations.

IBUS 52   **3.0 units**

International Marketing
3.0 hours lecture
Grading: letter grade
This course orientates the student to the performance of business activities that direct the flow of a company's goods and services to the consumers or users in more than one nation. It emphasizes the practical skills and techniques utilized to successfully market on an international basis.
Transfer Status: Transferable to CSU, see counselor for limitations.

IBUS 60   **3.0 units**

International Business Law
3.0 hours lecture
Grading: letter grade
Provides a general overview and understanding of international law as it applies to international business and global trade.
Transfer Status: Transferable to CSU, see counselor for limitations.

IBUS 273AD   **4.0 units**

Work Experience-International Business
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade
Improve your skills in international business. Students who are currently employed in the field or seeking an internship will gain valuable insights through a mentored program designed to assist them in setting and achieving work goals.

BUSINESS, LAW (LAW)

LAW 18A (CAN BUS 8)   **3.0 units**

Business Law
3.0 hours lecture
Grading: letter grade
Intro to law and court systems, contracts, government, property, bailment and sales.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

LAW 18B   **3.0 units**

Business Law
3.0 hours lecture
Grading: letter grade
Confirmation of the completion of LAW 18A and the study of secured transactions, agency and employment, business organizations and property.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CABINET MAKING (CABMK)

CABMK 201   **9.0 units**

Intro to Wood Products Manufacturing
4.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
This is a beginning course that covers the employment opportunities, safety practices, materials and techniques used to fabricate wood products.

CABMK 202   **9.0 units**

Traditional Wood Products Manufacturing
4.0 hours lecture, 15.0 hours laboratory
Prerequisite: CABMK 201
Grading: letter grade or credit/no credit
Safety, advanced detailing, stock billing, cabinet wood selection, cutting distortions from cabinet woods, fundamentals of power machine operation and wood technology are outlined. Special projects and field trips are included.

CABMK 203   **9.0 units**

Contemporary Wood Products Manufacturing
4.0 hours lecture, 15.0 hours laboratory
Prerequisite: CABMK 201
Grading: letter grade or credit/no credit

This course focuses on how to manufacture wood products using contempory materials and machining techniques. A historical look back from the 1980's will establish the scope for the products that will be considered as contempory including commercial and residential cabinets in the 20th century. The appropriate use of hardware such as connectors, handles, hinges, drawer guides, and drawer systems for these types of products will be included. Machining techniques include comprehensive training on the use of panel saws, edgebanders, manual and computerized boring machines, CNC Routers, hinge insertion machines, and material handling devices. Students will learn about engineering parts and recognize what efficient flow is for contemporary manufacturing. Student projects will reinforce the techniques and the types of materials presented in this course.

CABMK   290AD   2.0 units
Advanced Practices
6.0 hours laboratory
Prerequisite: CABMK 201 or CABMK 301
Grading: letter grade or credit/no credit
This is an advanced lab course for students enrolled in coursework in the cabinet making program. Opportunity is given to practice the techniques and machining practices that they have learned about, performed, or have an interest in developing further, and would like to incorporate in an independent project.

CABMK   301   4.0 units
Intro to Wood Products Manufacturing
2.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
A beginning course that covers the employment opportunities, safety practices, materials and techniques used to fabricate wood products.

CABMK   301M1   2.0 units
Intro to Wood Products Manufacturing
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
A beginning course that covers the employment opportunities, safety practices, materials and techniques used to fabricate wood products.

CABMK   301M2   2.0 units
Intro to Wood Products Manufacturing
1.0 hour lecture, 3.0 hours laboratory
Prerequisite: CABMK 301M1
Grading: letter grade or credit/no credit
The second half of a beginning course that covers the employment opportunities, safety practices, materials and techniques used to fabricate wood products.

CABMK   302   4.0 units
Millwork and Cabinet Making 2
2.0 hours lecture, 6.0 hours laboratory
Prerequisite: CABMK 301
Grading: letter grade or credit/no credit
Safety, advanced detailing, stock billing, cabinet wood selection, cutting distortions from cabinet woods, fundamentals of power machine operation and wood technology are special projects and field trips. Not open to students with credit in CABMK 202.

CABMK   303   4.0 units
Millwork and Cabinet Making 3
2.0 hours lecture, 6.0 hours laboratory

Prerequisite: CABMK 302
Grading: letter grade or credit/no credit
This course focuses on how to manufacture wood products using contempory materials and machining techniques. A historical look back from the 1980's will establish the scope for the products that will be considered as contempory including commercial and residential cabinets in the 20th century. The appropriate use of hardware such as connectors, handles, hinges, drawer guides, and drawer systems for these types of products will be included. Machining techniques include comprehensive training on the use of panel saws, edgebanders, manual and computerized boring machines, CNC Routers, hinge insertion machines, and material handling devices. Students will learn about engineering parts and recognize what efficient flow is for contemporary manufacturing. Student projects will reinforce the techniques and the types of materials presented in this course. Not open to students with credit in CABMK203.

CABMK   304AB   3.0 units
Kitchen/Bath Cabinet Design and Const.
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CABMK 301
Grading: letter grade or credit/no credit
Learn safety, external-internal house finish detailing, installation of cabinetry and paneling, estimating cabinetry and millwork cabinetmaking, fundamentals of materials and processes used in wood finishing. Participate in projects and field trips. Not open to students who have taken CABMK 204.

CABMK   455   4.0 units
Wood Products for Aircraft Interiors
3.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CABMK201 or 301
Grading: letter grade or credit/no credit
Covers the special materials and techniques used to fabricate the wood products that are used in aircraft. Identifying the information required from engineering drawings, planning the production process, application of fasteners and hardware, installing the products and protecting the product are included. Upon completion, a thorough knowledge of and skill development in the techniques to fabricate wood products for aircraft interiors will be achieved.

CARPENTRY (CARP)

CARP   211   10.0 units
Carpentry 1
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
This course is an introduction to the fundamentals of the building trades. Topics of instructions include: safety, building codes, construction mathematics, rough framing, residential concrete, residential concrete forms, blueprint reading, and technical information on materials and methods of residential construction. Practical instruction is given in the use of tools and materials through carpentry laboratory work.

CARP   212   10.0 units
Carpentry 2
5.0 hours lecture, 15.0 hours laboratory
Prerequisite: CARP 211
Grading: letter grade or credit/no credit

Safety, rough framing to include: mudsills and their placement, girder placement, floor joists, sub-flooring, wall framing systems, ceiling joists and roughing out stairs, as well as field trips and special projects.

CARP   213   10.0 units
Carpentry 3
5.0 hours lecture, 15.0 hours laboratory
Prerequisite: CARP 212
Grading: letter grade or credit/no credit
Safety, roof framing, exterior covering and finish, interior finishing and stairway finishing are included, as well as field trips and special projects.

CARP   219   4.0 units
Residential Roof Framing
2.0 hours lecture, 6.0 hours laboratory
Recommended Preparation: Carpentry 211
Grading: letter grade
This is an advanced course in Carpentry covering residential roof framing. Topics of instruction include roof structures, calculations and layout of various rafters, codes requirements, roof construction, and estimating. Practical instruction is given in the use of tools and materials through carpentry laboratory work.

CARP   222   4.0 units
Residential Stairs
2.0 hours lecture, 6.0 hours laboratory
Recommended Preparation: CARP 211
Grading: letter grade
This is an advanced course in Carpentry covering residential stairs framing. Topics of instruction include stair design, calculation, layout, and construction. Practical instruction is given in the carpentry laboratory work.

CARP   225   4.0 units
Metal Framing
2.0 hours lecture, 6.0 hours laboratory
Recommended Preparation: CARP 211
Grading: letter grade
This course covers the fundamentals of residential light steel framing. Topics include: raised floor construction, wall framing, trussed roof fabrication and installation, applicable building codes and blueprint reading. The fundamentals are learned through laboratory work which requires the use of standard construction tools and materials.

CARP   230   4.0 units
Cost Estimating
4.0 hours lecture
Recommended Preparation: CARP 440
Grading: letter grade or credit/no credit
This course is designed for those individuals needing to produce accurate project estimates; topics will include interpretation of project information from a detailed blueprint and processing it into a final detailed estimate.

CARP   240   2.0 units
Safety for the Building Trades
2.0 hours lecture
Grading: letter grade
This course presents a concise introduction to OSHA standards and regulations.

CARP   250   5.5 units
Pre-Apprenticeship Training
3.0 hours lecture, 8.0 hours laboratory

Grading: letter grade or credit/no credit
Comprehensive preparation for students to enter variety of apprenticeship programs related to Construction Trades. Topics include safe use of hand tools, blueprint reading, requirements of apprenticeship programs, employer expectations and hands-on experience in technical areas including form work, cement work, electrical and plumbing.

CARP   311   3.0 units
Carpentry 1
1.6 hours lecture, 4.3 hours laboratory
Grading: letter grade or credit/no credit
Covers safety, hand tools, power tools, foundations, intro to blueprint reading and field trips.

CARP   312   3.0 units
Carpentry 2
1.6 hours lecture, 4.3 hours laboratory
Prerequisite: CARP 311
Grading: letter grade or credit/no credit
Safety, rough framing to include: mudsills and their placement, girder placement, floor joists, sub-flooring, wall framing systems, ceiling joists and roughing out stairs, field trips and special projects.

CARP   313   3.0 units
Carpentry 3
1.6 hours lecture, 4.3 hours laboratory
Prerequisite: CARP 312
Grading: letter grade or credit/no credit
This course is is an introduction to the fundamentals of the building trades. Topics of instruction include safety, roof types, roof theory, exterior wall finish, interior finish, and stairway construction. Practical instruction is given in the use of tools and materials through carpentry laboratory work.

CARP   314   3.0 units
Carpentry 4
1.6 hours lecture, 4.3 hours laboratory
Prerequisite: CARP 313
Grading: letter grade or credit/no credit
Safety, concrete form construction, timber construction, mill wright, field trips.

CARP   415A   2.0 units
Home Remodeling and Repair
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Construction safety, hand tools, power tools and special tools. How to plan and lay out for a new kitchen, bath and room addition. How to obtain building permits. Learn the latest building code requirements for plumbing, electrical, framing and heating and cooling. Learn the uses of the builders level and transit for laying out lots and new additions. Specifications and drawings, footings and foundations, floor construction, carpeting, tile and parquet floors. How to install drywall.

CARP   415B   2.0 units
Home Remodeling and Repair
1.0 hour lecture, 3.0 hours laboratory
Prerequisite: CARP 415A
Grading: letter grade or credit/no credit
Learn setting of forms for porches, patios and sidewalks and stripping of foundation walls. Wall coverings, paneling and moldings, tile board for tub and shower areas, installation of acoustical tile with and without

ceiling suspension and preparing surfaces for painting and varnishing. Roof framing, types of roofs, materials and how to install a new roof and repair the old one are included.

CARP   415C   2.0 units
Home Remodeling and Repair
1.0 hour lecture, 3.0 hours laboratory
Prerequisite: CARP 415B
Grading: letter grade or credit/no credit
Learn installation of brick and stone for decorating purposes, stucco and stucco repairs, energy conservation types of material and calculating quantity for exterior and interior installations. Installation of sewer lines, floor and wall plumbing and minor repairs of bathroom and kitchen plumbing. How to install a new door and fix the old one.

CARP   415D   2.0 units
Home Remodeling and Repair
1.0 hour lecture, 3.0 hours laboratory
Prerequisite: CARP 415C
Grading: letter grade or credit/no credit
Learn to install garbage disposals, toilets, tubs, water heaters and how to fix and maintain them. Electrical installations and repairs for circuit breakers, ground fault interrupters circuits, duplex plugs and switches. Minor repairs on lamps and appliances. Landscaping and how to install a new sprinkler system and repair the old one.

CARP   440   3.0 units
Blueprint Reading for Construction Trade
3.0 hours lecture
Grading: letter grade or credit/no credit
Intro to materials and review of methods of construction used in the residential, industrial and commercial building blueprint reading.

CHEMISTRY (CHEM)

CHEM   1A   (CAN CHEM 2)   5.0 units
General Chemistry
4.0 hours lecture, 5.0 hours laboratory
Prerequisite: CHEM 2 or qualification through the Chemistry assessment process AND MATH 130, 130B, qualification through the Math placement process, or one year of high school intermediate algebra with a grade of B or better in the second semester.
Recommended Preparation: One year high school Chemistry.
Grading: letter grade or credit/no credit
Studies the physical aspects of solid, liquid and gas phases including coverage of crystalline structures, solutions and ideal gas. Emphasizes stoichiometric calculations. Thermochemistry, oxidation-reduction, atomic theory and bonding and an intro to kinetics and equilibrium are also considered. The lab stresses quantitative measurements in systems undergoing chemical changes.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHEM   1B   (CAN CHEM 4)   5.0 units
General Chemistry
4.0 hours lecture, 5.0 hours laboratory
Prerequisite: CHEM 1A
Grading: letter grade or credit/no credit

Chem 1B is the second semester of a one year course and fulfills the general chemistry requirement for students in chemistry, engineering, life science, physics, pre-dental, pre-medical, and pre-nursing programs. Topics covered include equilibrium of weak acids and bases, slightly soluble salts and complex ions in aqueous solution. The basic principles of thermodynamics and electrochemistry are presented, along with an introduction to coordination, nuclear and organic chemistry. The lab stresses descriptive inorganic chemistry and qualitative analysis.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHEM   2   4.0 units
Elementary Chemistry
4.0 hours lecture, 2.0 hours laboratory
Prerequisite: MATH 110 or 110B or 880 or qualification through the math assessment process or one year high school Elementary Algebra with a grade of B or better as reflected in the second semester grade .
Grading: letter grade or credit/no credit
For science or pre-professional majors who lack adequate preparation for CHEM 1A. Provides basic knowledge and problem solving techniques necessary for CHEM 1A-B. Formula and equation writing, basic laws and stoichiometry are stressed. Meets the prerequisite for CHEM 1A; if so used, no college credit is given.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHEM   3A   (CAN CHEM 6)   4.0 units
Intro to General and Organic Chemistry
4.0 hours lecture, 2.0 hours laboratory
Prerequisite: MATH 110 or 110B or 880 or qualification through the math assessment process or one year high school Elementary Algebra with a grade of B or better as reflected in the second semester grade .
Grading: letter grade or credit/no credit
Satisfies the needs of nursing, home economics and allied health sciences students. Intro to the principles of chemistry and the beginning study of organic chemistry. Includes atomic theory, chemical formulas, nomenclature, chemical bonds, stoichiometry, states of matter, solutions, chemical equilibrium, acids and bases, hydrocarbons, alcohols and ethers. Lab work reinforces basic concepts and provides experiments in manipulating lab equipment. Does not prepare students for CHEM 1A.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHEM   3B   (CAN CHEM 8)   4.0 units
Introduction to General and Organic Chemistry
4.0 hours lecture, 2.0 hours laboratory
Prerequisite: CHEM 3A
Grading: letter grade or credit/no credit
Continuation of the study of organic chemistry and an intro to biochemistry. Includes amines, carbonyl compounds, organic acids and their derivatives, carbohydrates, lipids, amino acids and proteins, enzymes, nucleic acids, biochemical energetics and metabolism of energy yielding compounds. Not open to chemistry majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHEM 12A   **5.0 units**

Organic Chemistry
4.0 hours lecture, 5.0 hours laboratory
Prerequisite: CHEM 1A and 1B
Grading: letter grade or credit/no credit
The course emphasizes bonding, structure, properties and reactions of organic compounds. Modern spectroscopic and analytical techniques are covered, and an emphasis is placed on reaction mechanisms and kinetics.The laboratory part of the course stresses the techniques involved in the synthesis of organic compounds.This is the first semester of a one year course which satisfies the Chemistry requirement for science, engineering, and pre-medical or pre-dental majors. The course is offered only in the Fall Semester.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHEM 12B   **5.0 units**

Organic Chemistry
4.0 hours lecture, 5.0 hours laboratory
Prerequisite: CHEM 12A
Grading: letter grade or credit/no credit
The course emphasizes bonding, structure, and reactions of organic compounds. Modern spectroscopic and analytical techniques are covered, and an emphasis is placed on reaction mechanisms and kinetics. The laboratory part of the course stresses techniques involved in the synthesis of organic compounds. This is the second semester of a one year course which satisfies the Chemistry requirement for science, engineering, and pre-medical or pre-dental majors. The course is only offered in the Spring Semester.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHILD AND ADULT DEVELOPMENT-ADULT AND ELDER CARE(CDAD)

CDAD 270   **3.0 units**

Adult Development
3.0 hours lecture
Grading: letter grade or credit/no credit
This course designed for prospective caregivers of adults needing assistance and the elderly. It provides an overview of social, psychological and physical effects of aging, emphasizing differences among individuals, including ethnic differences.

CDAD 273AD   **4.0 units**

Work Experience — Adult Development
1.0 hour lecture, 10.0 hour laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship of personal/family responsibility directly related to occupational goal or career of interest to the student.

CHILD AND ADULT DEVELOPMNT-EARLY CHILDHOOD ED(CDECE)

CDECE 1   **1.0 unit**

The Developing Professional
1.0 hour lecture
Grading: letter grade or credit/no credit
This course focuses on professional development in Early Childhood Education and explores various types of programs and opportunities for specific occupations. This course also provides students with an opportunity to conduct a job search, investigate the interviewing process, improve communication skills and build a plan for professional competency development.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 19   **2.0 units**

Child Nutrition & Safety DS7
2.0 hours lecture
Recommended Preparation: PEPP 23M1
Grading: letter grade or credit/no credit
This course is for school food service managers, childcare and/or family day care providers who assume responsibility for child nutrition programs and education and education safety. The curriculum includes guidelines for compliance with current federal, state and local legislation associated with child feeding and safety. It provides an introduction to basic child and infant CPR and pediatric first aid instruction but does not provide certification. This course is not open for credit to students registered in or with credit in F_N 19.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 30   **3.0 units**

The Community and its Schools
3.0 hours lecture
Grading: letter grade or credit/no credit
An intro to education for students considering teaching as a career; observe and visit a variety of public and private schools.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 31   **2.0 units**

Adult Supervision
2.0 hours lecture
Recommended Preparation: Current or prior experience as a teacher in an ECE program.
Grading: letter grade
Covers the principles and practices of supervision and evaluation of staff in early childhood education programs. Emphasizes the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. Meets the State Department of Education requirements for the Child Development Master Teacher, Site Supervisor and Program Director Permits.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 34   **3.0 units**

Children's Literature DS3
3.0 hours lecture
Grading: letter grade

Survey of contemporary and traditional children's literature including a bibliography for schools and community libraries, aids to parents, preschool and elementary school teachers in guiding children's reading, and textbook and resource information for educators.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 40   3.0 units
Infant Development & Educaring D4
3.0 hours lecture
Grading: letter grade
A study of the infant, pre-birth to 18 months of age. The role of the adult in designing, evaluating and implementing the educare (education and care) of infants in center-based programs, family home care and parental care based on and respectful of the infant's unique abilities and needs is explored. Developmental theories, program quality standards, laws and regulations (Title 22), the role of the primary caregiver, curricula, culturally sensitive care, as well as early recognition and intervention for infants with special needs, are emphasized. Information about the health, nutrition and safety components of infant care is included. Meets the Department of Social Services Classification Indicator DS 4.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 41   3.0 units
Toddler Development & Educaring D4
3.0 hours lecture
Grading: letter grade
A study of the educare (education and care) of toddlers 18 to 36 months of age. The role of the adult in a center-based program, in family home care and parental care, as well as an overview of child development theories pertinent to this age, is provided. Activities and methods which nurture the toddler's intellectual, language, emotional, social, personality and motor development are explored. Effective behavior management is covered. Laws and regulations (Title 22), program quality standards, group size and continuity of care, the role of the primary caregiver, curricula, the toddler's unique development needs, culturally sensitive care, as well as early recognition and intervention for toddlers with special needs, are emphasized. Information about the health, nutrition and safety components of toddler care is included. Meets the Department of Social Services Classification Indicator DS4.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 45   3.0 units
Child & Adolescent Development DS1
3.0 hours lecture
Grading: letter grade or credit/no credit
A study of social, emotional, intellectual and physical growth patterns from conception through adolescence. Theories of development are studied as an integrated approach to each of the aforementioned phases of life. Meets the State of California requirement for teaching in early childhood education programs. Not open for credit to students registered in or with credit in CDECE47. Does not meet the general education requirement for Area D nor does it meet the prerequisite for the Nursing program.

Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 47   3.0 units
Human Development
3.0 hours lecture
Grading: letter grade or credit/no credit
A study of emotional, intellectual and physical growth patterns from conception to death. Theories of development are studied as an integrated approach to each phase of life. Meets the State of California requirement for teaching nursery school and the prerequisite for entrance into the nursing program. Not open for credit to students registered in or with credit in CDECE45.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CDECE 47M1   1.0 unit
Human Development (Adult Years)
1.0 hour lecture
Grading: letter grade or credit/no credit
This course serves as an introduction into the study of adult development and the aging process. Developmental changes in humans are explored, including; biosocial, cognitive and psychosocial from early adulthood through old age. This course fulfills the requirements for students who have completed a course in human development covering the prenatal-adolescent periods and who need a course specific to adult development.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 48   3.0 units
Child, Family and Community D2
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is a study of various socialization factors such as family, school and community and their effects on a child's development. The importance of culture is explored as well as the dynamics of human relations in a multicultural, urban environment and in agencies concerned with health, education and welfare of children and families. This course fulfills state licensing requirements for child, family and community D2.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CDECE 53   3.0 units
Intro to Early Childhood Education
3.0 hours lecture
Grading: letter grade or credit/no credit
The course is an overview of early childhood programs, their histories, philosophies and emphases, methods of guidance, discipline, licensing and regulations for state, federal and private programs. An overview of philosophies of educating young children and learning while examining developmentally appropriate practices, including the influences of culture and inclusive environments on the developing child is also included. The course explores career paths and professional growth.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 54   3.0 units
Art & Creative Dev in Early Childhood D3
3.0 hours lecture
Grading: letter grade or credit/no credit

This course explores the principles and methods of providing creative expression and art experiences for young children, 3-5 years old. This course fulfills the state licensing requirements for programs/curriculum D3.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 55 3.0 units
Music & Movement in Early Childhood D3
3.0 hours lecture
Grading: letter grade or credit/no credit
This course explores the principles and methods of providing music and movement experiences for young children, 3-5 years. Students develop skills to effectively sing, play simple musical instruments and use movement activities with young children.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 57 3.0 units
Science & Math in Early Childhood D3
3.0 hours lecture
Grading: letter grade or credit/no credit
This course explores the principles and methods of planning, implementing and evaluating science and math experience for young children 3-5 years old. Students will develop strategies to foster the child's natural curiosity about the environment and quantity through activities that encourage exploration, experimentation, problem solving and discovery through play. This course fullfills state requirements for programs/curriculum. D3
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 58 2.0 units
Language Arts for Young Children D3
2.0 hours lecture
Grading: letter grade
A survey of literature, language arts and emerging literacy activities for young children. Meets state licensing requirements for program curriculum D3.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 59 3.0 units
Guiding Young Children DS3
3.0 hours lecture
Grading: letter grade or credit/no credit
This course studies ways of approaching and understanding child guidance as it applies to 0-8 year-old children in family and community settings as well as developing a personal approach to child guidance based on current scientific research and theory concerning child development. The course utilizes lecture, discussion, small group work, observation and research to explore the processes linked to the development of pro social behavior in young children. The course focuses on the use of developmentally appropriate methods of guiding children to promote a positive self-esteem.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 60A 3.0 units
Admin of Child Development Programs D6
3.0 hours lecture
Prerequisite: CDECE 45 or 47.
Grading: letter grade or credit/no credit

A study of the principles of organizing and administering early childhood education programs.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 60B 3.0 units
Advanced Supervision of ECE D6
3.0 hours lecture
Prerequisite: CDECE 45 or 47.
Grading: letter grade or credit/no credit
An in-depth study of the principles of organizing and administrating preschool programs, emphasizing staffing issues, program quality and working with parents.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 61 3.0 units
Child in the Multicultural Classroom D3
3.0 hours lecture
Grading: letter grade or credit/no credit
This course focuses on the philosophy, principles and methods relating to the teaching of multicultural young children and their parents. It meets state licensing requirements for program curriculum D3.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 66 3.0 units
Observing Young Children DS3
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: CDECE 45 or 47.
Recommended Preparation: It is highly recommended that students complete 2-3 curriculum classes prior to taking CDECE 66.
Grading: letter grade
This course focuses on the skills and methods used to observe and document the physical, social, emotional, and cognitive development of the preschool child. The course meets state licensing requirements for program, curriculum DS3. Proof of negative TB test is required.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 68 3.0 units
Early Childhood Ed Practicum D3
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: CDECE 45 or 47 and 48, 54, 55, 57, 58, 66.
Grading: letter grade or credit/no credit
This course provides students the opportunity to plan, prepare, execute and evaluate various experiences with preschool age children. Students will learn specific techniques of working with children, parents and staff, procedures necessary for maintenance and use of equipment and the planning of curriculum for early childhood education programs.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 71AD 2.0 units
Work Experience — Child Development
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment or volunteer activities directly related to the occupational goal or career in early childhood or school age child care.

Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 72AD — 3.0 units

Work Experience — Child Development
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment or volunteer activities directly related to the occupational goal or career in early childhood or school age child care.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 73AD — 4.0 units

Work Experience — Child Development
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment or volunteer activities directly related to the occupational goal or career in early childhood or school age child care.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 81 — 2.0 units

Working with Parents
2.0 hours lecture
Grading: letter grade or credit/no credit
A study of principles and techniques for working with parents in community and school programs. A survey of background for understanding parent/child relationships in the changing social environments. Emphasizes developing skills and competencies which promote optimum cooperation between the school and the family.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 200A — 3.0 units

ECE Curriculum & Planning
3.0 hours lecture
Prerequisite: CDECE 66 and CDECE 45 or 47; Complete 2 of the following: CDECE 54 or 55 or 57 or 58
Grading: letter grade or credit/no credit
This course is study of early childhood education curriculum for children three-to five years of age. Methods for planning and implementing developmentally appropriate learning activities are covered. Strategies for using authentic child and program assessment in the preschool classroom are included. The focus is on curricular approaches, observation, lesson planning, practice and assessment.

CDECE 201 — 3.0 units

Literacy in Early Childhood
3.0 hours lecture
Grading: letter grade
This course will prepare current or future early childhood teachers and caregivers to enhance the early literacy outcomes of young children by improving teachers' knowledge of early literacy development and their skills in teaching early literacy to young children from birth through age 5. This course is supplemented by the Early Steps to Reading Success "Heads Up Reading" Satellite broadcast transmission.

CDECE 252 — 2.0 units

Computers in the EC Classroom
1.0 hour lecture, 1.5 hours laboratory
Prerequisite: CDECE 45 or 47.
Grading: letter grade or credit/no credit
This course is a hands on experience to evaluate computer software based upon field and academic criteria and determine how software can facilitate children's learning and thinking. The course also introduces basic technology and applications of computer use in the early childhood classroom.

CDECE 400 — 0.5 unit

ST ECE Thematic Topics
0.5 hour lecture
Grading: credit/no credit
This course will provide current theoretical and conceptual information relevant to the profession. Topics are based on pertinent themes to this program's line of study and may include, but are not limited to infant and toddler, preschool and school-age education and care, curriculum, program organization, parent education, and supervision and management responsibilities in various childhood settings. This is a "special topics" course. This course's subject matter will vary by semester. Please refer to the schedule of classes for a particular semester's topic. This course may be repeated for credit as topics change.

CDECE 401 — 0.5 unit

ST ECE Developmental Topics
0.5 hour lecture
Grading: credit/no credit
This course will provide current theories, concepts, and strategies relevant to the profession in regards to child developmental levels. Topics are based on pertinent child development lines of study and may include, but are not limited to infant and toddler, preschool, school age, and the exceptional child. This is a "special topics" course. This course's subject matter will vary by semester. Please refer to the schedule of classes for a particular semester's topic. This course may be repeated for credit as topics change.

CDECE 431AD — 0.5 unit

Mentor Seminar
0.5 hour lecture
Grading: credit/no credit
This course is a seminar for early childhood mentor-teachers designed to explore issues related to their role as mentors of beginning teachers. The seminar content will be individualized. The course is for mentor-teachers who have been selected into the California Early Childhood Mentor Teacher Program.

CDECE 455 — 1.0 unit

BEST-Arts Music for Young Children D3
1.0 hour lecture
Prerequisite: CDECE 45 or 47 and 55.
Grading: letter grade or credit/no credit
This course is designed as an enrichment class for the experienced child development student. Students research current hot topics related to music and its effects on literacy development, problem solving skills, social and emotional development, and brain development. There is a focus on understanding and celebrating diversity, and reaching children with special needs.

CDECE 456 — 1.0 unit

BEST-Arts Movement for Young Children D3
1.0 hour lecture
Prerequisite: CDECE 45 or 47 and 55.
Grading: letter grade or credit/no credit
This course is designed as an enrichment class for the experienced child development student. The course emphasizes dance/movement techniques to use with children. Lectures include how movement activities enhance children's development in the physical, cognitive and social/emotional domains.

CDECE 458 — 1.0 unit

BEST Arts-Storytelling for Children D3
1.0 hour lecture
Prerequisite: CDECE 45 or 47 and 58.
Grading: letter grade or credit/no credit
B.E.S.T. (Building Educational Success through the Arts) Arts-Storytelling for preschool children is designed as an enrichment class for the experienced child development student. Emphasizes storytelling skills and the use of dramatic techniques to use with children based on curriculum from the Wolf Trap Institute for Early Learning Through the Arts. Artists from the Education Division of the Performing Arts Center of Los Angeles County will demonstrate performance skills and techniques. Lectures include storytelling as it relates to the development of language, cognitive and social skills, conflict resolution, cultural diversity and building self-esteem.

CHILD AND ADULT DEVELOPMENT-FAMILY DAY CARE (CDFDC)

CDFDC 212 — 3.0 units

Family Child Care Management
3.0 hours lecture
Grading: letter grade or credit/no credit
Assists persons planning to become or currently involved in the day care of children in the home.

CHILD AND ADULT DEVELOPMENT-FAMILY DEVELOPMENT (CDF)

CDF 210A — 3.0 units

Skills/Strat. for Family Workers Pt 1
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is part one of a two part series. The course is designed to prepare students and workers to assist families with the values, knowledge, and skills needed to empower families to achieve self-reliance. Focus will be on the principles of family development, family empowerment skills, self-support for family workers, effective communication with families and cultural competency.

CDF 210B — 3.0 units

Skills/Strat. for Family Workers Pt 2
3.0 hours lecture
Prerequisite: CDF 210A
Grading: letter grade or credit/no credit

This course is part two of a two part series. The course is designed to prepare students and workers to assist families with the values, knowledge, and skills needed to empower families to achieve self-reliance. Part two focuses on strength-based assessment, resource development, service coordination, collaboration and networking, home visitations, team building, goal setting, and family conference facilitation.

CDF 273AD — 4.0 units

Work Experience-Family Development
1.0 hour lecture, 10.0 hour laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to the occupational goal or career of interest to the student. This course is recommended for currently employed family service workers.

CHILD AND ADULT DEVELOPMENT-LEARNING LAB (CDLL)

CDLL 51A — 2.0 units

Ecology of Early Childhood-Whole Child
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
A study of child development research and theory from birth to twenty-nine months. Emphasizes physical, cognitive, social/emotional and language development. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDLL 51B — 2.0 units

Ecology of Early Childhood-Whole Child
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
A study of child development research and theory from birth to twenty-nine months. Emphasizes physical, cognitive, social/emotional and language development. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDLL 51C — 2.0 units

Ecology of Early Childhood-Whole Child
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
A study of child development research and theory from birth to twenty-nine months. Emphasizes physical, cognitive, social/emotional and language development. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.

Transfer Status: Transferable to CSU, see counselor for limitations.

CDLL   51D   2.0 units

Ecology of Early Childhood-Whole Child
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
A study of child development research and theory from birth to twenty-nine months. Emphasizes physical, cognitive, social/emotional and language development. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDLL   52A   2.0 units

Preschool Child Techniques
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
A study of current concepts and research in early childhood education through lectures and lab participation. Designed for child development majors, early childhood education majors and parents. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDLL   52B   2.0 units

Preschool Child Techniques
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
A study of current concepts and research in early childhood education through lectures and lab participation. Designed for child development majors, early childhood education majors and parents. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete a fingerprint clearance to participate.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDLL   52C   2.0 units

Preschool Child Techniques
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
A study of current concepts and research in early childhood education through lectures and lab participation. Designed for child development majors, early childhood education majors and parents. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete a fingerprint clearance to participate.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDLL   52D   2.0 units

Preschool Child Techniques
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
A study of current concepts and research in early childhood education through lectures and lab participation. Designed for child development majors, early childhood education majors and parents. Proof of a

negative TB test required for participation and observation in the children's program. Students participating without a child must also complete a fingerprint clearance to participate.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDLL   91AD   2.0 units

Special Studies
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Exploration and development on an individual basis of special projects within the child development field. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDLL   231A   2.0 units

Practicum for Working with Parents
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
Plan preschool/pre-kindergarten experiences for parents through lecture and lab participation. Proof of negative TB test required for participation and observation in the Children's program. Students participating without a child must also complete fingerprint clearance to participate.

CDLL   231B   2.0 units

Practicum for Working with Parents
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
Plan preschool/pre-kindergarten experiences for parents through lecture and lab participation. Proof of a negative TB test required for participation and observation in the Children's Program. Students participating without a child must also complete fingerprint clearance to participate.

CDLL   231C   2.0 units

Practicum for Working with Parents
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
Plan preschool/pre-kindergarten experiences for parents through lecture and lab participation. Proof of negative TB test required for participation and observation in the Children's Program. Students participating without a child must also complete a fingerprint clearance to participate.

CDLL   231D   2.0 units

Practicum for Working with Parents
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
Plan preschool/pre-kindergarten experiences for parents through lecture and lab participation. Proof of a negative TB test required for participation and observation in the Children's Program. Students participating without a child must also complete a fingerprint clearance to participate.

CDLL   232A   0.5 unit

Organizing ECE Interest Centers
0.2 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit

Plan interest centers for children participating at the Child Development Centers. Emphasizes summertime activities, i.e., water play, carpentry, field trips. (Normally offered during summer sessions.) Proof of negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.

CDLL   232B   **0.5 unit**

Organizing ECE Interest Centers
0.2 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Plan interest centers for children participating at the Child Development Centers. Emphasizes summertime activities, i.e., water play, carpentry, field trips. (Normally offered in summer sessions.) Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.

CDLL   232C   **0.5 unit**

Organizing ECE Interest Centers
0.2 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Plan interest centers for children participating at the Child Development Centers. Emphasizes summertime activities, i.e., water play, carpentry, field trips. (Normally offered in summer sessions.) Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.

CDLL   232D   **0.5 unit**

Organizing ECE Interest Centers
0.2 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Plan interest centers for children participating at the Child Development Centers. Emphasizes summertime activities, i.e., water play, carpentry, field trips. (Normally offered in summer sessions.) Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.

CDLL   331A   **0.5 unit**

Practicum for Working with Parents
0.3 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Designed to offer an opportunity for the student to plan experiences for parents in the area of preschool/pre-kindergarten activities through lecture and laboratory participation. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.

CDLL   331B   **0.5 unit**

Practicum for Working with Parents
0.3 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Designed to offer an opportunity for the student to plan experiences for parents in the area of preschool/pre-kindergarten activities through lecture and laboratory participation. Proof of a negative TB test required for participation and observation in the

children's program. Students participating without a child must also complete fingerprint clearance to participate.

CDLL   331C   **0.5 unit**

Practicum for Working with Parents
0.3 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Designed to offer an opportunity for the student to plan experiences for parents in the area of preschool/pre-kindergarten activities through lecture and laboratory participation. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete fingerprint clearance to participate.

CDLL   331D   **0.5 unit**

Practicum for Working with Parents
0.3 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Designed to offer an opportunity for the student to plan experiences for parents in the area of preschool/pre-kindergarten activities through lecture and laboratory participation. Proof of a negative TB test required for participation and observation in the children's program. Students participating without a child must also complete a fingerprint clearance to participate.

CDLL   603   **0.0 unit**

LBCC Child Development Centers Participation
6.0 hours laboratory
Grading: LBCC Non-Graded Course
A non-credit lab experience for students participating in LBCC Child Development Center Demonstration Lab Schools, including child care in order to provide guided education and observation.

CHILD AND ADULT DEVELOPMENT-PARENT EDUCATION (CDPE)

CDPE   200AD   **0.5 unit**

Infant Parent Education
0.5 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Formerly 301AD. For parents to study the growth and development of their children in a lab setting. Lectures and discussions focus on the social, intellectual, physical and personality development of infants who are four months to walking, approximately twelve months.

CDPE   201AD   **1.0 unit**

Infant Parent Education
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Designed for parents to study the growth and development of their children in a lab setting. The lectures and discussions focus on the social, intellectual, physical and personality development of infants approximately four months to walking, approximately twelve months.

CDPE   202AD   **1.0 unit**

Toddler Parent Education
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit

Designed for parents to study the growth and development of their children in a lab setting. Lectures and discussions focus on the social, intellectual, physical and personality development of toddler children who are walking, approximately twelve months to 24 months.

CDPE   203AD   1.0 unit
Preschool Parent Education
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Designed for parents to study the growth and development of their children in a lab setting. The lectures and discussions focus on the social, intellectual, physical and personality development of children two to three years old.

CDPE   204AD   1.0 unit
Preschool Parent Education
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Designed for parents to study the growth and development of their children in a lab setting. The lectures and discussions focus on the social, intellectual, physical and personality development of children three- to four- years old.

CDPE   205AD   1.0 unit
Preschool Parent Education
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Designed for parents to study the growth and development of their children in a lab setting. The lectures and discussion focus on the social, intellectual, physical and personality development of children four- to five- years old.

CDPE   406A   3.0 units
Foster Care Education for Foster Parents
3.0 hours lecture
Grading: letter grade or credit/no credit
A study of human growth and development with special emphasis on the foster child and foster parents. Behavior problems, discipline, social interactions, community resources and ways of helping the child leave the foster home will be emphasized.

CDPE   406A2   1.0 unit
Foster Care Education for Foster Parents
1.0 hour lecture
Grading: letter grade or credit/no credit
A study of human growth and development with special emphasis on foster children and foster parents. Behavior problems, discipline, social interactions, community resources and ways of helping children leave the foster home will be emphasized.

CDPE   406A3   1.5 units
Foster Care Education for Foster Parents
1.5 hours lecture
Grading: letter grade or credit/no credit
A study of human growth and development with special emphasis on foster children and foster parents. Behavior problems, discipline, social interactions, community resources and ways of helping children leave the foster home will be emphasized.

CDPE   406A4   1.0 unit
Foster Care Education for Foster Parents
1.0 hour lecture
Grading: letter grade or credit/no credit

A study of human growth and development with special emphasis on the foster child and foster parents. Behavior problems, discipline, social interactions, community resources and ways of helping the child leave the foster home will be emphasized.

CDPE   406A5   1.0 unit
Foster Care Education for Foster Parents
1.0 hour lecture
Grading: letter grade or credit/no credit
A study of human growth and development with special emphasis on the foster child and foster parents. Behavior problems, discipline, social interactions, community resources and ways of helping the child leave the foster home will be emphasized.

CDPE   406A6   1.0 unit
Foster Care Education for Foster Parents
1.0 hour lecture
Grading: letter grade or credit/no credit
A study of human growth and development with special emphasis on the foster child and foster parents. Behavior problems, discipline, social interactions, community resources and ways of helping the child leave the foster home will be emphasized.

CDPE   406A7   1.0 unit
Foster Care Education for Foster Parents
1.0 hour lecture
Grading: letter grade or credit/no credit
A study of human growth and development with special emphasis on the foster child and foster parents. Behavior problems, discipline, social interactions, community resources and ways of helping the child leave the foster home will be emphasized.

CDPE   605   0.0 unit
Parenting Skills
1.0 hour lecture
Grading: LBCC Non-Graded Course
A study of parent/child relationships.

CDPE   606   0.0 unit
Parent Education for Foster Parents
3.0 hours lecture
Grading: LBCC Non-Graded Course
A study of the parenting skills and knowledge needed to aid the adaptation of children into foster homes.

CHILD AND ADULT DEVELOPMENT-SCHOOL AGE (CDSA)

CDSA   62   2.0 units
Creative Express for School Age Children
2.0 hours lecture
Grading: letter grade or credit/no credit
This course is a study of the principles, methods and materials which will encourage creative expression in school children. School age environments, activities and behavior management techniques will be discussed. Hands on participation in creative activities will be featured.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDSA 63   **3.0 units**
The School Age Child
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
This course is a study of the physical, social, emotional and cognitive development of the school age child, emphasizing the interaction of children and teachers in child care settings. Three hours of observation/ participation at approved sites are required each week.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDSA 65   **3.0 units**
School Age Curriculum
3.0 hours lecture
Grading: letter grade
This course is a survey of curriculum and activities appropriate for the school age child. Students who are interested in working with children in before and after-school care will practice developing, modifying, setting up and presenting age appropriate, school-age activities. These activities will cover all areas of the curriculum.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDSA 75   **3.0 units**
School Age Child Care Practicum D5
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: CDECE 45 or 47 and CDSA 62, 63, 65
Grading: letter grade
This is a hands on course in which students are provided an opportunity to plan, prepare, present and evaluate curriculum activities offered to school-age children (6-12) in various public and private school-age child care settings. Thirty additional hours of program participation, proof of negative TB test and fingerprint clearance are required.
Transfer Status: Transferable to CSU, see counselor for limitations.

CHILD AND ADULTD EVELOPMENT-SPECIAL EDUCATION (CDSED)

CDSED 5   **3.0 units**
Community Resources/Special Education
3.0 hours lecture
Grading: letter grade or credit/no credit
This course studies community resources that identify, support, and enhance the lives of children and families with special needs. Agencies concerned with the health, education and welfare of children and families with special needs are studied in depth along with the influence of culture and family structures on student outcome.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDSED 67   **3.0 units**
The Exceptional Child
3.0 hours lecture
Grading: letter grade or credit/no credit
This is a survey course in which students examine a broad spectrum of disabilities with a focus on how these disbilities affect children and their families. The course work emphasizes the educational, social and emotional development of the exceptional child during the school years. Early intervention and transition to adulthood are covered briefly.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDSED 69   **3.0 units**
Special Education Practicum
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: CDSED 67, 5, 70 and CDECE 45 or 47
Grading: letter grade
Plan, prepare, execute and evaluate various experiences with disabled individuals in schools and agencies in the greater Long Beach area. Learn specific techniques of working with children, adults, parents and staff to provide an appropriate experience for the disabled individual.
Transfer Status: Transferable to CSU, see counselor for limitations.

CDSED 70   **3.0 units**
Teaching Exceptional Students
3.0 hours lecture
Grading: letter grade
This course is a systematic study of developmentally appropriate learning in the inclusive classroom focusing on teaching methods and materials used in the instruction of children with special needs. Development and interpretation of an Individualized Education Program (IEP) as well as specific areas of curriculum development are also addressed.
Transfer Status: Transferable to CSU, see counselor for limitations.

CHINESE (CHIN)

CHIN 1 (CAN CHIN 2)   **5.0 units**
Elementary Chinese 1
5.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Intro to the Chinese language (Mandarin). Learn comprehension, speaking, reading and writing, the study of grammar, vocabulary and pronunciation, etc. Emphasizes the traditions and customs of China. Not recommended for native speakers.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHIN 1A   **3.0 units**
Elementary Chinese 1A
3.0 hours lecture
Grading: letter grade or credit/no credit
The first half of CHIN 1, Intro to the Chinese Language (Mandarin). Learn comprehension, speaking, reading and writing, the study of grammar, vocabulary and pronunciation, etc. Emphasizes traditions and the customs of China. This course in combination with CHIN 1B is equivalent to CHIN 1. Not recommended for native speakers.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHIN 1B   **2.0 units**
Elementary Chinese 1B
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: CHIN 1A
Grading: letter grade or credit/no credit

The second half of CHIN 1, Intro to the Chinese Language (Mandarin). Learn comprehension, speaking, reading and writing, the study of grammar, vocabulary and pronunciation, etc. Emphasizes traditions and the customs of China. This course in combination with CHIN 1A is equivalent to CHIN 1. Not recommended for native speakers.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHIN 2 (CAN CHIN 4) 5.0 units
Elementary Chinese 2
5.0 hours lecture, 1.0 hour laboratory
Prerequisite: CHIN 1
Grading: letter grade or credit/no credit
Increased emphasis is on the development of oral communication, reading and writing skills. Use of materials dealing with contemporary issues in the Chinese world. Not recommended for native speakers.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CITIZENSHIP (CIT)

CIT 601 0.0 unit
Citizenship
3.0 hours lecture
Grading: LBCC Non-Graded Course
Rapid review of the history of the United States, Constitution, the government of the United States and state and local government. Designed for foreign-born persons preparing for the naturalization exam.

COMMUNICATIVE DISORDERS (COMDI)

COMDI 2A 3.0 units
American Sign Language, Beginning
3.0 hours lecture
Grading: letter grade or credit/no credit
Instruction in the language system most used by deaf persons, instruction and practice in the fundamentals of signing (ASL) and finger spelling for communicating with the deaf. Includes development of signed conversational skills and an overview of the culture of the deaf.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

COMDI 2B 3.0 units
American Sign Language, Beginning
3.0 hours lecture
Grading: letter grade or credit/no credit
Instruction in the language system most used by deaf persons, instruction and practice in the fundamentals of signing (ASL) and finger spelling for communicating with the deaf. Includes development of signed conversational skills and an overview of the culture of the deaf.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

COMDI 3A 3.0 units
American Sign Language, Intermediate
3.0 hours lecture
Prerequisite: COMDI 2A and 2B.
Grading: letter grade or credit/no credit

Intermediate instruction for the continuing student of ASL and finger spelling. The purpose is to increase signing vocabulary, emphasizing practice in improving expressive and receptive conversational skills with the goal of increasing smoothness, clarity and speed of signing. Hearing loss, history of sign language, deaf culture and deaf psychology will also be introduced.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

COMDI 3B 3.0 units
American Sign Language, Intermediate
3.0 hours lecture
Prerequisite: COMDI 2A and 2B.
Grading: letter grade or credit/no credit
Intermediate instruction for the continuing student of ASL and finger spelling. Increase signing vocabulary, emphasizing practice in improving expressive and receptive conversational skills with the goal of increasing smoothness, clarity and speed of signing. Hearing loss, history of sign language, deaf culture and deaf psychology will also be introduced to students.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

COMDI 633 0.0 unit
Beginning Speech Reading (Lip Reading)
2.0 hours laboratory
Grading: LBCC Non-Graded Course
Learn lip reading techniques for the hearing impaired. Special attention is given to communication difficulties of the hearing.

COMDI 634 0.0 unit
Intermediate Speech Reading(Lip Reading)
2.0 hours laboratory
Grading: LBCC Non-Graded Course
An intermediate degree of proficiency in lip reading skills to enhance communication for the hearing impaired.

COMDI 678 0.0 unit
Speech and Hearing Correction
3.0 hours laboratory
Grading: LBCC Non-Graded Course
For students with communication disabilities that affect articulation, voice or hearing. This includes stuttering, aphasia and other disorders which inhibit the ability to understand or effectively approximate a standard American dialect. Will be expected to participate in a lab program at the LBCC/Speech and Hearing Clinic.

COMPUTER ACADEMY CISCO NETWORKING (CISCO)

CISCO 250 1.0 unit
Network Wiring Installation
0.5 hour lecture, 1.5 hours laboratory
Grading: credit/no credit
Learn the basic skills and knowledge to qualify for employment as a network wiring installer. Includes use of tools, copper based cable systems and the National Electrical Code as it applies to network wiring. Students qualify for entry positions in the networking industry.

CISCO   251   **3.0 units**

Cisco Networking I, Introduction
2.5 hours lecture, 1.5 hours laboratory
Grading: letter grade
First course in a sequence of four to prepare students to pass the certification test required to become a Cisco Certified Networking Associate (CCNA). Intro to networking, devices, IP Addressing, ARP/RAPP, media and design, topology, cabling, electricity, electronics and management. Instruction is based on Cisco curriculum.

CISCO   252   **3.0 units**

Cisco Networking II, Routers
2.5 hours lecture, 1.5 hours laboratory
Prerequisite: CISCO 251
Grading: letter grade
Second course in a sequence of four to prepare students to pass the certification test required to become a Cisco Certified Networking Associate (CNA). OSI layers 1-7, WANs, routing, using routers, router components and configuration, IOS, TCP/IP, IP addressing and routing protocols. Instruction is based on Cisco curriculum.

CISCO   253   **3.0 units**

Cisco Networking III, LAN
2.5 hours lecture, 1.5 hours laboratory
Prerequisite: CISCO 252
Grading: letter grade
Third course in a sequence of four to prepare students to pass the certification test required to become a Cisco Certified Networking Associate (CCNA). LAN switching, VLAN, LAN design, IGRP, access lists, Novell IPX. Instruction is based on Cisco curriculum.

CISCO   254   **3.0 units**

Cisco Networking IV, WAN
2.5 hours lecture, 1.5 hours laboratory
Prerequisite: CISCO 253
Grading: letter grade
Fourth course in a sequence of four to prepare students to pass the certification test required to become a Cisco Certified Networking Associate (CCNA). Wan, WAN design, PPP, ISDN and Frame relay. Instruction is based on Cisco curriculum.

COMPUTER AND BUSINESS INFORMATION SYSTEMS (CBIS)

CBIS   3A   **1.0 unit**

Windows Command Line
1.0 hour lecture, 0.5 hour laboratory
Recommended Preparation: CBIS 6A
Grading: letter grade
This course covers the Command Line OS maintenance and operation skills required for A+ certification and expected of computer technicians.
Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   3B   **1.0 unit**

Advanced Operating Systems MS Windows
1.0 hour lecture, 0.5 hour laboratory
Recommended Preparation: CBIS 3A
Grading: letter grade
This course covers the Windows OS maintenance and operation skills required for A+ certification and expected of computer technicians.

Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   6A   (CAN BUS 6)   **4.0 units**

Intro to IT Concepts & Applications
3.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: Computer Literacy or COMIS 1
Grading: letter grade
Formerly CBIS 6. This course is an Introduction to information systems and the common use of office applications. Word processing, spreadsheets, databases, presentation software, and basic internet use will be covered. Spreadsheet use for business will be emphasized.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CBIS   6B   **3.0 units**

Intermediate Business Applications
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CBIS 6A
Grading: letter grade
Formerly CBIS 2. The second class in a three class series that teaches intermediate topics of word processor, spreadsheet, database, and presentation software, with an emphasize on help desk. Includes an intro to VBA.
Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   6C   **3.0 units**

Advanced Business Application
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CBIS 6B
Grading: letter grade
Formerly CBIS 40. This is the third class in a three class series that teaches advanced topics of business word processor, spreadsheet, database, and presentation software. Topics covered include advanced office concepts, skills, VBA, integrated features, and help desk concepts.
Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   7   **1.0 unit**

Business Programming Logic and Design
1.0 hour lecture, 0.5 hour laboratory
Recommended Preparation: CBIS 6A
Grading: letter grade
Comprehensive coverage of business application-oriented logic for programming design. The following areas covered include flowchart design, validity checking, extracting and manipulating data from single and multidimensional tables and arrays, internal sorting and sequential file processing. Prepares the student for additional programming classes.
Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   8B   **4.0 units**

Visual Basic Programming
3.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CBIS 6
Grading: letter grade
Fundamental programming concepts emphasizing problem solving and structured techniques. Includes creating sequential disk files, report formatting, interactive programming, array search, menus, sorting and subroutines. Proper programming, documentation

and structure are emphasized. Visual BASIC language using IBM PCs.

CBIS   14   3.5 units

Computer Programming/JAVA
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 6A and MATH 110 or 110B or first year of high school algebra.
Grading: letter grade
This course will cover the fundamentals of object-oriented programming using the java programming language. This course concentrates on the skills expected for modern information technology business programming.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CBIS   36   3.0 units

Systems Analysis and Design
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CBIS 6A and CBIS 38
Grading: letter grade
This course covers the broad concepts and methods of systems analysis and design while emphasizing the latest object-oriented techniques. Topics include development processing models, conceptual and physical design, system implementation and maintenance techniques, project management, collaborative communication skills, and the responsibilities of systems analysts.
Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   38   4.0 units

Database Concepts
4.0 hours lecture
Recommended Preparation: CBIS 6
Grading: letter grade
This course covers concepts and technologies of database systems. Topics include data modeling, design, and the implementation of relational databases; Structured Query Language-SQL; concurrency control; distributed database systems; data warehousing; Web enabled database technologies; and the functions of database administration.
Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   41   3.0 units

Networking Fundamentals
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade
Learn to install, configure, upgrade and troubleshoot a computer network. Discuss local area networks, wide area networks, communications protocols, network topologies, transmission media, security and assess career opportunities in networking. Address all of the objectives of the CompTIA Network+ certification. Practice exercises will help you to prepare for the Comp TIA Network+ certification exam.
Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   71AD   2.0 units

Work Experience-Comp Business Info Sys
1.0 hour lecture, 4.1 hours laboratory
Prerequisite: Completion of any CBIS course
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to the computer industry. Under the supervision of the instructor, master specific instructional units from the Computer Business Information Systems (CBIS) program, administer written quizzes and exams on these units, solve problems as they arise in the computer lab and tutor students. For advanced students who wish to pursue a career in the computer business information industry. May earn up to twelve units from a total of four enrollments in the work experience course.
Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   72AD   3.0 units

Work Experience-Comp Business Info Sys
1.0 hour lecture, 8.3 hours laboratory
Prerequisite: Completion of any CBIS course
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to the computer industry. Under the supervision of the instructor, master specific instructional units from the Computer Business Information Systems (CBIS) program, administer written quizzes and exams on these units, solve problems as they arise in the computer lab and tutor students. For advanced students who wish to pursue a career in the computer business information industry. May earn a maximum of twelve units from a total of four enrollments in the work experience course.
Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   73AD   4.0 units

Work Experience-Comp Business Info Sys
1.0 hour lecture, 12.5 hours laboratory
Prerequisite: Completion of any CBIS course
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to the computer industry. Under the supervision of the instructor, master specific instructional units from the Computer Business Information Systems (CBIS) program, administer written quizzes and exams on these units, solve problems as they arise in the computer lab and tutor students. For advanced students who wish to pursue a career in the computer business information industry. May earn a maximum of twelve units from a total of four enrollments in the work experience course.
Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS   200   3.5 units

Computer Technician Hardware Basics
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 6A
Grading: letter grade
Emphasizes IBM-compatible personal computers and the latest common components and hardware features. PC microprocessors, motherboards, buses, input/output controllers and memory, and other components are covered. Class lectures will be supplemented with "hands on" classroom labs using diagnostic software and tools. Prepares students for the hardware portion of the A+ exam. (see CBIS 3A and 3B for software portion of A+)

CBIS 206A   **1.0 unit**

Internet Basics
1.0 hour lecture, 0.5 hour laboratory
Recommended Preparation: CBIS 6
Grading: letter grade
The Internet has put the information of the world at our fingertips. This class covers the browsers, communication, searching and exploring for facts and fiction and designing a simple Web site. Designed for people who want to use the Internet in their work, in their studies, for recreation, for communication and those who are just curious about it. Learn how to use the Internet in a productive and satisfying way to access services, resources, information and to communicate electronically with other individuals or groups.

CBIS 206C   **2.5 units**

World Wide Web Database Programming
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 220
Grading: letter grade
An advanced web page construction course focusing on developing web sites to use a database coded in one of the popular server language such as (Perl, PHP, or Cold Fusion) on either a Apache or a Microsoft IIS servers.

CBIS 207AD   **2.0 units**

Web Construction I
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: CBIS 206A
Grading: letter grade
This course teaches students how to design, create, format and publish web pages using different popular industry approaches. It Covers basic skills, such as creating and enhancing a Web page, to more advanced skills, such as publishing a web site and using Layers, CSS, and forms.

CBIS 207E   **2.5 units**

Advanced Web Construction
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 220
Grading: letter grade
This course is an advanced web page construction course focusing on emerging HTML standards, XML, Javascript and other scripting languages. It is designed for students who already have a basic knowledge of web construction using a high level development tool such as FrontPage or Dreamweaver.

CBIS 208B   **4.0 units**

Advanced Visual Basic Programming
3.0 hours lecture, 3.0 hours laboratory
Prerequisite: CBIS 208A
Recommended Preparation: CBIS 38
Grading: letter grade
This is an advanced Visual Basic programming class covering such topics as advanced methods for object, database, client/server, and internet programming. The main focus of the class will be on database design and implementation tasks using VB, basic database theory, designing and building VB programs to access Microsoft Access and SQL servers, techniques for designing and enhancing user interfaces using class modules and Active X components, and developing applications for the Internet.

CBIS 208C   **3.0 units**

Visual Basic for Application Programming
2.0 hours lecture, 3.0 hours laboratory

Grading: letter grade
This is an advanced Visual Basic programming class on the writing of Visual Basic for Applications (VBA) programs for the Microsoft Office Suite. The procedures and programs created in the class will demonstrate how to customize and enhance the applications included in MS Office. Topics covered will include how to write program procedures using the sequence, selection, and repetition programming structures as well as how to create and implement dialog boxes, lists, and option/check box controls in Office Word, Excel, Access, and Outlook.

CBIS 210A   **3.0 units**

Novell Administration & Upgrades
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CBIS 41
Grading: letter grade
Introduces administrative concepts and tasks. Explains the responsibilities of the functions and features of NetWare. Provides the technical tools needed, including NetWare utilities. Prepares the student for the Novell NetWare System Administrator Certification exam offered by Novell.

CBIS 210B   **1.5 units**

Novell Adv Administration & Upgrades
1.0 hour lecture, 1.5 hours laboratory
Prerequisite: CBIS 210A
Grading: letter grade
Intro to advanced administrative concepts and tasks. Enhances the network management and monitoring skills. Provides a technical foundation for participants pursuing the CNE and CNI Programs. Intended to prepare the student for the Novell Advanced Administrator exam offered by Novell.

CBIS 211AD   **2.0 units**

Web Construction II
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: CBIS 207AD
Grading: letter grade
In this course, students will learn advanced techniques for designing, creating, formatting and publishing web pages using different popular industry approaches. Advanced skills topics will be taught, such as creating dynamic pages, adding rich media to a web site, creating reusable assets and forms, creating animated graphics and adding database functionality.

CBIS 212   **1.5 units**

Wireless Communications
1.5 hours lecture, 0.5 hour laboratory
Recommended Preparation: CBIS 41
Grading: letter grade
In this class the student will learn how to install, use, and manage popular wireless technologies. These technologies include infrared, Bluetooth, and wireless local area networks. In the lab, the student will actually install and configure a wireless local area network. The students will learn how to set up a wireless network in their home and secure it from unauthorized outside access.

CBIS 215   **1.5 units**

Novell NetWare Installation/Config.
1.0 hour lecture, 1.5 hours laboratory
Prerequisite: CBIS 210B
Grading: letter grade

Installation of a network operating system, upgrading from prior versions, installing workstation software, upgrading and configuring the system software. Includes network hardware requirements analysis. Hands-on exercises to perform the installation and upgrades.

CBIS 216A   3.5 units

Introduction to C# Programming
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 7
Grading: letter grade
This course is an introductory presentation of the C# language, including data structures and examples. Emphasis is placed on programming business applications including design, development, and documentation.

CBIS 220   3.0 units

i-Net+ Internet Technologies
3.0 hours lecture, 1.0 hour laboratory
Recommended Preparation: CBIS 6A
Grading: letter grade or credit/no credit
Teaches the baseline technical knowledge needed to enter an Internet Industry oriented career. After course completion, will be prepared to take the industry standard i-Net+ certification test.

CBIS 222A   3.0 units

Advanced Java for Sun Certification I
2.5 hours lecture, 2.0 hours laboratory
Prerequisite: CBIS 14A
Grading: letter grade or credit/no credit
A course in advanced java programming designed to teach the skill set required to pass the Sun Microsystems java programming certification exam.

CBIS 222B   3.0 units

Advanced Java for Sun Certification II
2.5 hours lecture, 2.0 hours laboratory
Prerequisite: CBIS 222A
Grading: letter grade or credit/no credit
A course in advanced java programming designed to teach the skill set required to pass the Sun Microsystems java developer certification exam. Also gives the student a solid skill set to successfully enter a java programming career.

CBIS 223   3.0 units

Unix/Linux Fundamentals
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 6A
Grading: letter grade
Prepares students to work with Linux as an applications programmer, a computer operator or system administrator. Includes an overview of basic operating systems concepts, a history of Unix and its influence on modern operating systems, basic internal structure, details of Unix file system structures, pipes, filters and redirection, scripts, images and processes, shells, time-slicing and interrupts, memory management and Unix internals.

CBIS 225   2.5 units

Microsoft Windows Client OS
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: Entry level computer knowledge in the use of PCs.
Grading: letter grade or credit/no credit

Learn to install, configure and administer Windows Client O.S. in a networking environment. Prepares the student to take the corresponding MCSE Certification Exam.

CBIS 226   2.5 units

Microsoft Windows Server OS
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 225
Grading: letter grade or credit/no credit
Learn to install, configure and administer Windows Server in a networking environment. Prepare to take the corresponding MCSE Certification Exam.

CBIS 227   2.5 units

Microsoft Windows Networking
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 226
Grading: letter grade or credit/no credit
Learn to install, configure and administer Windows Server Operating System networking services and protocols. Prepare to take the corresponding MCSE Certification Exam.

CBIS 228   2.5 units

Microsoft Windows Directory Services
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 226
Grading: letter grade or credit/no credit
Learn to install, configure and administer Windows Server Directory Services. Prepare to take the corresponding MCSE Certification Exam.

CBIS 229   2.5 units

Microsoft ISA Server
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 225, CBIS 226, CBIS 227 and CBIS 228
Grading: letter grade
This course is designed to develop skills necessary to install, configure and administer Microsoft Windows Internet Security and Acceleration (ISA) Server. This course also covers topics relevant to the MCSE Certification Exam for ISA Server and prepares the students to take the exam.

CBIS 234   3.5 units

AS/400 Computer Operations
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 6
Grading: letter grade
An intro to the operation of midrange business computer systems. Operating systems and systems software are described in general and in detail. Learn to operate the computer and related devices utilizing the campus's IBM AS/400 facilities.

CBIS 239AD   3.5 units

Oracle Designer
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 242 and CBIS 243
Grading: letter grade
An introduction to database and application development using Oracle designer tool set. Topics include inputting business system requirements into the Designer repository; identifying and performing the primary tasks to implement a Designer project; designing and generating application system that includes Oracle forms and Web PL/SQL application; as

well as refining, generating, and building the database design.

CBIS   240A   **2.5 units**

Solaris Unix Fundamentals
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 41
Grading: letter grade or credit/no credit
This course covers the basics of the Unix operating system. It presents basic commands, creation and manipulation of directories and files, basic network commands and using the Unix shell to streamline command execution.

CBIS   240B   **4.5 units**

Solaris Unix- Systems Administration I
4.0 hours lecture, 2.0 hours laboratory
Prerequisite: CBIS 240A
Grading: letter grade or credit/no credit
This course covers the basics of Unix systems administration. It presents basic Unix administration terms and functions. The course will cover adding and managing users and groups, setting up security, working with file systems, managing printers and installing the operating system.

CBIS   240C   **4.5 units**

Solaris Unix- Systems Administration II
4.0 hours lecture, 2.0 hours laboratory
Prerequisite: CBIS 240B
Grading: letter grade or credit/no credit
This course covers more advanced features of Unix systems administration. It presents Unix administration terms and functions as implemented in a client server environment. The course will cover the configuration of various network naming services, management console operations, network monitoring, event logging and automating the installation process across a network.

CBIS   242   **2.5 units**

Introduction to Oracle: SQL
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 38 or work experience with databases.
Grading: letter grade
This course will provide students with an introduction to the relational database programming language, Structured Query Language (SQL) using Oracle database administration system. Topics will include an introduction to relational database design and database administration topics. Hands-on programming skills of using SQL Data Manipulation Language and Data Definition Language. The couse is also designed to help students to pass Oracle Certificate Test, Introduction to Oracle: SQL.

CBIS   243   **2.5 units**

Program with Oracle PL/SQL
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 242
Grading: letter grade
This course covers how to write PL/SQL procedures, functions and packages in both the SQL*Plus and iSQL*Plus environments. Gain knowledge about the creation of PL/SQL program units and database triggers, as well as various Oracle-supplied packages. The course also helps students prepare for the Oracle PL/SQL Developer Associate certification exam. Upon completion of this course, students are ready to take

Oracle Developer Professional level course: "Build Internet Applications" and other advanced courses.

CBIS   244   **2.5 units**

Oracle Forms: Build Internet Apps I
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 243
Grading: letter grade or credit/no credit
In this course students learn about Oracle's rapid application development tool- Oracle Forms for interactive internet applications. They learn to build and test applications, customize Forms, modify data access by creating event-related triggers. They also learn to create a single forms module and deploy it on the web or client/server with no changes to the module.

CBIS   245   **2.5 units**

Database and Business Intelligence
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 38 or CBIS 242
Grading: letter grade or credit/no credit
This course offers students a study of current technologies for business intelligence with a focus on data warehouse design and implementation; OLAP (on-line analytical process) models and application development; data preparation and transformation techniques; DBMS/Web reporting tools; and report generating techniques. This course uses, but is not limit to Oracle or SQL Server tools.

CBIS   246   **2.5 units**

Oracle DBA Fundamentals
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 242
Grading: letter grade
This course is for students who need Oracle DBA (Database Administration) training or preparation for the Oracle DBA track certification. Students will gain a conceptual understanding of Oracle database architecture and how its components work and interact with one another. Students will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner. The lecture topics are reinforced with structured hands-on lab practices.

CBIS   251   **3.5 units**

Introduction to ASP.NET
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 38 or comparable work experience/knowledge of HTML and relational database applications.
Grading: letter grade or credit/no credit
This course covers how to create dynamic web pages and web-enabled database applications by using the Microsoft ASP.NET object model. Topics include, but are not limited to, the ASP.NET object programming model; the VS.NET user interface; server controls; ASP.NET rich controls; using VB.NET within an ASP.NET page; configuring an ASP.NET application; troubleshooting and deploying an ASP.NET application; managing data sources, data-driven ASP.NET applications, data-driven web applications; and XML web services.

CBIS   260   **1.0 unit**

Help Desk Concepts
1.5 hours lecture
Prerequisite: CBIS 6A
Recommended Preparation: CBIS 200

Grading: letter grade

An intro to help desk concepts and procedures. Includes help desk operations, people, process, technology and information components, as well as help desk setup, customer support and resources.

CBIS   270   1.0 unit

Introduction to Information Security
1.0 hour lecture
Grading: letter grade

This course provides students and professionals with the necessary managerial, technical, and legal background to support investment decisions in security technology. The course covers security from the perspective of hackers (i.e., technology issues and defenses) and lawyers (i.e., legal issues and defenses). The content is designed to help users quickly become current on what has become a fundamental business issue.

CBIS   271   3.0 units

Network Security Fundamentals
3.0 hours lecture, 1.0 hour laboratory
Recommended Preparation: CBIS 41, CBIS 220 and CBIS 270
Grading: letter grade

Network Security Fundamentals provides a comprehensive overview of network security and prepares you to take the CompTIA Security + certification exam. This course covers general security concepts, communication network security, infrastructure security, cryptography basics, operational/organizational security, and computer forensics.

CBIS   492   2.5 units

ST Interpretive Programming Languages
2.0 hours lecture, 1.5 hours laboratory
Recommended Preparation: Basic knowledge of SQL or CBIS 38; and Basic knowledge of HTML or CBIS 220; and programming knowledge or CBIS 8B, 11, or 14
Grading: letter grade or credit/no credit

This course offers a study of popular interpretive programming languages. The course explores programming environments and tools as well as major and recently developed features of each specific language. Hands-on programming skills in application development are emphasized. Language examples include, but are not limited to Javascript, PHP, Perl, ASP.NET, CFML, and Python. This course may be repeated for credit as topics vary.

CBIS   633   0.0 unit

Adaptive Computer Technology
4.0 hours laboratory
Grading: LBCC Non-Graded Course

Provides assessment, evaluation, training and instruction in the use of adaptive computer technology to students with disabilities. Access and training in adaptive computer technology will allow full participation in courses or career paths in which computers play an integral part.

CBIS   673   0.0 unit

Computer Learning Improvement Center
2.0 hours laboratory
Grading: LBCC Non-Graded Course

Designed to enhance classroom instruction, provide additional lab experience for the student and to improve computer skills.

COMPUTER AND INFORMATION SCIENCE (COMIS)

COMIS   1   1.0 unit

Computer Information Competency
0.5 hour lecture, 1.5 hours laboratory
Grading: credit/no credit

The course is designed for students to develop current computer information competence or to transfer. It covers basic use of hardware, Internet knowledge and skills, word processing, spreadsheet, database queries, digital data presentations, and communications applications.
Transfer Status: Transferable to CSU, see counselor for limitations.

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY (CAOTC)

CAOTC   31A   1.0 unit

Microsoft Windows Operating System, Beg.
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit

This course provides an introduction to beginning windows operating system concepts. Through hands-on practice, students will learn to use the mouse, perform electronic desktop functions including file management, rearrange and use information from the desktop, use My Computer, Explorer, various desktop accessories, Notepad, WordPad.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC   31B   1.0 unit

Microsoft Windows Operating System, Adv
0.5 hour lecture, 1.5 hours laboratory
Recommended Preparation: CAOTC31A (may be taken concurrently)
Grading: letter grade or credit/no credit

Students will learn to use advanced features of the Microsoft Windows operating system such as the control panel, object linking and embedding, multimedia, telecommunications and the Internet.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC   34   3.0 units

Introduction to Computers & Applications
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CAOTT233, 200 or 200A or type 25 wpm.
Grading: letter grade or credit/no credit

An opportunity to examine general principles and applications of computers. Introduces computer hardware, the concept of telecommunications and the impact of computers upon society. Also, an intro to microcomputer application software currently being used in business.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC   35   3.0 units

Microsoft Office — Specialist
2.5 hours lecture, 2.5 hours laboratory

Recommended Preparation: CAOTC 34
Grading: letter grade or credit/no credit
Microsoft Office-Specialist is a beginning hands-on course that teaches students to create, edit, format, and integrate a wide range of business documents. Students will use Microsoft Word, Excel, PowerPoint, and Access. Computer hardware basics and the use of the internet for business and research purposes will also be covered.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 39A   1.0 unit
Microsoft Word for Office, Beginning
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: Type 45 wpm with five or fewer errors for five minutes.
Grading: letter grade or credit/no credit
Provides equipment training with Microsoft Word. Learn basic text editing including: creating, saving, printing, editing, formatting lines (centering, line spacing, justification), setting margins and indents, maintaining files through routine disk maintenance, changing fonts and using tools such as speller and Thesaurus.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 39B   1.0 unit
Microsoft Word for Office, Intermediate
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: CAOTC 39A (may be taken concurrently) and type 45 wpm with five or fewer errors for five minutes.
Grading: letter grade or credit/no credit
Reinforces basic skills and training in manipulating tabs, creating headers and footers, creating footnotes and endnotes, manipulating text within and between documents, revising documents and merging documents.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 39C   1.0 unit
Microsoft Word for Office, Advanced
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: CAOTC 39B (may be taken concurrently) and type 45 wpm with five or fewer errors for five minutes.
Grading: letter grade or credit/no credit
Reinforces intermediate skills and introduces advanced formatting (hyphenation, line height alterations, special symbols, hard spaces, bookmarks, case conversion), graphics, graphic elements, columns, tables and incorporating Web information into a document.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 39D   1.0 unit
Microsoft Word for Office, Expert
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: Type 45 wpm with five or fewer errors for five minutes.
Grading: letter grade or credit/no credit
For students who have completed the beginning, intermediate and advanced levels of Word and wish to learn and utilize Word expert shortcuts. Helps increase efficiency, reinforces advanced skills and teaches the following: sorting and extracting text, using styles and creating outlines, indexes, lists and table of contents.

Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 41E   1.0 unit
Excel for Windows-Beginning
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Intro to spreadsheet software for the office using Microsoft Excel on PCs. Through hands-on practice, create, enhance, design, sort and print spreadsheets.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 41F   1.0 unit
Excel for Windows, Intermediate
0.5 hour lecture, 1.5 hours laboratory
Recommended Preparation: CAOTC41E (may be taken concurrently)
Grading: letter grade or credit/no credit
Continuation of CAOTC41E. Through hands-on practice, learn to use the spreadsheet software's database functions, develop macros and print reports.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 41J   1.0 unit
Excel for Windows, Advanced
0.5 hour lecture, 1.5 hours laboratory
Recommended Preparation: CAOTC41F
Grading: letter grade or credit/no credit
Continuation of CAOTC41F. Through hands-on practice, learn to work with financial functions, create and enhance charts, work with multiple worksheets and perform advanced printing functions.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 42A   1.0 unit
Desktop Publishing-Small Business 1
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Beginning desktop publishing functions used with PCs in the home and office. Through hands-on practice, learn to create professional-looking publications (stationery, business cards, calendars, brochures, flyers, newsletters, etc.). See the class schedule for brand of software offered.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 42B   1.0 unit
Desktop Publishing-Small Business 2
0.5 hour lecture, 1.5 hours laboratory
Recommended Preparation: CAOTC42A (may be taken concurrently)
Grading: letter grade or credit/no credit
Advanced desktop publishing functions used with PCs in the home and office to produce documents including forms, brochures, booklets, labels and press releases.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 44C   1.0 unit
Business Graphics-Paint/Draw Software
0.5 hour lecture, 1.5 hours laboratory
Recommended Preparation: CAOTC31A (may be taken concurrently)
Grading: letter grade or credit/no credit

An intro to painting and/or drawing software used with PCs in the office to produce graphic images for word processing, desktop publishing and media publishing. See the class schedule for brand of software offered. Through hands-on practice, learn to use electronic drawing tools and enhance commercial clip art illustrations.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC   44D   1.0 unit
PowerPoint for Windows, Beginning
0.5 hour lecture, 1.5 hours laboratory
Recommended Preparation: CAOTC31A (may be taken concurrently)
Grading: letter grade or credit/no credit
An intro to presentation graphics software used with PCs in the office. See the class schedule for version of software offered. Through hands-on practice, learn to combine text and graphic images to develop computerized slide shows, transparencies and charts for group presentations.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC   44E   1.0 unit
Power Point for Windows, Advanced
0.5 hour lecture, 1.5 hours laboratory
Recommended Preparation: CAOTC 44D
Grading: letter grade or credit/no credit
This course is designed for students who are continuing in presentation graphics software using IBM-compatible computers. Through hands-on practice, the students will learn to use the design template to create a slide show and imbed visuals. Additional advanced topics include automating presentations. There is a research component to the course where students will create presentations based on information gathered from electronic sources.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC   45   2.0 units
Internet for Office and Personal Use
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Intro to telecommunication terminology, devices and software using IBM compatible microcomputers in a Windows-based operating system. See the class schedule for brand of software offered. Through hands-on practice, become familiar with sharing information on a network, sending/receiving/manipulating email, navigating the Internet, sending/receiving a facsimile (FAX) and using electronic bulletin board systems.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC   47A   3.0 units
Access for Office Applications, Begin
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: Type 30 wpm or CAOTT200 or 200C
Grading: letter grade or credit/no credit
Hands-on relational database application course on the personal computer: creating databases, designing queries, forms and reports for retrieving, viewing and sorting information, modifying design of forms and reports with graphics.

Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC   47B   3.0 units
Access for Office Applications, Intermed
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CAOTC47A and type 30 wpm or CAOTT200 or 200C.
Grading: letter grade or credit/no credit
Hands-on training on PCs using a software application that creates and manages a computerized database.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC   215A   2.0 units
Microsoft Outlook
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Type 30 wpm minimum or CAOTT 200 or CAOTT 200C
Grading: letter grade or credit/no credit
This course is designed for students entering the field of office work, as well as presently employed students seeking upgraded skills. Provides hands-on computer training in desktop management using Microsoft Outlook.

CAOTC   215AD   3.0 units
Computerized Office Job Training
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: Type 30 wpm minimum or CAOTT200 or 200C
Grading: letter grade or credit/no credit
For students entering the field of office work, as well as presently employed students seeking upgraded skills. Provides hands-on computer training in records management, payroll processing, inventory management, billing, bank reconciliation, accounts receivable and payable and financial statements.

CAOTC   215B   2.0 units
Electronic Records Management
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Type 30 wpm minimum or CAOTT 200 or CAOTT 200C
Grading: letter grade or credit/no credit
This course is designed for students entering the field of office work, as well as presently employed students seeking upgraded skills. The basics for both manual filing and electronic records management are addressed and reinforced through hands-on training in filing and address coding, indexing and retrieving records, and manipulating databases using Microsoft Access.

CAOTC   215C   2.0 units
Lotus Notes
1.0 hour lecture, 3.0 hours laboratory
Recommended Prep: Type 30 WPM minimum or CAOTT 200 or CAOTT 200C
Grading: letter grade
This course is designed for students entering the field of office work and/or presently employed students seeking upgraded skills. This course provides hands-on computer training in desktop management using Lotus Notes.

CAOTC   220   1.0 unit
Hand-Held Electronic Organizers
0.8 hour lecture, 0.2 hour laboratory
Grading: letter grade or credit/no credit

Take advantage of everything your Hand-Held Electronic Organizer has to offer. Make your HHEO work the way you want it to: use built-in and third party applications, keep track of your schedule, and connect to the Internet. You'll get full details on how to prepare your HHEO for the address book, the to do list, the memo pad, a business trip, how to beam information to another HHEO, and even how to go wireless. This is the perfect course for every HHEO user.

CAOTC   236A   1.0 unit

Word Processing-WordPerfect, Beginning
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: Type 45 wpm with five or fewer errors for five minutes
Grading: letter grade or credit/no credit
Provides equipment training with WordPerfect. Learn basic text editing including: creating, saving, printing, editing, formatting lines (centering, line spacing, justification), setting margins and indents, maintaining files through routine disk maintenance, changing fonts, and using tools such as Spell Checker, Thesaurus, and Grammatik.

CAOTC   236B   1.0 unit

Word Processing-WordPerfect, Intermed.
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: Type 45 wpm with five or fewer errors for five minutes
Grading: letter grade or credit/no credit
Reinforces basic skills and training in manipulating tabs, creating headers and footers, creating footnotes and endnotes, manipulating text within and between documents, revising documents, and merging documents.

CAOTC   236C   1.0 unit

Word Processing-WordPerfect, Advanced
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: Type 45 wpm with five or fewer errors for five minutes
Grading: letter grade or credit/no credit
Reinforces intermediate skills and introduces advanced formatting (hyphenation, line height alterations, special symbols, hard spaces, bookmarks, case conversion), macros, graphics, and graphic elements, columns, envelopes, labels, tables, and incorporating Web information into a document.

CAOTC   236D   1.0 unit

Word Processing-WordPerfect, Expert
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: Type 45 wpm with five or fewer errors for five minutes
Grading: letter grade or credit/no credit
For students who have completed the beginning, intermediate and advanced levels of WordPerfect and wish to learn and utilize WordPerfect expert shortcuts. Helps increase efficiency, reinforce advanced skills and teaches the following: sorting and extracting text, using styles and creating outlines, indexes, lists and table of contents.

CAOTC   243   0.5 unit

Microsoft Office Exam Prep-Access
0.2 hour lecture, 0.8 hour laboratory
Recommended Preparation: CAOTC47A
Grading: letter grade or credit/no credit

A test preparation course for the Microsoft Access core-user certification exam. Will review all topics that appear in the guidelines for Access MOUS core-user certification. MOUS certified courseware will be used. Core-user certification indicates that individuals can process a wide range of everyday tasks easily.

CAOTC   246   3.0 units

Financial Applications
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: Type 30 wpm or CAOTT 200 or 200C
Grading: letter grade or credit/no credit
This course is an introduction to financial application software. Through hands-on activities students will learn to create accounts, schedule transactions, reconcile bank statements, track loans and mortgages, generate and update investment accounts, and develop budgets.

CAOTC   250A   2.0 units

Data Entry — Level 1
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Type 30 wpm
Grading: letter grade or credit/no credit
The first in a sequence of three designed for students who wish to pursue a career as a data entry operator. Through hands-on practice, learn to operate software for data entry. The key stroking goal is 6,000 strokes per hour.

CAOTC   250B   3.0 units

Data Entry — Level 2
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CAOTC250A; Type 35 wpm
Grading: letter grade or credit/no credit
Continuation of CAOTC250A. Through hands-on practice, continue to develop speed and accuracy skills in using forms and data of intermediate key stroking difficulty when entering data. The key stroking goal is 8,000 strokes per hour.

CAOTC   250C   3.0 units

Data Entry — Level 3
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CAOTC250B; Type 40 wpm
Grading: letter grade or credit/no credit
Continuation of CAOTC250B. Through hands-on practice, continue to develop speed and accuracy skills in using forms and data of advanced key stroking difficulty in entering data. The key stroking goal is 10,000 strokes per hour.

CAOTC   265   2.0 units

Computer Transcription
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Type 40 wpm, CAOTT201/202 or CAOTC236B or 39B
Grading: letter grade or credit/no credit
Offers hands-on training on the microcomputer in machine transcription. The dictation material is recorded on cassette tapes from which the student learns to transcribe directly onto a microcomputer.

CAOTC   617   0.0 unit

Refresher Training: Office Technologies
5.0 hours laboratory
Grading: LBCC Non-Graded Course

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Preparation for entry or re-entry into and for advancement in an office job. Develop, review or provide additional practice in computer applications, business English, filing, calculating machines, telephone techniques and other office knowledge and skills needed by an individual student.

COMPUTER OFFICE TECHNOLOGIES (CAOTO)

CAOTO 15 3.0 units
Business Communications
3.0 hours lecture
Grading: letter grade or credit/no credit
Emphasis is on the creation, form and usage in the preparation of all business communication, such as letters, reports, memos, email and minutes. Not open for credit to students who have completed GBUS 15 or MGMT 15.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTO 30 2.0 units
Business Calculating Machines
2.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Instruction in the use of electronic printing calculators and the computer calculator and keypad.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTO 214A 1.0 unit
Filing
1.0 hour lecture
Grading: letter grade
A self-paced program for mastering and applying alphabetic indexing for personal and business names using the ARMA rules as the records management industry standard. Both manual and computerized techniques are taught.

CAOTO 214B 1.0 unit
Filing
1.0 hour lecture
Recommended Preparation: CAOTO214A (may be taken concurrently)
Grading: letter grade
A self-paced program for mastering and applying indexing rules for cross referencing, government, subject, numeric and geographic filing using ARMA rules. Both manual and computerized techniques are taught.

CAOTO 216 1.0 unit
Proofreading Skills
1.0 hour lecture
Grading: letter grade or credit/no credit
Develop skills in detecting and correcting errors in office documents through the study of basic English and proofreading principles.

CAOTO 222 3.0 units
Job Search Skills
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CAOTT200B or higher
Grading: letter grade
Explore job opportunities. Prepare a winning resume and letter of application. Develop interviewing skills to make a favorable impression. Assess skill-level for successful completion of office employment tests. Enhance interview follow-up skills.

CAOTO 223 3.0 units
Legal Procedures, Litigation
3.0 hours lecture, 1.0 hour laboratory
Recommended Preparation: CAOTT200 and CAOTC236A
Grading: letter grade or credit/no credit
For the beginning worker in a legal office. Provides training in legal office routine, the setting up of legal documents in the areas of litigation and federal cases, procedures for court filing and calendaring and obtaining and completing legal forms using a legal procedures computer software program.

CAOTO 224 3.0 units
Legal Procedures
3.0 hours lecture, 1.0 hour laboratory
Recommended Preparation: CAOTT200 and CAOTC236A
Grading: letter grade or credit/no credit
For the beginning worker in a legal office. Provides training in legal office routine, the setting up of legal documents in the areas of family law, real estate, worker's compensation, wills and probate, procedures for court filing and calendaring and obtaining and completing legal forms using a legal procedures computer software program.

CAOTO 260 1.0 unit
Business Telephone Procedures
1.0 hour lecture
Grading: letter grade
For the person who needs instruction and practice in using the telephone and state-of-the-art telephone-related equipment to its greatest potential in the business office.

CAOTO 261 3.0 units
Business English
3.0 hours lecture
Grading: letter grade
The course develops the foundation skills that competent workers need to be competitive in the workplace. These skills include a thorough training in the mechanics of English: spelling, grammar, punctuation, sentence structure, and word usage. Emphasis will also be placed on developing a business vocabulary.

CAOTO 262 1.0 unit
Professional Development
1.0 hour lecture
Grading: letter grade or credit/no credit
Covers the fundamentals of human relations in the business office and develops a basic proficiency in those principles.

CAOTO 263 1.0 unit
Customer Service
1.0 hour lecture
Grading: letter grade or credit/no credit
This course covers the essentials of customer service in today's economy including needs, support, and relationships. The number of customer service jobs has increased greatly. Customer service positions may be found in retail stores, offices, call centers, help desks for computer software companies, or web-based companies, just to name a few.

CAOTO 264   **1.0 unit**

Call Centers
1.0 hour lecture
Recommended Preparation: CAOTT 200A or CAOTT 233 or type 25 WPM; CAOTO 260 (may be taken concurrently).
Grading: letter grade or credit/no credit
This course is designed for those who are already in a position or those seeking a position in a call center. Students will learn to develop the ability to multitask, reduce stress, be flexible, get along with people, display a positive attitude, and other interpersonal skills increasing the chances of being successful on the job.

CAOTO 265   **1.0 unit**

Customer Conflict Management
1.0 hour lecture
Grading: letter grade or credit/no credit
The student will explore several different aspects of conflict and learn important skills that can help manage conflicts effectively as a Customer Service employee.

CAOTO 272AD   **3.0 units**

Work Experience — Computer Applications & Office Technology
1.0 hour lecture, 6.6 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade

COMPUTER PROFICIENCY FOR ACADEMIC SUCCESS (CPAS)

CPAS 1   **1.0 unit**

Using the Mac as a Tool for Learning
0.5 hour lecture, 1.5 hours laboratory
Grading: credit/no credit
This course provides an introduction to the Macintosh computer and software products helpful in performing classroom tasks. Students are given the opportunity to develop computer skills that will enhance their ability to effectively complete course work. This course satisfies the information competency requirement.
Transfer Status: Transferable to CSU, see counselor for limitations.

CPAS 10   **1.0 unit**

Advanced Computer Skills for Learning
0.5 hour lecture, 1.5 hours laboratory
Recommended Preparation: Basic computer experience in word processing, spreadsheets and graphics or CPAS 1.
Grading: credit/no credit
This is an advanced course which explores the academic application of popular software packages. The student will learn to use the computer effectively to prepare documents for any class using word processing, desktop publishing, spreadsheets, graphics manipulation, web presentations, and Internet resources. This course satisfies the information competency graduation requirement.
Transfer Status: Transferable to CSU, see counselor for limitations.

CPAS 805   **0.5 unit**

Preparation for Distance Learning
0.3 hour lecture, 0.8 hour laboratory
Grading: credit/no credit

This course introduces students to the skills necessary for success in any distance education course. Topics include skills for learning with technology which are necessary for success in distance education, characteristics of successful distance education students, and introduction to the Internet, creating and using an e-mail account and other methods of online communications, basic aspects of word processing, and hardware/software basics.

COMPUTER SCIENCE (CS)

CS 11   **3.5 units**

Computer Programming/C++ I
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 6A and MATH 110 or 110B or first year of high school algebra.
Grading: letter grade
This is an introductory course in the C++ programming language, a problem solving technique used in modern software technology. The features of C++ that support the development of small and large systems are covered, thus providing a method for prototyping the commercial software development in business and industry.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CS 12   **3.5 units**

Computer Programming/C++ II
3.0 hours lecture, 2.0 hours laboratory
Prerequisite: CS 11
Grading: letter grade
A second course in C++ includes: further explanation of C++ areas (data types, input/output, data structures, pointers and accessing files) and object-oriented programming (object hierarchy, operator overloading and streams).
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CS 13   **3.5 units**

C++ Data Structures and Algorithms
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CS 12 and MATH 50 or high school precalculus.
Grading: letter grade
This course continues the introduction to Object Oriented programming with C++ begun in CS 11 & 12, with an emphasis on algorithms, data structures and software engineering.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CS 21   **3.5 units**

Introduction to Computer Science I
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 7 and MATH 40
Grading: letter grade
This is the first of three introductory courses in computer science. This course introduces the basics of computer software design, programming, and related underlying concepts required with java programming.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CS 22   **3.5 units**

Introduction to Computer Science II
3.0 hours lecture, 2.0 hours laboratory
Prerequisite: CS 21

Grading: letter grade
Formerly CBIS 14B. This is the second of three introductory courses in computer science. This course introduces the classic data structures (queues, stacks, tables, and trees) and looks at alternate implementation as abstract data types. This course also covers the topics of time and space efficiency, recursion, OOP and functional programming and models of computation.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CS   23   3.5 units

Fundamental Data Structures
3.0 hours lecture, 2.0 hours laboratory
Prerequisite: CS 22
Recommended Preparation: MATH 55A
Grading: letter grade
This is the third of three introductory courses in computer science. This course concentrates on implementation and mathematical analysis of data structures and algorithms. This course also covers storage allocation and memory management techniques in Java.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CS   51   3.5 units

Introduction to Computer Architecture
3.0 hours lecture, 2.0 hours laboratory
Prerequisite: CS 21 and MATH 55A
Grading: letter grade
This course covers the principles and practice of computer architecture, both hardware and software, instruction sets and addressing modes, virtual memory, operating systems, and operation and interconnection of hardware elements. Laboratory work in this class will cover using low-level programming languages.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CS   52   3.5 units

Introduction to Software Engineering
3.0 hours lecture, 2.0 hours laboratory
Prerequisite: CS 23
Grading: letter grade
This course covers an introduction to the concepts, methods, and current practice of software engineering; the study of large-scale software production; software life cycle models as an organizing structure; and the principles and techniques appropriate for each stage of production. Laboratory work in this class will involve a project illustrating these elements.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

COMPUTER/TYPING KEYBOARD (CAOTT)

CAOTT   200   3.0 units

Beginning Typing/Keyboarding
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
For the person who desires to develop a skill in typing for business or personal use. Covers simple business and personal letters, envelopes, tabulations, memorandums, report writing, manuscripts and outlines. Taught using PCs.

CAOTT   200A   1.0 unit

Beginning Typing/Keyboarding
1.0 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course is for the person who desires to develop touch control of the computer keyboard. It emphasizes proper typing techniques and building basic speed and accuracy. It is typically offered as a self-paced, open-entry/open-exit course.

CAOTT   200B   1.0 unit

Beginning Typing/Keyboarding B
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: CAOTT200A (may be taken concurrently)
Grading: letter grade or credit/no credit
This course will continue to develop skills in typing and/or computer keyboarding for business or personal use. Emphasis will be placed on increased speed and accuracy, reports, correspondence, and tables. This class is typically offered as self-paced, open-entry/open-exit instruction.

CAOTT   200C   1.0 unit

Beginning Typing/Keyboarding C
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: CAOTT200B (may be taken concurrently)
Grading: letter grade or credit/no credit
This course will continue to develop skills in typing and/or computer keyboarding for business or personal use. Emphasis will be placed on increased speed and accuracy, reports, correspondence, and employment documents. This class is typically offered as self-paced, open-entry/open-exit instruction.

CAOTT   201   2.0 units

Intermediate Typing/Keyboarding
2.0 hours lecture, 1.0 hour laboratory
Recommended Preparation: CAOTT200 or 200C; Type 35 wpm.
Grading: letter grade
To increase speed and accuracy in the preparation of business reports and letters. Taught using PCs.

CAOTT   202   2.0 units

Advanced Typing/Keyboarding
2.0 hours lecture, 1.0 hour laboratory
Recommended Preparation: CAOTT201; type 40 wpm.
Grading: letter grade
Provides a realistic office-type experience to integrate skills, techniques and knowledge for the person who desires to become an executive typist. Taught using PCs.

CAOTT   209AB   1.0 unit

Speed/Accuracy Bldg for Typists
3.0 hours laboratory
Recommended Preparation: CAOTT 200 or 200C or 233 or type 25 wpm minimum.
Grading: letter grade or credit/no credit
This intermediate-level course helps to increase computer keyboarding speed and accuracy. Students receive individual analysis, tips on improving their technique, and guided practice. This class usually is scheduled as self-paced, open-entry/open-exit.

CAOTT   233   1.0 unit

Computer Keyboarding
1.0 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit

This course is designed for the person who desires to develop touch control of the computer keyboard and numeric keypad for business or personal use. Emphasis is placed on proper typing and inputting techniques and building basic speed and accuracy. The course is typically offered in a self-paced, open-entry/open-exit classroom.

COUNSELING/GUIDANCE (COUNS)

COUNS   1   **0.5 unit**

Orientation for College Success
0.5 hour lecture
Grading: letter grade or credit/no credit
This course is recommended for all students and designed to orient them to the college environment and educational opportunities in a holistic manner. The course contains an introduction to academic procedures and policies, goal setting, educational planning, college services and facilities and an exploration of the various opportunities of higher education in California. Students develop an educational plan to achieve tentative goals.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

COUNS   2   **3.0 units**

Making A Difference With Mentoring
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is designed for students who are interested in learning the techniques of mentoring first year students. Theories of the first year experience, and mentoring, will be explored. Students will learn how to promote the academic development and socialization of first year students, using a variety of techniques learned through lecture and activities. Campus and community resources will be discussed and explored.
Transfer Status: Transferable to CSU, see counselor for limitations.

COUNS   7   **3.0 units**

College and Professional Success
3.0 hours lecture
Grading: letter grade
Students will compare and analyze student development theories for the purpose of defining internal and external obstacles to career and academic success. Throughout the course, students will practice, apply and evaluate integrative exercises related to academic achievement, self-exploration, career development and professional growth and development.
Transfer Status: Transferable to CSU, see counselor for limitations.

COUNS   48   **1.0 unit**

Career Exploration
1.0 hour lecture, 0.5 hour laboratory
Grading: letter grade or credit/no credit
For those not sure of their educational and/or career goals. Intro to a career decision making model including personal assessment, self-understanding career and labor market research, integration of information and goal setting. Emphasizes ones self-description as it impacts career choices.
Transfer Status: Transferable to CSU, see counselor for limitations.

COUNS   49   **2.0 units**

College Study Techniques
2.0 hours lecture
Grading: letter grade or credit/no credit
Group guidance in the methods of effective study, including self-appraisal of the factors of motivation, interests and academic abilities.
Transfer Status: Transferable to CSU, see counselor for limitations.

COUNS   49A   **1.0 unit**

College Study Techniques
1.0 hour lecture
Grading: letter grade or credit/no credit
An intro to methods of effective study at the college level, including self-analysis of current skills, time management, learning theories, textbook study, note-taking skills and exam-taking strategies.
Transfer Status: Transferable to CSU, see counselor for limitations.

COUNS   50   **3.0 units**

Career Planning: A Life-Long Process
3.0 hours lecture
Grading: credit/no credit
Presents a reflective model of decision-making that integrates theory and practice that is applicable in a variety of situations over an individual's life span. Through a study of career decision-making, students explore the impact of psycho-social, physical and affective factors on their own cognitive processes. Through self-discovery a foundation for life-long learning skills is developed by the student with a focus on achieving success utilizing their education/career plan.
Transfer Status: Transferable to CSU, see counselor for limitations.

COUNS   600   **0.0 unit**

Disability and Self-Concept
2.0 hours lecture, 1.0 hour laboratory
Grading: LBCC Non-Graded Course
Aids college students with a disability in successfully integrating into the mainstream college program and provides a guidance and counseling function based upon the individual needs of the students. Meet with the instructor in a group and individually to discuss present, as well as future, academic, vocational and personal problems that might mitigate against successful college performance. Includes factors related to realistic self-appraisal, defenses related to adjustment, self-concept and inter-personal relationships.

COUNS   800   **1.0 unit**

Employment Skills and Self Concept
1.0 hour lecture
Grading: credit/no credit
This is an introductory course designed to assist students in understanding personal qualities in relationship to employment skills required to succeed in the world of work. The goal is for students to enhance their potential competencies in the workplace necessary for finding employment and keeping it. Course topics include self assessment on strengths and weaknesses, recognizing strengths and self worth, developing job search skills, and developing a career or employment search portfolio.

CREATIVE ARTS (CART)

CART   41   3.0 units
The Arts and Modern Man
3.0 hours lecture
Grading: letter grade or credit/no credit
An intro to the creative arts (art, film, music and the theatre arts) for the general student.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CULINARY ARTS (CULAR)

CULAR   20   3.0 units
App. Food Serv Sanit in Hotel/Rstr Mgmt
3.0 hours lecture
Grading: letter grade
Describes the significance of sanitation in food service and provides the practical knowledge needed to implement a sanitation program in any kitchen. Stresses the importance of the food poisoning problem of today and shows how important sanitation is from an economic, legal and moral point of view.
Transfer Status: Transferable to CSU, see counselor for limitations.

CULAR   200AD   1.0 unit
Introduction to Chocolate
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
This course introduces the student to the principles involved in tempering chocolate, processing and storage of chocolate, molding of hollow forms, and pouring of flat surfaces.

CULAR   201A   8.0 units
Hotel, Restaurant: Institutional Cooking
5.0 hours lecture, 10.0 hour laboratory
Grading: letter grade
Develop the basic skills of commercial cooking, including: preparation of vegetables, salads, soups, sandwiches, entrees, pastries and specialty dishes. Develop knowledge of nutrition, menu, supplies, hygiene and sanitation, safety practices and employer-employee relations.

CULAR   201B   8.0 units
Hotel, Restaurant: Institutional Cooking
5.0 hours lecture, 10.0 hour laboratory
Grading: letter grade
Develop basic skills of commercial cooking, including: preparation of vegetables, salads, soups, sandwiches, entrees, pastries and specialty dishes. Develop knowledge of nutrition, menu, supplies, hygiene and sanitation, safety practices and employer-employee relations.

CULAR   204   5.0 units
Introduction to Baking
2.0 hours lecture, 9.0 hours laboratory
Grading: letter grade
This course teaches basic preparatory skills for baking. It includes use of tools, equipment, materials, basic characteristics of ingredients, fundamentals and principles of baking breads, rolls, croissants, danishes, cookies, sweet and savory dough.

CULAR   205   5.0 units
Baking and Pastry I
2.0 hours lecture, 9.0 hours laboratory
Prerequisite: CULAR 204
Grading: letter grade
Includes two major areas: Pies and cakes/specialties.

CULAR   206   5.0 units
Baking and Pastry II
2.0 hours lecture, 9.0 hours laboratory
Prerequisite: CULAR 204
Grading: letter grade
Includes puff pastries and other exotic baked goods.

CULAR   207   5.0 units
Commercial Cake Decorating
2.0 hours lecture, 9.0 hours laboratory
Grading: letter grade
This course emphasizes design and arrangements, figure piping, tube writing and lettering, icing preparation and coloring, setting pre-cast decorator figures, cake borders, and basic texture patterns are covered. Practice cake decorating.

CULAR   213A   11.5 units
Food Preparation 1
5.0 hours lecture, 20.0 hour laboratory
Grading: letter grade
This course emphasizes food service careers, weights, measures and safety. It also includes instruction in professionalism, equipment identification, salads & dressings, sandwiches, cold & hot appetizers, charcuterie, buffet, baking, yeast breads, quick breads, cakes, pastry doughs, cookies, icing/dessert sauces, creams, and ice creams.

CULAR   213B   11.5 units
Food Preparation 2
5.0 hours lecture, 20.0 hour laboratory
Prerequisite: CULAR 213A
Grading: letter grade
This course emphasizes instruction in fruits, vegetables, herb preparation, dairy products, egg purchasing and cooking, dry goods, stocks, sauces, grilling, baking, broiling, roasting, sauteing, pan frying, deep frying, steaming, simmering, submersion cooking, braising and stewing techniques.

CULAR   213C   11.5 units
Food Preparation 3
5.0 hours lecture, 20.0 hour laboratory
Prerequisite: CULAR 213B
Grading: letter grade
This course emphasizes instruction in menu development, nutrition, safety; identification, fabrication and preparation of meats, poultry, fish and shellfish; preparation and identification of vegetables, herbs, starches and spices.

CULAR   214   2.0 units
Professional Gourmet Cooking
6.0 hours laboratory
Grading: letter grade
Emphasizes a comprehensive study of the complex artistry of chefs in California's leading hotels and restaurants. Specialized equipment, tools, formulas and techniques are presented by Los Angeles' top chefs.

CULAR   215   **2.0 units**

Commercial Formal Buffet
6.0 hours laboratory
Grading: letter grade
Emphasizes a comprehensive study of the complex artistry of chefs in California's leading hotels and restaurants. Specialized equipment, tools, formulas and techniques are presented by Los Angeles' top chefs.

CULAR   271AD   **2.0 units**

Work Experience: Food Services
1.0 hour lecture, 4.2 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course emphasizes culinary training though direct employment in the industry. It also includes class instruction in work experience objectives, career goals, and culinary related employment issues.

DANCE (DANCE)

DANCE   1   **3.0 units**

Dance Forms Through the Ages
3.0 hours lecture
Grading: letter grade or credit/no credit
This course explores the world of dance including its role in culture, its development through history and the theatrical dance forms in contemporary America.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   3AD   **1.0 unit**

Musical Theatre Dance
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This course introduces musical theatre dance styles from the 1940s to the present. It includes the study of ballet, jazz and tap techniques to prepare students for performance in musical theatre.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   5AB   **1.0 unit**

Beginning Tap
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Students will study basic tap dance techniques. This course provides the opportunity to develop coordination, rhythm and performance skills. Some history of tap will be included.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   6AB   **1.0 unit**

Intermediate Tap Dance
1.0 hour lecture, 2.0 hours laboratory
Recommended Preparation: DANCE 5AB
Grading: letter grade or credit/no credit
This is a continuing study of tap dance skills, emphasizing the intermediate level of dance. The course includes the study of terminology, tap history and tap styles.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   8AD   **1.0 unit**

Stretch and Relaxation
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
The study and practice of stretching and breathing principles for increased flexibility, reduction of stress and improved mental and physical health.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   10AB   **1.0 unit**

Fundamentals of Ballet
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
The study and execution of fundamental ballet techniques. Appreciation of ballet as an art form through the study of its history, current trends and terminology.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   11AB   **1.0 unit**

Intermediate Ballet
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: DANCE 10AB or audition
Grading: letter grade or credit/no credit
This course is a continuing study of ballet technique. It includes an increased emphasis on body alignment, musicality, strength and flexibility.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   12AD   **1.0 unit**

Conditioning for Dance-Pilates Technique
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Physical and mental conditioning program for dancers involving exercises performed on a mat and on an apparatus called the universal reformer. Designed to enhance dance techniques and performance and prevent injuries. Lectures focus on correct execution of mat and apparatus exercises. Lab involves individual practice of lecture material.
Transfer Status: Transferable to CSU, see counselor for limitations.

DANCE   13AD   **1.0 unit**

Turns
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: DANCE 10AB, 20AB or 14AB
Grading: letter grade or credit/no credit
The practice and study of beginning to advanced turns for modern, ballet and jazz dance.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   14AB   **1.0 unit**

Beginning Modern Dance
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This course emphasizes dance technique, musicality, improvisation and composition within the modern dance idiom.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   17AB   **1.0 unit**

Intermediate Modern Dance
1.0 hour lecture, 2.0 hours laboratory
Recommended Preparation: DANCE14AB
Grading: letter grade or credit/no credit
This course is the continuing study of modern dance techniques for the concert stage encompassing more complicated combinations taught at a quicker pace,with

an emphasis of movement expression and a comparison of modern styles and choreographers.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   18AD   1.0 unit
Folk and Ethnic Dance
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This course introduces dance from selected cultures and examines its role in society through the practice of dance traditions and rituals. Basic dance steps and styles are taught emphasizing coordination, rhythm and body awareness.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   20AB   1.0 unit
Beginning Jazz Dance
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Intro to the movement skills used in jazz dance, the use of dynamics in rhythm, sustained and percussive tension and dramatic focus unique to jazz.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   21AB   1.0 unit
Intermediate Jazz Dance
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: DANCE 20AB or Audition
Grading: letter grade or credit/no credit
A study of the movement skills that require an intermediate knowledge of jazz dance techniques. Emphasis is on executing movement with a sense of performance, use of long movement patterns with a focus on dynamics in rhythm, sustained and percussive tension and dramatic focus that are unique to jazz.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   31AB   1.0 unit
Solo Choreography
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: One semester of DANCE 20AB, 10AB, 14AB or Audition.
Grading: letter grade or credit/no credit
The study of creating movement for the solo dancer focusing on discovering inventive movement, a personal style of expression and aesthetic judgment.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   32AB   1.0 unit
Group Choreography
1.0 hour lecture, 2.0 hours laboratory
Recommended Preparation: One semester of DANCE31AB
Grading: letter grade or credit/no credit
The study of choreography for a group of dancers focusing on the use of design in space to create dances of significant form. Includes an intro to computer skills to design a dance and work in a collaborative environment teaching choreography to workshop participants.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   33AD   1.0 unit
Dance Choreography Workshop
1.0 hour lecture, 2.0 hours laboratory

Grading: letter grade or credit/no credit
A collaborative workshop environment in which class participants work with student choreographers in the creation of dances of significant form and content.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   41/1   0.5 unit
Dance Performance
2.0 hours laboratory
Corequisite: DANCE 5AB or 6AB or 10AB or 11AB or 12AD or 14AB or 17AB or 18AD or 20AB or 21AB.
Recommended Preparation: Audition
Grading: letter grade or credit/no credit
The application of choreographic concepts and skills through rehearsal and performance of dance projects for public performance. The appropriate class section in this sequence is assigned following skills assessment at the initial class meeting.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   41/2   1.0 unit
Dance Performance
4.0 hours laboratory
Corequisite: DANCE 5AB or 6AB or 10AB or 11AB or 12AD or 14AB or 17AB or 18AD or 20AB or 21AB.
Recommended Preparation: Audition
Grading: letter grade or credit/no credit
The application of choreographic concepts and skills through rehearsal and performance of dance projects for public performance. The appropriate class section in this sequence is assigned following skills assessment at initial class meeting.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   41/3   1.5 units
Dance Performance
6.0 hours laboratory
Corequisite: DANCE 5AB or 6AB or 10AB or 11AB or 12AD or 14AB or 17AB or 18AD or 20AB or 21AB.
Recommended Preparation: Audition
Grading: letter grade or credit/no credit
The application of choreographic concepts and skills through rehearsal and performance of dance projects for public performance. The appropriate class section in this sequence is assigned following skills assessment at initial class meeting.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   41AD   2.0 units
Dance Performance
8.0 hours laboratory
Corequisite: DANCE 5AB or 6AB or 10AB or 11AB or 12AD or 14AB or 17AB or 18AD or 20AB or 21AB.
Recommended Preparation: Audition
Grading: letter grade or credit/no credit
The application of choreographic concepts and skills through rehearsal and performance of dance projects for public performance. The appropriate class section in this sequence is assigned following skills assessment at initial class meeting.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE   60AD   1.0 unit
Special Projects in Dance
3.0 hours laboratory

Grading: letter grade or credit/no credit
Permits lower division students with a generalized background in dance to explore in-depth a specific aspect of dance in both theory and execution.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DIAGNOSTIC MEDICAL IMAGING (DMI)

DMI 10   **3.0 units**

Introduction of Radiologic Technology
3.0 hours lecture
Prerequisite: ANAT 41 and AH 60
Grading: letter grade
A study of the history and basic principles of medical radiography, the structure of film, mechanics of exposure, chemistry of processing the latent image and evaluation of the finished radiograph.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 11   **1.0 unit**

Radiographic Techniques
1.0 hour lecture
Prerequisite: DMI 20
Grading: letter grade
A study of the criteria required to select x-ray machine settings to produce diagnostic quality radiographs.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 12   **3.0 units**

Contrast Fluoroscope/Radiographic Proced
3.0 hours lecture
Corequisite: DMI 11
Grading: letter grade
This course is a study of basic Fluoroscopy; Radiographic Contrast Media administration, pharmacology, safety, and treatments. Contrast Media examinations, Special Procedures, Digital Angiography, Vascular and Non-Vascular intervention, and Mammography are also discussed within the scope of this course.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 14   **3.0 units**

Trends and Self-Assessment in Rad Tech
3.0 hours lecture
Prerequisite: DMI 15 or current C.R.T. (Certified Radiologic Technologist).
Grading: letter grade
The purpose of this course is to prepare the students for the state and national licensure/certification in this discipline. Students will analyze their strengths and weaknesses, and formulate strategies to ensure successfully passing the State and National board examinations.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 15   **3.0 units**

Computer Applications in Radiology
3.0 hours lecture
Prerequisite: DMI 24
Grading: letter grade

This course is a study of the history of computer systems, hardware and software, and their uses in radiology. Specific areas covered are; CT, Digital Imaging, MRI, and automated radiology management systems.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 20   **3.0 units**

Introduction to Radiologic Physics
3.0 hours lecture
Prerequisite: DMI 10
Grading: letter grade
A study of the basic principles of physics involved in the production, behavior, modification and control of radiation.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 21   **2.0 units**

Applied Radiological Physics
1.0 hour lecture, 3.0 hours laboratory
Prerequisite: DMI 20
Grading: letter grade
This course is a study of the application of the interaction of radiation and matter, technique manipulation, quality assurance, and quality control. Students are introduced to advanced Medical Imaging including: digital imaging; ultrasound; nuclear medicine; radiation oncology; PET; SPECT; and bone densitometry.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 24   **3.0 units**

Radiation: Biology and Protection
3.0 hours lecture
Prerequisite: DMI 21
Grading: letter grade
This course presents a history of ionizing radiation exposure to humans. Cellular and biologic effects of ionizing radiation are explored, with specific emphasis as to ways of limiting exposure to patients and personnel. State and Federal regulations are discussed as they pertain to Diagnostic Medical Imaging.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 30   **3.0 units**

Positioning for General Diagnostic Rad
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: DMI 20
Recommended Preparation: DMI 11
Grading: letter grade
This course is the study of positioning for general and specialized radiologic exams of the skeletal system and adjacent organ systems. The student will develop skill in positioning the patient, film, and x-ray tube, and select appropriate techniques to produce diagnostic quality radiographic images.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 31   **3.0 units**

Positioning for Cranial Radiography
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: DMI 30
Grading: letter grade
This course is the study of positioning for general and specialized radiologic exams of the cranium and its contents. The student will develop skill in positioning the patient, film and x-ray tube, and select appropriate

techniques to produce diagnostic quality radiographic images.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 40A   2.5 units
Clinical Radiology
8.0 hours laboratory
Prerequisite: DMI 10 and 20 and health evaluation.
Grading: letter grade
The clinical application of theoretical knowledge to the practice of radiologic technology, correlation of clinical experiences, training and career goals, interpersonal relations, job oriented problems and film quality control. Includes an assignment to a radiology department in an accredited hospital for clinical experience.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 40B   6.0 units
Clinical Radiology
1.0 hour lecture, 23.0 hours laboratory
Prerequisite: DMI 40A
Grading: letter grade
The clinical application of theoretical knowledge to the practice of radiologic technology, correlation of clinical experiences, training and career goals, interpersonal relations, job oriented problems and film quality control. Includes an assignment to a radiology department in an accredited hospital for clinical experience. Designed for students who are full-time in the Diagnostic Medical Imaging program.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 40C   6.0 units
Clinical Radiology
1.0 hour lecture, 13.0 hours laboratory
Prerequisite: DMI 40B
Grading: letter grade
The clinical application of theoretical knowledge to the practice of radiologic technology, correlation of clinical experiences, training and career goals, interpersonal relations, job-oriented problems and film quality control. Includes an assignment to a radiology department in an accredited hospital for clinical experience. Typically offered for twelve weeks during the summer. Designed for students who are full-time in the Diagnostic Medical Imaging program.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 40D   11.0 units
Clinical Radiology
1.0 hour lecture, 31.0 hour laboratory
Prerequisite: DMI 40C
Grading: letter grade
The clinical application of theoretical knowledge to the practice of radiologic technology, correlation of clinical experiences, training and career goals, interpersonal relations, job-oriented problems and film quality control. Includes an assignment to a radiology department in an accredited hospital for clinical experience. Designed for students who are full-time in the Diagnostic Medical Imaging program.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 40E   11.0 units
Clinical Radiology
1.0 hour lecture, 31.0 hour laboratory
Prerequisite: DMI 40D
Grading: letter grade
The clinical application of theoretical knowledge to the practice of radiologic technology, correlation of clinical experiences, training and career goals, interpersonal relations, job-oriented problems and film quality control. Includes an assignment to a radiology department in an accredited hospital for clinical experience.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 60   3.0 units
Radiologic Pathology
3.0 hours lecture
Prerequisite: ANAT 41 and DMI 11
Grading: letter grade
An intro to the study of disease as it relates to radiologic technology. Includes causes, signs, symptoms and radiographic demonstration of common human diseases. Acquaints the student with various pathologic conditions and their impact on the radiographic process.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 61   2.0 units
Fluoroscopy
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: Current C.R.T. (Certified Radiologic Technologies) certification card.
Corequisite: DMI 14
Grading: letter grade
Principles of radiation protection, fluoroscopy and viewing equipment, recording systems, quality control, patient positioning and regulatory provisions associated with fluoroscopy. Prepares students to obtain a Department of Health Services Fluoroscopy permit.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 62   3.5 units
Mammography
3.0 hours lecture, 1.5 hours laboratory
Prerequisite: DMI 40C or current C.R.T. (Certified Radiologic Technologies) certification card.
Grading: letter grade
Prepares students to obtain the Department of Health Services Mammography license. Includes: principles of components of dedicated mammography equipment, radiation protection legislation, quality assurance regulations and mammographic positioning.
Transfer Status: Transferable to CSU, see counselor for limitations.

DMI 401   3.0 units
Physical Principles of MRI
3.0 hours lecture
Prerequisite: Possession of a valid C.R.T (Certified Radiologic Technologies) and/or A.R.R.T (American Registry of Radiologic Technologist) License.
Recommended Preparation: DMI 14 and DMI 40E
Grading: letter grade

This course provides the student with a comprehensive overview of Magnetic Resonance Imaging (MRI). Included are image acquisition; MRI equipment, terminology, and instrumentation; tissue characteristics; basic patient and personnel safety; patient assessment and preparation; imaging parameters, and quality assurance. the course is designed to allow practicing technologists to obtain the necessary skills and knowledge to qualify for national licensure as MRI technologists.

DMI 402   3.0 units
Magnetic Resonance Imaging Procedure
3.0 hours lecture
Prerequisite: Possession of a valid C.R.T (Certified Radiologic Technologies) and/or A.R.R.T (American Registry of Radiologic Technologist) License.
Grading: letter grade
This course includes imaging techniques related to the Central Nervous System, neck thorax, musculoskeletal system and abdomen and pelvic regions. Specific clinical application, coils available and their use, consideration in the scan sequences, specific choices of protocols, and positioning criteria will be included. Planes that best demonstrate anatomy and the signal characteristics of normal and abnormal structures are discussed.

DMI 403   3.0 units
Cross-Sectional Anatomy
3.0 hours lecture
Prerequisite: Possession of a valid C.R.T (Certified Radiologic Technologies) and/or A.R.R.T (American Registry of Radiologic Technologist) License.
Recommended Preparation: Anatomy 41
Grading: letter grade
This is a study of human anatomy as seen in axial, sagittal, and coronal planes as would be shown on MRI examinations. Bony, muscular, vascular, soft tissues, and organs of the following anatomical regions are studied: Central Nervous System, head, neck, musculoskeletal. cardiovascular, thorax, abdomen, and pelvis.

DMI 404   3.0 units
MRI Pathology
3.0 hours lecture
Prerequisite: DMI 60
Grading: letter grade
This course will familiarize the student with the common pathologies demonstrated on MRI examinations and their appearance with various imaging protocols. The course content will include all commonly imaged body systems and structures.

DMI 405   2.5 units
MRI Clinical Practicum
8.0 hours laboratory
Prerequisite: DMI 405
Grading: letter grade
This course will allow the student the opportunity to practice the skills necessary to obtain high quality MRI images, to objectively alter protocols based on patient pathology or physical condition, and to identify image quality problems and make appropriate corrections.

DIESEL MECHANICS (DIESL)

DIESL 281   10.0 units
Diesel Two-Cycle Engine
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
Learn safety, engine testing, problem evaluation, tuning diesel engines, intro to two-cycle (Detroit) engine. Disassemble, inspect and reassemble two-cycle engines. Intro to alternative fuels and problem analysis are covered.

DIESL 282   10.0 units
Diesel Four-Cycle Engine
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
Learn safety, engine testing, problem analysis, troubleshooting, repair procedures, tuning diesel engine, disassembly and reassembly of the four-cycle engine. Intro to spark ignited engines (Cummins), as well as special repair procedures and equipment.

DIESL 283   10.0 units
Powered Systems
5.0 hours lecture, 15.0 hours laboratory
Prerequisite: DIESL 281 or 282
Grading: letter grade or credit/no credit
This course is an introduction to diesel powered systems required to support engines in a variety of applications. The testing, analysis and repair of engines and their components in the array of powered system applications.

DIESL 284   10.0 units
Highway Transport
5.0 hours lecture, 15.0 hours laboratory
Recommended Preparation: DIESL 282
Grading: letter grade or credit/no credit
Safety, troubleshooting, repair of all components that are used on a diesel engine. Maintenance of the total engine and service operations will be highlighted. Intro to spark ignited engines.

DIESL 287   10.0 units
Diesel Fuel Injection Systems
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
Learn safety, history of fuel injection, current types of fuel systems and function of a fuel injection system, as well as equipment testing procedures-disassemble and reassemble pump and injectors in Cummins fuel systems.

DIESL 288   10.0 units
Diesel Engine Chassis
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
Learn safety, troubleshooting, removal, repair and replacement of all components that are used on a diesel truck. Maintenance of the total chassis and service operations will be highlighted.

DIESL 289   10.0 units
Caterpillar 3406 and 3116 Engine
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
Covers safety, engine testing, problem conditions, troubleshooting, repair procedures, tuning, disassembling and reassembling the Caterpillar 3406

engine. The new designs in the 3116 caterpillar engine are reviewed.

DIESL 290   10.0 units
C.A.T. Transmissions and Final Drive
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
Covers steering, clutches, brakes, transmissions and final drive units for Caterpillar heavy equipment intended for off-highway use.

DIESL 291   10.0 units
C.A.T. Hydraulics
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
Covers hydraulics system.

DIESL 292   10.0 units
C.A.T. Chassis & Electrical
5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
Covers suspension, under carriage, tires, tracks and air conditioning.

DIESL 293AD   4.0 units
General Engines
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
Tool and equipment; operation and maintenance of various types of diesel and spark ignited engines, including injection, fuel pump systems, governors and safety practice.

DIESL 391A   3.0 units
Hydraulics
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course is an introduction to Heavy Equipment Hydraulic Systems, required to support a variety of Heavy Diesel Applications. Topics will include Shop Safety Practices, Industry Terminology and Testing, Troubleshooting, Analysis and Repair of Hydraulic Components.

DIESL 391B   5.0 units
Heavy Equipment Electrical Systems
3.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
This course is an introduction to Heavy Equipment Electrical Systems required to support a variety of Heavy Diesel Applications. Course topics will include the testing, troubleshooting, analysis and repair of electrical components required to support an array of Diesel Powered Systems.

DIESL 492   3.0 units
Air and Hydraulic Brakes
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course is an introduction to the theory and fundamentals of air and hydraulic brake systems.

DRAFTING AND MECHANICAL DESIGN (DRAFT)

DRAFT 51A   3.0 units
Industrial Drafting I
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: DRAFT 201
Grading: letter grade
Covers orthographic projection, dimensioning, freehand sketching, auxiliary views, sections, shop methods and drafting room practices. Use AutoCAD 2004 for 2D and 3D applications.
Transfer Status: Transferable to CSU, see counselor for limitations.

DRAFT 51B   3.0 units
Industrial Drafting II
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: DRAFT 51A
Grading: letter grade
Covers advanced dimensioning, surface quality, welding drawings, screw threads, fasteners, keys, keyways, springs, gears, cams and bearings. Uses AutoCAD 2004 for 2D and 3D applications.
Transfer Status: Transferable to CSU, see counselor for limitations.

DRAFT 52A   3.0 units
Advanced Industrial Drafting
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: DRAFT 51B
Grading: letter grade
Working piping, electrical, structural drawings, tools and dies, jig and fixture design, charts, graphs, diagrams, applied math, engineering materials, heat treatment, parts listings and products design fundamentals are addressed.
Transfer Status: Transferable to CSU, see counselor for limitations.

DRAFT 52B   3.0 units
Descriptive Geometry
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: DRAFT 52A
Grading: letter grade
Fundamentals of descriptive geometry, point, edge, normal views, point and straight line, straight line and planes relationships, curved lines and surfaces, surface intersections and developments, vector geometry and graphic solutions are addressed.
Transfer Status: Transferable to CSU, see counselor for limitations.

DRAFT 60   3.0 units
Geometric Dimensioning and Tolerancing
3.0 hours lecture
Recommended Preparation: DRAFT 201 or DRAFT 51A
Grading: letter grade
Industrial Standard ANSI (American National Standards Institute) /ASME (American Society of Mechanical Engineers)-Y14.5 Geometric Dimensioning and Tolerances (GD&T)is a course designed for Manufacturing Technology students, Drafting Technology students, and professional upgrade training. The course covers a review of conventional dimensioning (non geometric tolerancing), clearance fits, tolerancing fundamentals, maximum material condition (MMC), least material condition (LMC), metric and inch dimensioning. GD&T conventions covered are: dimensioning and geometric tolerancing symbols, datums, material condition symbols, tolerances of form and profile, tolerances of orientation and runout, and location tolerances.
Transfer Status: Transferable to CSU, see counselor for limitations.

DRAFT   201   **4.0 units**

Introduction to Drafting
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
An entry-level course offered as a preparation for architectural design, mechanical drafting and interior design students with no previous graphic training. Provides instruction in the fundamental principles and techniques of traditional drafting and computer aided drafting (CAD). Includes drafting equipment (manual and CAD), sketching, lettering, line type and line weight, orthographic projection, isometrics and dimensioning. CAD training will utilize AutoCAD software in the Windows environment. Introduces CAD fundamentals: user interface, basic draw and edit commands, template drawings, dimensioning, electronic drawing sheets, file management, printing and plotting and the Windows operating system for CAD users. Exercises cover drawings for both mechanical and architectural applications.

DRAFT   202AD   **3.0 units**

AutoCAD I, Fundamentals
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: DRAFT 201
Grading: letter grade or credit/no credit
Draft202AD is an intermediate-level course aimed at individuals with a drafting background employed in engineering, architecture, interior design and other related fields who wish to upgrade their skills in the area of Computer Aided Drafting (CAD). The following topics are explored using AutoCAD Software: user interface, draw and edit commands, template drawing, dimensioning, model space/paper space electronic drawing sheets, file management, printing and plotting and the Window Operating System for CAD users.

DRAFT   203AD   **3.0 units**

AutoCAD II, Advanced Concepts
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: DRAFT 202AD
Grading: letter grade or credit/no credit
Draft203AD is an intermediate level course aimed at individuals with a drafting background employed in engineering, architecture, interior design and other related fields who wish to upgrade their skills in the area of Computer Aided Drafting (CAD). Topics cover advanced 2D concepts and intermediate level 3D modeling using AutoCAD Software: user interface, advanced draw, edit, and query commands, template drawings, dimension styles, model space/paper space electronic drawing sheets, external reference styles, file management and the Web, plotting styles, blocks and attributes and 3D modeling techniques .

DRAFT   204   **4.0 units**

3D Visualization/Animation
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
An advanced-level course primarily aimed at individuals with drafting background employed in engineering, architecture, interior design and other related fields who wish to upgrade their skills in the area of Computer Aided Drafting (CAD), Visualization, Rendering and Animation. Training will utilize AutoCAD and one or more of the following- Architectural Desktop, Mechanical Desktop, and 3D Studio Viz Software. Digital non-linear editing is introduced. Advanced 3D modeling and rending concepts are explored: user interface, coordinate

systems, surface and solids modeling commands, rendering and animation. Projects cover both mechanical and architectural applications. Course completers qualify for a Certificate of Completion- CAD Professional, Architectural or Mechanical Applications. Third in a series of three courses.

DRAFT   251AD   **3.0 units**

3D Modeling for Technical Animation
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
Modeling with 3D Studio Max is one of 3 certificate courses emphasizing the modeling skills needed for a career in Technical Illustration, Architecture, Drafting, Product Design, Feature Films, and Games. Topics include importing AutoCAD models, surfacing with sub divisions, modeling with patches and splines, applying smoothing groups, assigning texture coordinates, animating objects, and basic rendering techniques.

DRAFT   252AD   **3.0 units**

Textures/Lighting — Technical Animation
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
Textures and Lighting with 3D Studio Max is one of 3 certificate courses emphasizing the rendering skills needed for a career in Technical Illustration, Architecture, Drafting, Product Design, Feature Films, and Games. Topics include importing AutoCAD models, surfacing with sub divisions, modeling with patches and splines, applying smoothing groups, assigning texture coordinates, animating objects, and basic rendering techniques.

DRAFT   253AD   **3.0 units**

3D Technical Animation and Production
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
Animation with 3D Studio Max is one of 3 certificate courses emphasizing the animation skills needed for a career in Technical Illustration, Architecture, Drafting, Product Design, Feature Films, and Games. Topics include importing AutoCAD models, surfacing with sub divisions, modeling with patches and splines, applying smoothing groups, assigning texture coordinates, animating objects, and basic rendering techniques.

DRAFT   273AD   **4.0 units**

Work Experience — Mechanical Drafting
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Recommended Preparation: Draft 201 or Draft 51A or Draft 202
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to careers in Mechanical Design Drafting. This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment and or internships directly related to occupational goals or careers of interest to the student.

ECONOMICS (ECON)

ECON   1A   (CAN ECON 2)   **3.0 units**

Macro Economic Analysis
3.0 hours lecture

Grading: letter grade or credit/no credit
This course examines the functioning of a mixed enterprise system. The class will include topics of the economic role of government, determination of national income, the banking system, and Federal Reserve policy. The instructional emphasis is on macroeconomic policy. Macroeconomics is concerned with the economy as a whole and large market segments. The attention is focused on such problems as; the level of unemployment, the rate of inflation, the nation's total output of goods and services, fiscal and monetary policies.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ECON 1AH   3.0 units
Honors Macro Economic Analysis
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
This course examines the functioning of a mixed enterprise system. The class will include topics of the economic role of government, determination of national income, the banking system, and Federal Reserve policy. The instructional emphasis is on macroeconomic policy. Macroeconomics is concerned with the economy as a whole and large market segments. The attention is focused on such problems as; the level of unemployment, the rate of inflation, the nation's total output of goods and services, fiscal and monetary policies.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ECON 1B (CAN ECON 4)   3.0 units
Micro Economic Analysis
3.0 hours lecture
Grading: letter grade or credit/no credit
This course examines the behaviors of individual households and firms in a mixed enterprise capitalist system. The class will include topics of price theory, distribution, resource allocation, foreign trade and comparative economic systems. Microeconomics is concerned with specific economic units or parts that make up an economic system and the relationship between these parts. The emphasis is placed on understanding the behavior of individual firms and households, and the ways in which they interact.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ECON 4   3.0 units
Contemporary Economic Issues
3.0 hours lecture
Grading: letter grade or credit/no credit
This course offers an economics analysis of contemporary questions including environmental, institutional, and multicultural issues. The class will determine the role of economies, as a social science, assisting in understanding cause, effects, and possible polices for current problems. The instructional emphasis is on the relationship of basic tools of economic analysis and their application to current economic problems.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ECON 5   3.0 units
The Global Economy
3.0 hours lecture
Grading: letter grade or credit/no credit

This course examines the location and organization of international economic activities from an economic, cultural, political, and environmental perspective. Topics covered by a faculty team drawn from Economics and Geography include the spatial distribution of resources and production, global flows of information, capital and labor, and regional inequalities such as income distribution, poverty, discrimination and standard of living. This class is recommended for students in business, social science and liberal arts with an interest in global and international issues, including regional and social inequalities, marketing and international trade, and tourism. This course is not open to students registered in or with credit in GEOG 5.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ELECTRICITY (ELECT)

ELECT 41   2.0 units
Technical Applications of Minicomputers
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade
Teaches fundamental applications and functions of a minicomputer in technical fields including architectural and mechanical design and drafting, electricity and electronics. Utilizes BASIC as the primary learning language.
Transfer Status: Transferable to CSU, see counselor for limitations.

ELECT 200A   8.0 units
First Semester Industrial Electricity
6.0 hours lecture, 6.0 hours laboratory
Grading: letter grade
An intro to direct current theory, practices and applications. A study of nomenclature and components for students beginning electrical studies for occupational goals, continuing university education or for increasing skill level. Includes formulas used in electrical theory, offering a review and application of various functions; principles of magnetism and electromagnetism applicable to electrical components; information regarding proper use and selection of tools, materials and wiring as practiced in the electrical maintenance and construction industry are emphasized. Lab work includes the fundamentals of DC electricity, electromagnetism, wiring and hand tools.

ELECT 200B   8.0 units
Second Semester Industrial Electricity
6.0 hours lecture, 6.0 hours laboratory
Prerequisite: ELECT 200A
Grading: letter grade
An intro to AC theory, practices and applications. A study of nomenclature and components. An advanced course featuring lab work associated with the fundamentals of AC electricity, AC principles and practices, as well as fundamentals of DC motors and generators.

ELECT 200C   8.0 units
Third Semester Industrial Electricity
6.0 hours lecture, 6.0 hours laboratory
Prerequisite: ELECT 200B
Grading: letter grade

Operational theory and practices associated with motors and generators. Lab work associated with motor controls and circuit diagrams, including wiring practices in the electrical maintenance and construction industry.

ELECT 200D 8.0 units
Fourth Semester Industrial Electricity
6.0 hours lecture, 6.0 hours laboratory
Prerequisite: ELECT 200C
Grading: letter grade
An advanced course that requires knowledge of AC basic circuitry. Covers principle of alternating current, installation of devices in AC circuits and response of circuits to AC excitation. Lab work includes electrical measuring instruments, motors, transformers, basic industrial electronics and solid devices.

ELECT 202 3.0 units
Electrical Mathematics
3.0 hours lecture
Grading: letter grade
A study of formulas used in electrical elementary theory, offering a review and application of various functions.

ELECT 204 3.0 units
First Semester Fundamentals of DC Electricity
3.0 hours lecture
Grading: letter grade
An intro to direct current theory, practices and applications. A study of nomenclature and components for students beginning electrical studies for occupational goals, continuing university education or for increasing their skill level.

ELECT 209 3.0 units
Second Sem Fund of Motors/Generators
3.0 hours lecture
Prerequisite: ELECT 204
Grading: letter grade
Operational theory and practices as associated with direct current motors and generators.

ELECT 210A 1.0 unit
Laboratory Practices
3.0 hours laboratory
Corequisite: ELECT 204
Grading: letter grade
Lab work associated with the fundamentals of DC electricity, electromagnetism, wiring, practice and hand tools.

ELECT 210B 1.0 unit
Laboratory Practices
3.0 hours laboratory
Prerequisite: ELECT 210A
Corequisite: ELECT 209
Grading: letter grade
Lab work associated with the fundamentals of AC electricity, AC principles and practices, as well as fundamentals of DC motors and generators.

ELECT 210C 1.0 unit
Laboratory Practices
3.0 hours laboratory
Prerequisite: ELECT 210B
Corequisite: ELECT 212
Grading: letter grade
Lab work associated with motor controls and circuit diagrams.

ELECT 210D 1.0 unit
Laboratory Practices
3.0 hours laboratory
Prerequisite: ELECT 210C
Corequisite: ELECT 214
Grading: letter grade
Lab work associated with electrical measuring instruments, motors and transformers.

ELECT 212 3.0 units
Third Semester Fund of AC Electricity
3.0 hours lecture
Prerequisite: ELECT 209
Grading: letter grade
An intro to AC theory, practices and applications. A study of nomenclature and components in an advanced course that requires previous DC coursework plus math.

ELECT 214 3.0 units
Fourth Semester AC Principles & Pract
3.0 hours lecture
Recommended Preparation: ELECT 212
Grading: letter grade
An advanced course that requires knowledge of AC basic circuitry. Teaches principle of alternating current, installation of devices in AC circuits, response of circuits to AC excitation.

ELECT 224 3.0 units
Electrical Motors and Transformers
3.0 hours lecture
Prerequisite: ELECT 204 and 209
Grading: letter grade
Theory and applications of single and poly phase motors and transformers, testing and connection methods, troubleshooting and maintenance.

ELECT 225 4.0 units
Algebra and Trigonometry for Technicians
4.0 hours lecture
Prerequisite: MATH 805 or MATH 815 or ELECT 202 or qualification through the Math assessment process
Grading: letter grade
This course will present basic algebra and trigonometry and their application to the solution of practical problems in technical (mechanical, electrical, construction) fields. This course is not open for credit to students registered in or with credit in MATH 225, 220, 230, 110 and 150. Formerly MATH 225.

ELECT 226 3.0 units
Solid State Fundamentals for Electrician
2.5 hours lecture, 1.5 hours laboratory
Prerequisite: ELECT 200B or ELECT 209
Grading: letter grade
This course covers electronic theory and practice as applied in industrial applications. Topics include component identification, schematic diagrams, circuit testing and troubleshooting industrial equipment. Safety issues involving high voltage industrial electronics are covered.

ELECT 227 1.5 units
D.C. Variable Speed Drives
1.0 hour lecture, 1.5 hours laboratory
Prerequisite: ELECT 226
Grading: letter grade

This course covers the theory, circuit designs and application of direct current variable speed drives. Topics include applications, testing and troubleshooting.

ELECT 228 — 1.5 units
A.C. Variable Speed Drives
1.0 hour lecture, 1.5 hours laboratory
Prerequisite: ELECT 226
Grading: letter grade
This course covers the theory, circuit designs and application of alternating current variable speed drives. Topics include applications, testing and troubleshooting.

ELECT 229 — 3.0 units
Industrial Drive Systems
2.5 hours lecture, 1.5 hours laboratory
Prerequisite: ELECT 227 and ELECT 228
Grading: letter grade
This course covers electronic theory, practice and principles as applied to industrial applications. Topics include basic programming of PIC microcontrollers and commercial drives. Emphasis is placed on programming and application to modern industrial drive systems.

ELECT 230A — 3.0 units
Robotics Technology — Design
2.5 hours lecture, 1.5 hours laboratory
Grading: letter grade
This course utilizes the engineering model of design, system integration and applications development as applied to the area of industrial and marine robotics technology, including power and control systems, troubleshooting, hydraulic and pneumatic systems, programming fundamentals, and issues relating to the operation of electrical equipment in harsh environments. Students may start the series in any segment to develop skills specific to each topic.
Transfer Status: Transferable to CSU, see counselor for limitations.

ELECT 230B — 3.0 units
Robotics Technology — Integration
2.5 hours lecture, 1.5 hours laboratory
Grading: letter grade
This course utilizes the engineering model of design, system integration and applications development as applied to the area of industrial and marine robotics technology, including power and control systems, troubleshooting, hydraulic and pneumatic systems, programming fundamentals, and issues relating to the operation of electrical equipment in harsh environments. Students may start the series in any segment to develop skills specific to each topic.
Transfer Status: Transferable to CSU, see counselor for limitations.

ELECT 230C — 3.0 units
Robotics Technology — Applications
2.5 hours lecture, 1.5 hours laboratory
Grading: letter grade
This course utilizes the engineering model of design, system integration and applications development as applied to the area of industrial and marine robotics technology, including power and control systems, troubleshooting, hydraulic and pneumatic systems, programming fundamentals, and issues relating to the operation of electrical equipment in harsh environments.

Students may start the series in any segment to develop skills specific to each topic.
Transfer Status: Transferable to CSU, see counselor for limitations.

ELECT 240 — 3.0 units
Electrical Code-Residential
3.0 hours lecture
Grading: letter grade
Familiarity with the use of electrical materials and codes used for residential wiring.

ELECT 242 — 1.5 units
Electrical Code-Grounding
1.5 hours lecture
Recommended Preparation: ELECT 240
Grading: letter grade
Intended for individuals involved with or working within the electrical industry and who have a knowledge of the NEC (National Electric Code).

ELECT 245 — 3.0 units
Electrical Code-Commercial
3.0 hours lecture
Recommended Preparation: ELECT 240
Grading: letter grade
Intended as an intro to the use of electrical code and for individuals interested in commercial, office and light industrial wiring.

ELECT 250 — 3.0 units
Electrical Code-Advanced
3.0 hours lecture
Recommended Preparation: ELECT 245
Grading: letter grade
Intended for individuals having a working knowledge of the code and those who are working or intending to work with heavy industrial applications, life, safety and hazardous systems.

ELECT 253 — 2.0 units
OSHA Standards for Construction Safety
2.0 hours lecture
Grading: credit/no credit
This course covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 Hour Construction Outreach Training Completion Card.

ELECT 271 — 3.0 units
Electrical Cost Estimating 1
3.0 hours lecture
Grading: letter grade
Intro to electrical cost estimating, including take-off and listing procedures, for students preparing to enter electrical estimating occupations or associated fields of interest.

ELECT 275 — 0.5 unit
Electrical Pipe Bending (A)
0.3 hour lecture, 0.7 hour laboratory
Grading: letter grade
Learn to layout and bend electrical metallic tubing correctly.

ELECT   276   **0.5 unit**

Electrical Pipe Bending (B)
0.3 hour lecture, 0.6 hour laboratory
Prerequisite: ELECT 275
Grading: letter grade
Learn to layout and bend rigid conduit correctly.

ELECT   277   **3.0 units**

Blueprint Reading for Electricians
3.0 hours lecture
Prerequisite: ELECT 204 and 209 and 212
Grading: letter grade
Learn to read blueprints used in the electrical industry.

ELECT   280   **3.0 units**

Traffic Signal Systems 1
2.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: ELECT 204
Grading: letter grade
This is the first course in Traffic Signal Systems covering copper wiring, controller, pole and signal head installation, controller theory. CalTrans and NEC standards and requirements are covered. Hands-on course including the building and wiring of a working intersection.

ELECT   283   **3.0 units**

Traffic Systems Communications
2.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: ELECT 204
Grading: letter grade
This course is designed for the instruction in Traffic Signal Communications Systems. The course content will cover communications theory, microwave, VHF/UHF radios, vision monitoring and detection, antenna systems. This hands-on course will further include the testing and troubleshooting of communication systems.

ELECT   284   **3.0 units**

Traffic Signal Controllers & Digital Systems
2.5 hours lecture, 1.5 hours laboratory
Prerequisite: ELECT 204
Grading: letter grade
This is a course in Digital Logic and Microprocessor Controls as applied to Traffic Signal Systems. This hands-on course will include troubleshooting of digital traffic controllers. Course topics will include, but are not limited to interface logic, electronics and theory of system operation.

ELECT   400   **2.0 units**

Electrical Certification Exam Prep
2.0 hours lecture
Grading: letter grade
This course prepares students to take the California Electrical Certification Exam. It includes testing methods, rapid code lookup, code calculations and applications. this course cannot be used for credit toward the certificate or degree in Electrical Technology.

ELECT   435A   **2.0 units**

Electric Motor Control
2.0 hours lecture, 1.0 hour laboratory
Recommended Preparation: ELECT 212
Grading: letter grade
Theoretical and practical principles involving the control of direct and alternating current electric motors. Mandatory safety awareness assessment will be conducted early in the course.

ELECT   435B   **2.0 units**

Electric Motor Control
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: ELECT 435A
Grading: letter grade
Advanced theoretical and practical principles involving the control of direct and alternating current electric motors and automation systems. Topics covered include Programmable Logic Controllers, ladder logic, wiring, timing and programming.

EMERGENCY MEDICAL TECHNOLOGY (EMT)

EMT   251   **3.0 units**

Emergency Medical Technician
3.0 hours lecture
Recommended Preparation: AH 60
Grading: letter grade
This course will enable the student to develop basic skills in the assessment, rescue, immediate treatment and transport of the urgently ill or injured client. Course content emphasizes identifying and correcting life-threatening conditions, identifying rescue activities and developing a systematic approach to the care of the client and the performance of rescue activities. Relevant information on traumatic injuries, medical emergencies, environmental hazards, rescue techniques and equipment will be integrated.

EMT   251L   **1.5 units**

Emergency Medical Technician Laboratory
4.5 hours laboratory
Corequisite: EMT 251
Recommended Preparation: AH 60
Grading: credit/no credit
This course is designed to develop basic skills in the assessment, rescue, immediate treatment and transport of the urgently ill or injured client. Emphasis will be placed on identifying and correcting life threatening conditions, identifying rescue problems and developing a systematic approach to the care of the client and the performance of rescue activities. Integrated into this course will be relevant information on traumatic injuries, medical emergencies, environment hazards, rescue techniques and equipment.

EMT   252AD   **1.0 unit**

Emergency Medical Tech I Refresher
1.0 hour lecture, 0.5 hour laboratory
Prerequisite: Current EMT — 1 Certification.
Grading: letter grade
Must have certification that is current or not expired more than six months. Review and update life support measures, CPR and use of emergency medical equipment and supplies for the certified EMT-I.

ENGINEERING (ENGR)

ENGR   3A   **3.0 units**

Engineering Graphics
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: MATH 120 or one year High School Geometry.
Recommended Preparation: One semester of DRAFT201 or high school mechanical drawing or drafting.
Grading: letter grade

This course will review the methods of graphic expression common to the various fields of engineering. It will follow engineering drafting standards and procedures through working drawings. The use computers to prepare and study engineering drawings and solving engineering space problems by orthographic methods will be emphasized.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGR   3B   3.0 units
Engineering Graphics
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: ENGR 3A and MATH 40
Grading: letter grade
This course will review the principles of graphic expression through working drawings. It will expand on the principles of descriptive geometry as studied in ENGR 3A. The use of computer drafting software as well as charts, diagrams and graphic solutions are discussed.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGR   17   (CAN ENGR 12)   3.0 units
Electrical Engineering Circuits
3.0 hours lecture
Prerequisite: MATH 70 and PHYS 3B
Grading: letter grade
Intro to electrical circuit analysis including mesh and node equations, controlled sources, Thevenin and Norton equivalencies, step response of RLC circuits, phasor analysis and other topics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGR   17L   1.0 unit
Electrical Engineering Circuits Lab
3.0 hours laboratory
Prerequisite: ENGR 17 (may be taken concurrently)
Grading: letter grade
Lab study of electrical circuits and instrumentation.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGR   35   (CAN ENGR 8)   3.0 units
Statics
3.0 hours lecture
Prerequisite: PHYS 3A and MATH 70
Grading: letter grade
Equilibrium of two- and three-dimensional force systems employing free-body diagrams. Analytical and graphical solution of problems involving structures and machines. Friction, energy methods and moments of inertia are discussed.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGR   50   1.0 unit
Introduction to Engineering
1.0 hour lecture
Grading: credit/no credit
This course is an introduction to engineering concepts, practicing engineers and the various branches of engineering.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGR   54   3.0 units
Computer Methods
3.0 hours lecture
Prerequisite: MATH 60 (may be taken concurrently)
Grading: letter grade or credit/no credit
Learn the nature of computers, algorithms and problem solving procedures and programming. Discuss the applications to problems from engineering, computer science, physical sciences and math areas. C++ is the primary programming language. Not open for credit to students registered in or with credit in MATH 64.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGLISH (ENGL)

ENGL   1   (CAN ENGL 2)   3.0 units
Reading and Composition
4.0 hours lecture
Prerequisite: Qualify through the English assessment process or ENGL 105 or ESL 34.
Grading: letter grade
Expository and persuasive writing based on college-level reading, research and critical thinking.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL   1H   3.0 units
Honors Reading and Composition
4.0 hours lecture
Prerequisite: Qualification for the Honors Program. Qualify through the English assessment process, or ENGL 105 or ESL 34.
Grading: letter grade
Expository and persuasive writing based on college-level reading, research and critical thinking. Eligibility for the Honors program is required for enrollment.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL   2   (CAN ENGL 4)   3.0 units
Introduction to Literature/Composition
3.0 hours lecture
Prerequisite: ENGL 1 or 1H
Grading: letter grade or credit/no credit
An intro to literature and composition which places its emphasis on genre, such as short stories, poetry and drama. Writing assignments emphasize expository analysis of the reading material.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL   3   4.0 units
Argumentative and Critical Writing
4.0 hours lecture
Prerequisite: ENGL 1
Grading: letter grade or credit/no credit
An intro to the elements and uses of critical thinking and writing. Analytical, persuasive, evaluative and argumentative writing will be emphasized.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL   3H   4.0 units
Honors Argumentative & Critical Writing
4.0 hours lecture
Prerequisite: Qualification for the Honors Program and ENGL 1.

Grading: letter grade or credit/no credit
An intro to the elements and uses of critical thinking and writing. Analytical, persuasive, argumentative and evaluative writing will be emphasized, as well as the evaluation and use of both electronic and conventional sources.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 6AD   3.0 units

Production of Literary Publications
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Study the principles and practice involved in editing and producing complete literary publications ranging in size and complexity from small pamphlets to books. Use computers in the production process.
Transfer Status: Transferable to CSU, see counselor for limitations.

ENGL 7   3.0 units

Editing a Literary Review
3.0 hours lecture
Grading: letter grade or credit/no credit
Students interested in editorial work will examine contemporary literary journals, reviews and creative publications and analyze the basic philosophy in editing a journal. Also, they will have hands-on experience analyzing, considering and choosing manuscripts appropriate to the standards of a literary journal.
Transfer Status: Transferable to CSU, see counselor for limitations.

ENGL 18   3.0 units

Detective and Crime Fiction
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
Examine the origins and development of detective and crime fiction. Read and discuss the works of major 19th and 20th century writers in the genre.
Transfer Status: Transferable to CSU, see counselor for limitations.

ENGL 24   3.0 units

College Grammar
3.0 hours lecture
Grading: letter grade or credit/no credit
Theory and practice in grammar, usage and the mechanics. Recommended for students who wish to strengthen their knowledge of grammar and to improve their skill in writing and speaking in English. Also recommended for people who need a strong knowledge of grammar, usage and mechanics for professional purposes.
Transfer Status: Transferable to CSU, see counselor for limitations.

ENGL 26   (CAN ENGL 6)   3.0 units

Creative Writing 1
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
English 26 offers practical, supervised experience in the fundamentals of writing fiction and poetry.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 27A   3.0 units

Creative Writing 2: Poetry
3.0 hours lecture
Prerequisite: ENGL 26
Grading: letter grade or credit/no credit
English 27A offers advanced, practical experience in writing, appreciating and analyzing poetry.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 27B   3.0 units

Creative Writing 2: Fiction
3.0 hours lecture
Prerequisite: ENGL 26
Grading: letter grade or credit/no credit
English 27B offers advanced, practical experience in writing, appreciating and analyzing fiction.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 27C   3.0 units

Creative Writing 2: Bio/Autobiography
3.0 hours lecture
Prerequisite: ENGL 26
Grading: letter grade or credit/no credit
English 27C offers advanced, practical experience in investigating, writing, and appreciating autobiographical and biographical material for use in narrative sketches, including family history and the journal.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 27D   3.0 units

Creative Writing 2: Stage/Screen Writing
3.0 hours lecture
Prerequisite: ENGL 26
Grading: letter grade or credit/no credit
English 27D offers advanced, practical, and supervised experience in the fundamentals of writing drama for stage, radio, television and/or film. Not open to students registered in or with credit in TART 32.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 27E   3.0 units

Creative Writing 2: The Novel
3.0 hours lecture
Prerequisite: ENGL 26
Grading: letter grade or credit/no credit
English 27E gives an intensive workshop atmosphere in which to write an original work of book-length fiction; focuses on theory, technique and practical discipline of writing fiction; and examines models from various genres (literary classics, historical fiction, detective fiction, romance, science fiction and others). Students discuss the techniques of storytelling and present manuscripts of ones own work for critical discussion.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 30   3.0 units

Horror and Terror Fiction
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade
This course examines some of the best works in horror and terror fiction in both novel and short story forms. Beginning with origins in England, in the mid 18th century, discussions will move historically through the

romantic movement and the Victorian era and into the modern era, covering such authors as Radcliffe, Poe, Lovecraft, James, King, Rice, Koontz, and Straub.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 32   3.0 units
Masterpieces/Asian Literature (in English)
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
Intro to Asian literature (in translation), with an emphasis on major literary works of India, China and Japan. For students with a general interest in diverse literatures and for those who seek to understand the workings of the eastern mind in its unique historical, cultural and philosophical context.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 33   3.0 units
Mythology
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
This class focuses on the study of myths of various nations and archetypal mythic patterns. The reading and analysis of literature is based on these myths and patterns.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 35   3.0 units
Interpreting the Short Story
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
Learn to interpret the short story and apply meanings found in short stories to real-life situations through class discussion and writing assignments.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 36   3.0 units
The Novel
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
Read, discuss and analyze representative English, American and Continental novels.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 37   3.0 units
Science Fiction, Fantasy and Horror
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
A survey of the major works of speculative fiction with an emphasis on major themes, as well as the relationships with psychology, religion, anthropology, sociology, literary traditions, art and ethics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 38   3.0 units
The Bible as Lit: The Old Testament
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.

Grading: letter grade or credit/no credit
English 38 is a college-level course that provides an examination and analysis of the narratives, poetry, and teachings of the Old Testament, emphasizing a literary point of view. The course is designed for an audience interested in broadening their understanding of the literary characteristics and the cultural and historical contexts of various books of the Old Testament.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 39   3.0 units
The Bible as Lit: Apocrypha/New Testament
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
English 39 is a college-level course that provides an examination and analysis of the narratives, poetry, parables, and letters of the New Testament and Apocrypha, emphasizing a literary point of view. The course is designed for an audience interested in broadening their understanding of the literary characteristics and cultural and historical contexts of the books of the New Testament and the Apocrypha.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 41   (CAN ENGL 14)   3.0 units
American Literature I
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
This course is a survey of American literature from the colonial period to the Civil War. Readings will include authors of diverse cultural backgrounds: African American, European American, Hispanic American, Native American.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 42   (CAN ENGL 16)   3.0 units
American Literature II
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
A survey of American literature from the Civil War to the present.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 43A   3.0 units
Introduction to Shakespeare
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
This course involves reading, discussion, and analysis of seven plays and selected sonnets as it presents Shakespeare as a major literary figure in the context of the Elizabethan and Jacobean periods and in the context of the history of British literature.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 43B   3.0 units
Introduction to Shakespeare
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit

This course involves reading, discussion, and analysis of seven plays (different from those in 43A) and selections from the longer romance poems as it presents Shakespeare as a major literary figure in the context of the Elizabethan and Jacobean periods and the history of British literature.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 44   3.0 units
Literature of the Western World I
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
A survey of the historical development of western literature from classical times to the Renaissance, reflecting philosophical, political, and artistic changes in the western culture.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 44H   3.0 units
Honors Lit of the Western World I
3.0 hours lecture
Prerequisite: Qualification for the Honors Program and Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
An honors course that offers a survey of the historical development of western literature from classical times to the Renaissance, reflecting philosophical, political, and artistic changes in the western culture.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 45   3.0 units
Literature of the Western World II
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
Readings in literature of the Western World, emphasizing European literature in translation. Covers the works from the Renaissance to contemporary times and emphasizes the appreciation of aesthetic, philosophical and cultural concepts.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 45H   3.0 units
Honors Lit of the Western World II
3.0 hours lecture
Prerequisite: Qualification for the Honors Program and Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
An honors course that focuses on readings in literature of the Western World, with emphasis on European literature in translation, covering works from the Renaissance to contemporary times and emphasizing the appreciation of aesthetic, philosophical, and cultural concepts.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 46   (CAN ENGL 8)   3.0 units
Survey of British Literature I
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
This course will focus on readings in the literature of Britain, with emphasis on English literature, Irish literature, and the works of other commonwealth nations from the early medieval period to the neoclassical period. Assignments will emphasize the appreciation of aesthetic, philosophical, and cultural concepts inherent in he works and their milieus.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 47   (CAN ENGL 10)   3.0 units
Survey of British Literature II
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
A study of English literature from the pre-romantic period to modern times.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 48   3.0 units
Modern & Contemporary Literature
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
The literature of the modern era and the writers and thinkers who have influenced contemporary attitudes and ideas. For students interested in literature generally and for those who seek a better understanding of today's world.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 48H   3.0 units
Honors Modern/Contemporary Literature
3.0 hours lecture
Prerequisite: Qualification for the Honors Program and Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
This class is a study of imaginative literature written from the late 19th through the early 21st centuries. Writers chosen will represent world literature and will generally be those who have exerted a strong influence on contemporary attitudes, ideas, aesthetics, and values. The course will explore the revolutionary ways of writing and seeing that are peculiar to recent major artists.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 49   3.0 units
Film and Literature
3.0 hours lecture
Grading: letter grade or credit/no credit
Examination of the ways in which film and literary works are related through the interdisciplinary study of structure and theme. Analysis of cross-cultural/gender issues and artistic approaches to both genres, with focus on film adaptations of significant American and international literary works, primarily novels and plays. Discussion will include the ways in which literary works successfully/unsuccessfully translate into films.
Transfer Status: Transferable to CSU, see counselor for limitations.

ENGL 49H   3.0 units
Honors Film and Literature
3.0 hours lecture
Grading: letter grade or credit/no credit
Examination of the ways in which film and literary works are related through the interdisciplinary study of structure and theme. Analysis of cross-cultural gender issues and artistic approaches to both genres, with focus

on film adaptations of significant American and international literary works, primarily novels and plays. Discussion will include the ways in which literary works successfully/unsuccessfully translate into films.
Transfer Status: Transferable to CSU, see counselor for limitations.

ENGL 79   3.0 units
ST Literature of Diversity
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade or credit/no credit
This course offers an introductory study of literature—centering on twentieth-century fiction, poetry, drama and nonfiction prose—by writers representing such diverse and often non-canonical groups as Blacks, women, Asian-Americans, Chicanos/Latinos, Native-Americans, and gays and lesbians. The course explores the revolutionary ways in which "minority" writers from various backgrounds—as artists, activists and intellectuals—have changed the ways in which we create, read, and analyze literature. Writers chosen will have exerted a strong influence on contemporary attitudes, ideas and values. This is a special topics course. This course's subject matter will vary by semester. Please refer to the schedule of classes for a particular semester's topic. This course may be repeated for credit as topics change.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 97AD   3.0 units
Writers Workshop
3.0 hours lecture
Prerequisite: ENGL 27A, 27B, 27C, 27D or 27E
Grading: letter grade or credit/no credit
A creative writing workshop for students who wish to learn additional skills in writing fiction, poetry, drama, biography or family history.
Transfer Status: Transferable to CSU, see counselor for limitations.

ENGL 105   4.0 units
Fundamentals of Writing
4.0 hours lecture
Prerequisite: Qualify through the English assessment process, or ENGL 801B.
Grading: letter grade or credit/no credit
This course focuses on expository and argumentative writing, standard written English and critical reading. The course meets composition requirements for the AA and AS Degrees and prepares students for entrance into ENGL 1.

ENGL 600   0.0 unit
Great Works of Literature
3.0 hours lecture
Grading: LBCC Non-Graded Course
An intro to literature emphasizing both the reading of major works of literature and training in written expression. Designed for senior citizens.

ENGL 627   0.0 unit
Writing for Publication or Pleasure
3.0 hours lecture
Grading: LBCC Non-Graded Course
Experience the creative and critical processes in creative writing. Primarily designed for senior citizens.

ENGL 801A   4.0 units
College English Skills I
4.0 hours lecture
Prerequisite: Qualification through the English assessment process.
Grading: credit/no credit
An intro to the basic forms of composition—the paragraph and the essay—with a focus on the development of standard written English skills. Prepares students for either ENGL 801B or 105.

ENGL 801B   4.0 units
College English Skills II
4.0 hours lecture
Prerequisite: ENGL 801A
Grading: credit/no credit
Practice in the basic forms of composition—the paragraph and the essay—with a focus on further developing standard written English skills. Prepares students for ENGL 105.

ENGLISH, READING (READ)

READ 82   3.0 units
Proficient Reading
3.0 hours lecture
Prerequisite: Qualification through Reading assessment process or READ 883.
Grading: letter grade or credit/no credit
Read 82 provides instruction in the strategies necessary for college reading with an emphasis on the application of comprehension, vocabulary and critical reading skills to academic and technical reading assignments. Read 82 helps students gain efficiency with the challenges of college reading.
Transfer Status: Transferable to CSU, see counselor for limitations.

READ 83   3.0 units
Power Reading
3.0 hours lecture
Prerequisite: Qualification through Reading assessment process or READ 883.
Grading: letter grade or credit/no credit
This course focuses on power reading strategies, analysis of written discourse, and application of flexible reading techniques to personal, professional, and academic reading. It is designed for those with strong comprehension skills.
Transfer Status: Transferable to CSU, see counselor for limitations.

READ 84   3.0 units
Analytical Reading of Contemporary Prose
3.0 hours lecture
Grading: letter grade or credit/no credit
A close examination of contemporary reading materials with the purpose of increasing comprehension through the improvement of analytical and critical reading skills.
Transfer Status: Transferable to CSU, see counselor for limitations.

READ 85   3.0 units
Vocabulary Building
3.0 hours lecture
Grading: letter grade or credit/no credit
A study of methods to expand general word knowledge and build academic vocabulary emphasizing conceptual development and effective communication. Specifically

designed to increase personal vocabulary skills and stimulate appreciation of the English language.
Transfer Status: Transferable to CSU, see counselor for limitations.

READ 880   3.0 units
Reading Basics
3.0 hours lecture
Grading: credit/no credit
An initiation to the world of reading for emergent readers. Focuses on creating pathways to literacy through an intro to decoding, word recognition skills, building of vocabulary skills and the development of a foundation for comprehension strategies.

READ 881   3.0 units
Reading Essentials
3.0 hours lecture
Prerequisite: Qualification through Reading assessment process or READ 880.
Grading: credit/no credit
Familiarization with essential reading skills through exposure to various types of expository and narrative passages. Encouragement of reading fluency and continued expansion of vocabulary skills.

READ 882   3.0 units
Reading Development
3.0 hours lecture
Prerequisite: Qualification through Reading assessment process or READ 881.
Grading: credit/no credit
Development of essential reading concepts. Focus on literal and inferential comprehension strategies with continued building of vocabulary skills. Exposure to longer text selections which will provide opportunities for applying academic reading skills.

READ 883   3.0 units
Reading Improvement
3.0 hours lecture
Prerequisite: Qualification through Reading assessment process or ENGL 882A or READ 882.
Grading: credit/no credit
Reinforces instruction in reading improvement strategies and vocabulary enrichment, emphasizing the development of critical comprehension. For students who have previously acquired essential reading skills and need developmental instruction. Focus continues to be on comprehension strategies, mainly the activation of prior knowledge, setting of purposes, making predictions and creating new learning from text. Exposure to longer selections that will provide additional opportunities for note taking, summarizing and outlining, the use of critical thinking skills and the recognition of patterns and organizations in selected literature.

ENGLISH, WRITING READING CENTER (EWRC)

EWRC 886AD   0.5 unit
Reading Adjunct
0.2 hour lecture, 0.9 hour laboratory
Corequisite: READ 880 or 881 or 882 or 883 or 82 or 83 or 84 or 85
Grading: credit/no credit

This course focuses on individualized study with a reading specialist to supplement instruction in the regular reading and vocabulary classes in which the student is enrolled. The reading specialist will reinforce skills presented in class, such as strategies for improving comprehension, vocabulary development, critical analysis, reading rate, and other study skills.

EWRC 887AD   0.5 unit
Academic Reading
0.2 hour lecture, 0.9 hour laboratory
Grading: credit/no credit
This course focuses on individualized study with a reading specialist, with emphasis on reading skills required in college courses. Students will learn comprehension, vocabulary, study skills, critical reading and/or the rate of reading. The class is intended to help students effectively read materials assigned in transfer level courses.

EWRC 890   0.5 unit
Sentence Structure
0.2 hour lecture, 0.9 hour laboratory
Grading: credit/no credit
An intro to a variety of sentence-structure skills. Activities include using complete sentences, correct sentences and varying the structure in a text. For students who want individualized instruction to help them become more fluent writers.

EWRC 891AD   0.5 unit
Spelling Principles
0.2 hour lecture, 0.9 hour laboratory
Grading: credit/no credit
The content of this course includes the use of the dictionary, syllabication and application of spelling principles and rules based on common patterns of letter combinations in the English language.

EWRC 892AB   0.5 unit
Phonics/Reading Fundamentals
0.2 hour lecture, 0.9 hour laboratory
Grading: credit/no credit
This is an introductory course designed to teach the fundamental reading skills of phonics, word analysis, and comprehension through individualized assignments.

EWRC 893AC   0.5 unit
Punctuation
0.2 hour lecture, 0.9 hour laboratory
Grading: credit/no credit
A self-paced individualized course covering all aspects of the punctuation of English sentences.

EWRC 895AB   0.5 unit
Functional Writing
0.3 hour lecture, 0.7 hour laboratory
Grading: credit/no credit
This course offers individualized instruction in basic writing skills for students placed at this level. Activities include writing complete sentences, punctuating sentences, spelling correctly and composing short pieces of writing.

EWRC 896AD   0.5 unit
Writing Adjunct
0.2 hour lecture, 0.9 hour laboratory
Corequisite: ENGL 1, 105, 801A or 801B.
Grading: credit/no credit

This course is a study of writing strategies that supplements ENGL 1, 105 and 801A-B, offering individualized instruction in all phases of the writing process (planning, writing, revision, editing) and helps improve skills in the conventions of writing English: grammar, usage, punctuation, spelling and mechanics.

EWRC 897AD   1.0 unit
Developmental Writing
0.4 hour lecture, 1.9 hours laboratory
Prerequisite: ENGL 105, 801A or 801B.
Grading: credit/no credit
After being recommended for further work by a classroom English instructor, students in this course will receive the help they need beyond ENGL 105 or 801A-B in order to qualify for and/or succeed in the next higher course. This course provides individualized instruction in the composing process and helps improve skills in the conventions of written English: grammar, sentence structure, punctuation and spelling.

EWRC 899AD   0.5 unit
English Adjunct
0.2 hour lecture, 0.9 hour laboratory
Grading: credit/no credit
A study of writing strategies, offering individualized instruction in all phases of the writing process (planning, drafting, revising and editing) and helping students improve their skills in the conventions of written English: grammar, usage, punctuation, spelling and mechanics.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 33   5.0 units
College English for ESL Students
6.0 hours lecture
Prerequisite: Placement by the college assessment process or ESL 56 or ESL 56X.
Grading: letter grade
An intensive course in reading and writing English focusing on academic language skills needed for the AA and AS degrees; skills to include expository essay writing, summarizing, paraphrasing, reading comprehension and critical analysis. Prepares students for ESL 34.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ESL 33X   5.0 units
College English with Computers for ESL
6.0 hours lecture
Prerequisite: Placement by the college assessment process or ESL 56 or ESL 56X.
Grading: letter grade
An intensive course in reading and writing English focusing on academic language skills needed for the AA and AS degrees; skills to include expository essay writing, summarizing, paraphrasing, reading comprehension and critical analysis. Use personal computers to complete the writing assignments. Preparation for entrance into ESL 34 or 34X.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ESL 34   5.0 units
College English for ESL Students
6.0 hours lecture

Prerequisite: Placement by the college assessment process or ESL 33 or ESL 33X.
Grading: letter grade
An intensive course in reading and writing focusing on academic language skills needed for the AA and AS degrees and for entrance into ENGL 1; skills to include expository and argumentative essay writing, summarization of academic readings and current events, critical analysis of readings in literature, research and documentation.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ESL 34X   5.0 units
College Engl/Computers for ESL Students
6.0 hours lecture
Prerequisite: Placement by the college assessment process or ESL 33 or ESL 33X.
Grading: letter grade
An intensive course in reading and writing focusing on academic language skills needed for the AA and AS degrees and for entrance into English 1; skills to include expository and argumentative essay writing, summarization of academic readings and current events, critical analysis of readings in literature, research and documentation. Personal computers are used to complete assignments.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ESL 54   4.0 units
Effective Writing for ESL
6.0 hours lecture
Prerequisite: Placement by the college assessment process or one semester of ESL 147AB.
Grading: letter grade or credit/no credit
Intensive sentence structure practice with an emphasis on coordination and subordination leading to composition of coherent paragraphs, incorporating the use of transitional devices.
Transfer Status: Transferable to CSU, see counselor for limitations.

ESL 54X   4.0 units
Effective Writing with Computers for ESL
6.0 hours lecture
Prerequisite: Placement by the college assessment process or one semester of ESL 147AB.
Grading: letter grade or credit/no credit
To prepare for college level writing, ESL 54X provides ESL students with intensive sentence structure practice while they learn to write coherent paragraphs incorporating the use of transitional devices. Students will be introduced to and practice paraphrasing. Writing assignments will be prepared using personal computers.
Transfer Status: Transferable to CSU, see counselor for limitations.

ESL 56   4.0 units
College Writing for ESL
6.0 hours lecture
Prerequisite: Placement by the college assessment process or ESL 147AB or ESL 54.
Grading: letter grade or credit/no credit
Intensive summarizing, paraphrasing and development of conceptual paragraphs incorporating elements of cohesion, unity and audience. Rhetorical modes to include narration, description, explanation and persuasion. Part of a sequence.

Transfer Status: Transferable to CSU, see counselor for limitations.

ESL 56X — 4.0 units
College Writing with Computers for ESL
6.0 hours lecture
Prerequisite: Placement by the college assessment process or ESL 147AB or ESL 54.
Grading: letter grade or credit/no credit
ESL 56X uses intensive summarizing and writing of conceptual paragraphs that incorporate the elements of cohesion, unity and support to prepare students for college level writing. Rhetorical modes covered include narration, description, explanation and persuasion. All writing assignments are done on personal computers.
Transfer Status: Transferable to CSU, see counselor for limitations.

ESL 63 — 4.0 units
Effective Reading for ESL Students
6.0 hours lecture
Prerequisite: One semester of ESL 147AB and qualification through the ESL Department reading assessment process.
Grading: letter grade or credit/no credit
College-level ESL reading designed to improve student ability to comprehend written English. Focuses on using lexical and grammatical clues to derive sentence meaning, develop vocabulary, extract the main ideas, extrapolate information, draw conclusions, recognize basic written discourse conventions, interpret charts, timelines and tables and interact with text through writing. Application primarily to academic prose and fiction (short stories). (Part of a sequence; not required for entry into ESL 65 except for individual cases.)
Transfer Status: Transferable to CSU, see counselor for limitations.

ESL 65 — 4.0 units
College Read/Listen for ESL Students
6.0 hours lecture
Prerequisite: One semester of ESL 147AB and qualification through the ESL Department reading assessment process, or ESL 63, or eligibility for ESL 56.
Grading: letter grade or credit/no credit
"College Reading and Listening for ESL Students" emphasizes strategies for effective reading and lecture comprehension; enhancement of critical reading; listening and notetaking; the use of context, stems, affixes and dictionary to determine word meanings; and interacting with text through writing. Intensive and extensive application primarily to academic oral and written text and to fiction (a novel). (Part of a sequence.)
Transfer Status: Transferable to CSU, see counselor for limitations.

ESL 146AB — 2.0 units
Comprehensive Grammar I
6.0 hours lecture
Prerequisite: ESL 645 or one semester of 845AB or placement by the College English or ESL assessment process.
Recommended Preparation: One semester of ESL 812AB
Grading: letter grade or credit/no credit
ESL 146AB is the first of two courses which together constitute a comprehensive review of the basic grammar of English in its entirety, together with the presentation of more complex grammatical features and troublesome exceptions, for students who have mastered or nearly mastered the fundamentals of English. The course provides in-depth study of the grammatical features and basic sentence patterns of English which students must command in order to succeed in academic, college-level courses. Also included in the course are the writing of multi-clause sentences and work with a variety of English idioms.

ESL 147AB — 2.0 units
Comprehensive Grammar II
6.0 hours lecture
Prerequisite: One semester ESL 146AB.
Recommended Preparation: One semester of ESL 814AB
Grading: letter grade or credit/no credit
ESL 147AB is the second of two courses which together constitute a comprehensive review of the basic grammar of English in its entirety, together with the presentation of more complex grammatical features and troublesome exceptions, for students who have mastered or nearly mastered the fundamentals of English. The course provides in-depth study of the grammatical features and basic sentence patterns of English which students must command in order to succeed in academic, college-level courses. Also included in the course are the writing of multi-clause sentences and work with a variety of English idioms.

ESL 640 — 0.0 unit
English for Everyday 0
6.0 hours lecture
Grading: LBCC Non-Graded Course
First of a six-course series in the basics of English structure, with an emphasis on mastery of productive grammatical features, accurate pronunciation and comprehension of spoken English and correct written expression. Brings beginners up to basic college-level in the language and prepares them for success in academic and vocational programs offered by the college.

ESL 641 — 0.0 unit
English for Everyday 1
6.0 hours lecture
Prerequisite: Equivalent skills as determined by ESL assessment process or ESL 640.
Grading: LBCC Non-Graded Course
Second of a six-course series in the basics of English structure, with an emphasis on the mastery of productive grammatical features, accurate pronunciation and comprehension of spoken English and correct written expression. Brings beginners up to basic college-level in the language and prepares them for success in academic and vocational programs offered by the college.

ESL 642 — 0.0 unit
English for Everyday 2
6.0 hours lecture
Prerequisite: Equivalent skills as determined by ESL assessment process or ESL 641.
Grading: LBCC Non-Graded Course
Third in a six-course series in the basics of English structure, with an emphasis on the mastery of productive grammatical features, accurate pronunciation and comprehension of spoken English and correct written expression. Brings beginners up to basic college-level in the language and prepares them for success in academic and vocational programs offered by the college.

ESL 643   **0.0 unit**

English for Everyday 3
6.0 hours lecture
Prerequisite: One semester of ESL 642/842AB.
Grading: LBCC Non-Graded Course
Fourth of a six-course series in the basics of English structure, with an emphasis on the mastery of productive grammatical features, accurate pronunciation and comprehension of spoken English and correct written expression. Brings beginners up to basic college-level in the language and prepares them for success in academic and vocational programs offered by the college.

ESL 644   **0.0 unit**

English for Everyday 4
6.0 hours lecture
Prerequisite: ESL 643 or one semester of ESL 843AB or equivalent skills as determined by ESL assessment process.
Grading: LBCC Non-Graded Course
Fifth of a six-course series in the basics of English structure, with an emphasis on the mastery of productive grammatical features, accurate pronunciation and comprehension of spoken English and correct written expression. Brings beginners up to basic college-level in the language and prepares them for success in academic and vocational programs offered by the college.

ESL 645   **0.0 unit**

English for Everyday 5
6.0 hours lecture
Prerequisite: ESL 644 or equivalent skills as determined by ESL placement process.
Grading: LBCC Non-Graded Course
Sixth of a six-course series in the basics of English structure, with an emphasis on the mastery of productive grammatical features, accurate pronunciation and comprehension of spoken English and correct written expression. Brings beginners up to basic college-level in the language and prepares them for success in academic and vocational programs offered by the college.

ESL 800AB   **0.5 unit**

Basic ESL Reading
1.5 hours lecture
Grading: credit/no credit
Learn to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Learn the rules for morphology, spelling and reading to assist in vocabulary building, pronunciation and comprehension. Develop the necessary skills to find facts, details and the main idea of the passage.

ESL 801AB   **0.5 unit**

Reading Skills for ESL Students
1.5 hours lecture
Prerequisite: One semester of ESL 800AB.
Grading: credit/no credit
Learn to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Learn the rules for morphology, spelling and reading to assist in vocabulary building, pronunciation and comprehension. Develop the necessary skills to find facts, details and the main idea of the passage.

ESL 802AB   **0.5 unit**

Reading Skills for ESL Students
1.5 hours lecture

Prerequisite: One semester of ESL 801AB.
Grading: credit/no credit
Learn to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Learn the rules for morphology, spelling and reading to assist in vocabulary building, pronunciation and comprehension. Develop the necessary skills to find facts, details and the main idea of the passage.

ESL 803AB   **0.5 unit**

Reading Skills for ESL Students
1.5 hours lecture
Prerequisite: One semester of ESL 802AB
Grading: credit/no credit
Learn to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Learn the rules for morphology, spelling and reading to assist in vocabulary building, pronunciation and comprehension. Develop the necessary skills to find facts, details and the main idea of a passage.

ESL 804AB   **0.5 unit**

Reading Skills for ESL Students
1.5 hours lecture
Prerequisite: One semester of ESL 803AB
Grading: credit/no credit
Learn to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Learn the rules for morphology, spelling and reading to assist in vocabulary building, pronunciation and comprehension. Develop the necessary skills to find facts, details and the main idea of a passage.

ESL 805AB   **0.5 unit**

Reading Skills for ESL Students
1.5 hours lecture
Prerequisite: One semester of ESL 804AB
Grading: credit/no credit
Learn to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Learn the rules for morphology, spelling and reading to assist in vocabulary building, pronunciation and comprehension. Develop the necessary skills to find facts, details and the main idea of a passage.

ESL 806AB   **0.5 unit**

Reading Skills for ESL Students
1.5 hours lecture
Prerequisite: One semester of ESL 805AB
Grading: credit/no credit
Learn to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Learn the rules for morphology, spelling and reading to assist in vocabulary building, pronunciation and comprehension. Develop the necessary skills to find facts, details and the main idea of a passage.

ESL 810AB   **1.0 unit**

Fundamentals of English Grammar
3.0 hours lecture
Prerequisite: ESL 645 or one semester of ESL 845AB
Grading: credit/no credit
ESL 810 (Grammar) introduces grammatical terminology and helps intermediate-level ESL students to master specific grammatical patterns. Emphasis is on

the use of verb tenses and on agreement between subject and verb, article and noun, and verb and adverbial.

ESL   812AB   **0.5 unit**

Reading for Information and Pleasure
1.5 hours lecture
Prerequisite: ESL 645 or one semester of ESL 845AB
Grading: credit/no credit
Extracting essential information from passages of expository prose and/or learning to understand and appreciate prose works of English literature.

ESL   813AB   **0.5 unit**

Conversation 2
1.5 hours lecture
Prerequisite: ESL 645 or one semester of ESL 845AB
Grading: credit/no credit
Conversational practice through group discussions of current topics, practice in expressing feelings, opinions and ideas.

ESL   814AB   **0.5 unit**

Composition for ESL Students
1.5 hours lecture
Prerequisite: ESL 645 or one semester of ESL 845AB
Grading: credit/no credit
ESL 814 (Composition) offers intermediate-level ESL students systematic instruction and practice in the construction of short connected series of sentences which state an opinion, describe a process, give information or instructions, or report an experience. Students learn to identify and write topic and supporting sentences and to organize their ideas.

ESL   815   **2.0 units**

Accent Reduction
6.0 hours lecture
Recommended Preparation: ESL 645 or ESL 845
Grading: credit/no credit
This intensive semester-long pronunciation course for intermediate to advanced non-native speakers focuses on the mastery of the English vowel/consonant sound system, stress patterns, melody, rhythm, and intonation of intelligible speech. Extended contextual practice enables students to modify nonstandard pronunciation patterns and achieve improved oral communications.

ESL   816AB   **0.5 unit**

Preparation for College Classes
1.5 hours lecture
Prerequisite: ESL 645 or one semester of ESL 845AB
Grading: credit/no credit
ESL 816, Preparation for College Courses, improves college study techniques, provides college orientation and gives information on opportunities for further study.

ESL   818AB   **0.5 unit**
Vocabulary Development
1.5 hours lecture
Prerequisite: ESL 645 or one semester of ESL 845AB
Grading: credit/no credit
Increases the English vocabulary range of students who do not speak English as their mother tongue.

ESL   819A   **0.5 unit**
Conversation at Crossroads Cafe
1.5 hours lecture
Recommended Preparation: Eligibility for ESL 842AB or ESL 642
Grading: credit/no credit
Crossroads Cafe Conversation Class A is the first of six multi- level conversation classes using the Crossroads Cafe video series as the focus for conversation practice, vocabulary building, basic grammar, and idiomatic expressions. Any student in ESL 842 or above who has a VCR and enjoys watching TV can learn English in a unique and stimulating way, by watching television and singing along with music videos.

ESL   819B   **0.5 unit**
Conversation at Crossroads Cafe
1.5 hours lecture
Recommended Preparation: Eligibility for ESL 842AB or ESL 642
Grading: credit/no credit
Crossroads Cafe Conversation Class B is the second of six multi-level conversation classes using the Crossroads Cafe video series as the focus for conversation practice, vocabulary building, basic grammar, and idiomatic expressions. Any student in ESL 842 or above who has a VCR and enjoys watching TV can learn English in a unique and stimulating way by watching television and singing along with music videos.

ESL   819C   **0.5 unit**
Conversation at Crossroads Cafe
1.5 hours lecture
Recommended Preparation: Eligibility for ESL 842AB or ESL 642
Grading: credit/no credit
Crossroads Cafe Conversation Class C is the third of six multi-level conversation classes using the Crossroads Cafe video series as the focus for conversation practice, vocabulary building, basic grammar, and idiomatic expressions. Any student in ESL 842 or above who has a VCR and enjoys watching TV can learn English in a unique and stimulating way by watching television and singing along with music videos.

ESL   819D   **0.5 unit**
Conversation at Crossroads Cafe
1.5 hours lecture
Recommended Preparation: Eligibility for ESL 842AB or ESL 642
Grading: credit/no credit
Crossroads Cafe Conversation Class D is the fourth of six multi-level conversation classes using the Crossroads Cafe video series as the focus for conversation practice, vocabulary building, basic grammar, and idiomatic expressions. Any student in ESL 842 or above who has a VCR and enjoys watching TV can learn English in a unique and stimulating way by watching television and singing along with music videos.

ESL   819E   **0.5 unit**
Conversation at Crossroads Cafe
1.5 hours lecture
Recommended Preparation: Eligibility for ESL 842AB or ESL 642
Grading: credit/no credit

Crossroads Cafe Conversation Class E is the fifth of six multi-level conversation classes using the Crossroads Cafe video series as the focus for conversation practice, vocabulary building, basic grammar, and idiomatic expressions. Any student in ESL 842 or above who has a VCR and enjoys watching TV can learn English in a unique and stimulating way by watching television and singing along with music videos.

ESL 819F   0.5 unit
Conversation at Crossroads Cafe
1.5 hours lecture
Recommended Preparation: Eligibility for ESL 842AB or ESL 642
Grading: credit/no credit
Crossroads Cafe Conversation Class F is the sixth of six multi-level conversation classes using the Crossroads Cafe video series as the focus for conversation practice, vocabulary building, basic grammar, and idiomatic expressions. Any student in ESL 842 or above who has a VCR and enjoys watching TV can learn English in a unique and stimulating way by watching television and singing along with music videos.

ESL 840AB   0.5 unit
Introduction to College English 0
6.0 hours lecture
Grading: credit/no credit
First of a six-course program in the basics of English structure, emphasizing the mastery of productive grammatical features, accurate pronunciation and comprehension of spoken English and correct written expression. Brings beginners up to basic college-level in the language and prepares them for success in academic and vocational programs offered by the college. Meets the citizenship requirement.

ESL 841AB   0.5 unit
Introduction to College English I
6.0 hours lecture
Prerequisite: Qualify through the ESL placement process or ESL 640 or one semester of ESL 840AB.
Grading: credit/no credit
Second of a six-course program in the basics of English structure, emphasizing the mastery of productive grammatical features, accurate pronunciation and comprehension of spoken English and correct written expression. Brings beginners up to basic college-level in the language and prepares them for success in academic and vocational programs offered by the college. Meets the citizenship requirements.

ESL 842AB   1.0 unit
Introduction to College English 2
6.0 hours lecture
Prerequisite: Qualify through the ESL placement process or ESL 641 or one semester of ESL 841AB.
Grading: credit/no credit
Third in a six-course series in the basics of English structure, emphasizing the mastery of productive grammatical features, accurate pronunciation and comprehension of spoken English and correct written expression. Brings beginners up to basic college-level in the language and prepares them for success in academic and vocational programs offered by the college. Meets the citizenship requirement.

ESL 843AB   1.0 unit
Introduction to College English 3
6.0 hours lecture

Prerequisite: One semester of ESL 642/842AB.
Grading: credit/no credit
Fourth of a six-course series in the basics of English structure, emphasizing the mastery of productive grammatical features, accurate pronunciation and comprehension of spoken English and correct written expression. Brings beginners up to basic college-level in the language and prepares them for success in academic and vocational programs offered by the college. Meets the citizenship requirement.

ESL 844AB   1.0 unit
Introduction to College English 4
6.0 hours lecture
Prerequisite: ESL 643 or one semester of ESL 843AB or equivalent skills as determined by ESL assessment process.
Grading: credit/no credit
ESL 844 is the fifth of a six-course series in the basics of English structure designed to bring beginners up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written English.

ESL 845AB   1.0 unit
Introduction to College English 5
6.0 hours lecture
Prerequisite: One semester of ESL 644/844AB
Grading: credit/no credit
ESL 845 is the sixth of a six-course series designed to bring beginners up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written English.

ENGLISH AS A SECOND LANGUAGE, LEARNING CENTER

ESLLC 699   0.0 unit
Basic Skills for ESL Students
3.0 hours laboratory
Grading: LBCC Non-Graded Course
Individualized programmed instruction or tutoring for non-native speakers of English who: are enrolled in courses and need to improve their mastery of English as a Second Language; who are enrolled in ESL courses but need additional assistance in building or improving literary or communicative skills.

ENGLISH AS A SECOND LANGUAGE, POWERPACK (ESLP)

ESLP 1   2.0 units
ESL Powerpack 1
Prerequisite: ESL 645 or one semester of ESL 845AB
Grading: letter grade or credit/no credit
Intensive practice in conversation, pronunciation, reading and vocabulary with an emphasis on strengthening the oral communication skills necessary for success in college courses. This course gives credit for ESL 812AB, 814AB, 815AB and 818AB.

ENGLISH AS A SECOND LANGUAGE, VOCATIONAL (ESLV)

ESLV   270   **2.0 units**
Intercultural Communication
6.0 hours lecture
Prerequisite: Equivalent skills as determined by ESL placement process or ESL 645 or one semester of ESL 845AB.
Grading: letter grade or credit/no credit
A semester length course which gives intermediate students the skills needed to communicate effectively. American culture will be learned via role-playing activities, journal writings, interviews, readings, library/internet research, etc. Crosscultural and intercultural differences will also be emphasized. Idiomatic language will be taught.

ESLV   271   **2.0 units**
Improving Fluency in Oral Communications
6.0 hours lecture
Prerequisite: Equivalent skills as determined by ESL placement process or ESL 645 or one semester of ESL 845AB.
Grading: letter grade or credit/no credit
An intermediate to advanced level communication course designed to develop fluency and confidence in spoken English, improve listening and pronunciation skills, teach common proverbs and idiomatic expressions used in Standard North American English, and provide practice in interpersonal communication skills.

ESLV   272   **2.0 units**
Communication for the World of Work
6.0 hours lecture
Prerequisite: Equivalent skills as determined by ESL placement process or ESL 645 or one semester of ESL 845AB.
Grading: letter grade or credit/no credit
An intermediate level communication course to aid ESL students who encounter job-related language difficulties. Cultural information, language for interviewing, job applications, understanding work-related policies and procedures will be taught. Idiomatic language related to the world of work will be emphasized.

ESLV   273   **2.0 units**
Intermediate Grammar
6.0 hours lecture
Prerequisite: Equivalent skills as determined by ESL placement process or ESL 645 or one semester of ESL 845AB.
Grading: letter grade or credit/no credit
A semester long intermediate level ESL course which teaches grammatical concepts of the English language. Grammar is taught in form-focused language-learning activities with ample opportunity for communicative interaction.

ESLV   274   **2.0 units**
Reading about the United States
6.0 hours lecture
Prerequisite: Equivalent skills as determined by ESL placement process or ESL 645 or one semester of ESL 845AB.
Grading: letter grade or credit/no credit

This intermediate level reading course acquaints students with various cultural aspects of life in the United States. Students read and discuss narratives and general information articles from journals.

ESLV   275   **2.0 units**
Writing for the World of Work
6.0 hours lecture
Prerequisite: Equivalent skills as determined by ESL placement process or ESL 645 or one semester of ESL 845AB.
Grading: letter grade or credit/no credit
This course is an intermediate level course to help students who encounter writing difficulties on the job. Memos, faxes, cover letters, general business letters, resumes, punctuation, and autobiographies will be emphasized.

ESLV   275X   **2.0 units**
Writing for the World of Work
6.0 hours lecture
Prerequisite: Equivalent skills as determined by ESL placement process or ESL 645 or one semester of ESL 845AB.
Grading: letter grade or credit/no credit
A computer-assisted,intermediate-level writing course which helps students who encounter writing difficulties on the job. Memos, faxes, cover letters, general business letters, resumes, punctuation, and autobiography will be taught.

ENGLISH AS A SECOND LANGUAGE, VOCATIONAL SURVIVAL

ESLVS   620   **0.0 unit**
Voc English for Beginning ESL Students 1
10.0 hour lecture
Grading: LBCC Non-Graded Course
For students who lack basic reading and writing and/or general academic skills. Reading and writing will be developed within a generalized vocational context.

ESLVS   621   **0.0 unit**
Voc English for Beginning ESL Students 2
10.0 hour lecture
Prerequisite: ESLVS 620
Grading: LBCC Non-Graded Course
For those who lack basic reading and writing and/or general academic skills. Reading and writing will be developed within a generalized vocational context.

ESLVS   622   **0.0 unit**
Voc English for Beginning ESL Students 3
10.0 hour lecture
Prerequisite: ESLVS 621
Grading: LBCC Non-Graded Course
For those who lack basic reading and writing and/or general academic skills and are unable to make the transition from ESL 621 to ESL 623 without further development of their oral and written language skills. Language development will take place within a generalized vocational context.

ESLVS   623   **0.0 unit**
Voc English for ESL Students 1
10.0 hour lecture
Prerequisite: ESLVS 622

Grading: LBCC Non-Graded Course
For those whose basic reading and writing and/or general academic skills are limited. Reading and writing will be developed within a generalized vocational context in order to prepare the student for vocational instruction and/or employment.

ESLVS   624   0.0 unit
Voc English for ESL Students 2
10.0 hour lecture
Prerequisite: ESLVS 623
Grading: LBCC Non-Graded Course
A more advanced course to prepare for enrollment in specific pre-vocational English or vocational training courses. Reading and writing will be developed within a generalized vocational context in order to prepare for eventual employment.

ESLVS   625   0.0 unit
On-the-Job English For ESL Students
10.0 hour lecture
Prerequisite: ESLVS 624
Grading: LBCC Non-Graded Course
An advanced course to aid the working student who encounters language difficulties on the job site. Reading, writing and speaking will be developed within a generalized vocational context and then applied to specific problems that students experience.

ENVIRONMENTAL SCIENCE (ENVRS)

ENVRS   1   3.0 units
Energy for the Future
3.0 hours lecture
Grading: letter grade or credit/no credit
This is an introductory physical science course which will familiarize the student with the fundamental principles of environmental systems and discuss current environmental issues. Interpretation of data in drawing a conclusion is stressed, along with the ability to criticize methods of data collection and experimentation. Topics include basic physical science, energy production and consumption, scarcity of resources, conservation, pollution, governmental regulation, and developments in environmental remediation.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FAMILY AND CONSUMER STUDIES (FACS)

FACS   50   3.0 units
Consumer Awareness
3.0 hours lecture
Grading: letter grade or credit/no credit
Students will learn to function effectively as a consumer in todays marketplace. Topics include: wise use of credit, money management, advertising, automotive buying and repair, landlord-tenant, warranties and consumer recourse.
Transfer Status: Transferable to CSU, see counselor for limitations.

FACS   64   3.0 units
Life Management
3.0 hours lecture
Grading: letter grade or credit/no credit

This course helps the student develop the abilities, skills and attitudes needed in planning and managing for todays living. Topics include decision-making, time management, energy conservation and dealing with change.
Transfer Status: Transferable to CSU, see counselor for limitations.

FACS   211A   3.0 units
College & Career Opportunities for Women
3.0 hours lecture
Grading: letter grade or credit/no credit
This is a study of womens roles and examinines personal development and the educational and career opportunities available to women. The course focuses on self assessment, goal planning and personal vision.

FACS   211B   3.0 units
College & Career Opportunities for Women
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is a study of womens roles exploring personal potential and the educational and career opportunities available. Skills, experience and educational requirements for specific careers will be discussed. Resume' writing and interview techniques are included.

FACS   350M1   1.0 unit
Consumer Awareness: Money Management
1.0 hour lecture
Grading: letter grade or credit/no credit
This course covers the handling of debt, applying for credit, credit rights and wise money management.

FACS   364   1.0 unit
Life Management
1.0 hour lecture
Grading: letter grade or credit/no credit
Strategies for effective time-management; concepts of values and goals as related to decision-making resource allocation.

FACS   607   0.0 unit
Living Skills for/Mentally Challenged
4.0 hours laboratory
Grading: LBCC Non-Graded Course
Develop skills and attitudes necessary to function as an active member of the community. Stresses development of social skills, leisure time activities and personal hygiene.

FACS   650   0.0 unit
Special Topics in Consumer Education
3.0 hours lecture
Grading: LBCC Non-Graded Course
Helps senior citizens function effectively as a consumer in today's marketplace. Topics include wise use of credit, money management, advertising, automotive buying and repair, landlord-tenant, warranties and consumer recourse.

FACS   664   0.0 unit
Life Management
3.0 hours lecture
Grading: LBCC Non-Graded Course
Helps senior citizens develop the abilities, skills and attitudes needed in planning and managing for today's living. Topics include decision-making, time

management, energy conservation and dealing with change.

FACS 691 0.0 unit

Basic Home Living Skills
6.0 hours laboratory
Grading: LBCC Non-Graded Course
Provides fundamentals of food preparation and service, nutrition, safety, sewing and related activities, personal hygiene and leisure-time activities.

FACS 864 3.0 units

Introduction to Life Management
3.0 hours lecture
Grading: credit/no credit
An intro to life management skills including values clarification, goal setting, decision-making and time management. Offered as part of a learning community focusing on improving the student's level of basic skills.

FASHION (FD)

FD 3 2.0 units

Intro to Careers in Design/Merchandising
2.0 hours lecture
Grading: letter grade or credit/no credit
A survey of the fashion industry and related occupations. Emphasizes employment opportunities, personal qualifications and skills required for employment.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD 5 2.0 units

Intro/Manufacturing for Design/Merchan
2.0 hours lecture
Grading: letter grade or credit/no credit
This course serves as an introduction to garment manufacturing in the apparel industry; from the design concept through sourcing and pricing to the production of a clothing line. Course required for fashion design and fashion merchandising majors.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD 9 3.0 units

Clothing Selection
3.0 hours lecture
Grading: letter grade or credit/no credit
Apparel selection for the individual and family based on aesthetic guidelines, cultural influences and consumer needs.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD 10 (CAN FCS 6) 3.0 units

Textile Fibers and Fabrics
3.0 hours lecture
Grading: letter grade or credit/no credit
A study of textile fibers and fabrics, their selection, use and care of wearing apparel and home furnishings.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FD 20 (CAN FCS 22) 3.0 units

Introduction to Fashion Merchandising
3.0 hours lecture
Grading: letter grade or credit/no credit

This course explains and illustrates the scope of the fashion industry, its value, development and job potential. Included are an overview of curriculum content and the inter-relationship of the courses involved.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD 22A 1.5 units

Merchandising for Profit I
1.5 hours lecture
Recommended Preparation: FD 20
Grading: letter grade or credit/no credit
This course covers the calculation, interpretation and analysis of the profit and loss statement. Basic pricing and repricing of merchandise and the importance of markup to profitable merchandising is explained and discussed. The course is typically offered for 9 weeks.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD 22B 1.5 units

Merchandising for Profit II
1.5 hours lecture
Recommended Preparation: FD 20
Grading: letter grade or credit/no credit
This course emphasizes quantitative merchandising techniques as applied to inventory and dollar control, discounts, dating procedures and shipping terms. The course is typically offered for 9 weeks.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD 23 3.0 units

Fashion/Merchandise Buying
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is designed to provide the knowledge of the functions of buying merchandise for retail or wholesale businesses. Required for all Fashion Merchandising Majors.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD 24AB 1.5 units

Beginning Sewing
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This course covers the construction of simple garments using basic techniques of clothing construction. Principles and methods related to constructing both woven and knit fabrics will be covered.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD 25AB 1.5 units

Intermediate Sewing
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This course focuses on intermediate clothing construction techniques as they apply to both woven and knit fabrics. Typical projects include a tailored shirt or blouse, fitted slacks with a waistband and knit shirts with neckline variations.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD   26AB   **2.0 units**

Advanced Sewing
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: One semester of FD 24AB
and FD 25AB
Grading: letter grade or credit/no credit
Advanced construction techniques using complex
patterns and difficult fabrics. Consumer considerations
for selection of design, fabric and equipment for
professional clothing construction.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   27AB   **1.5 units**

Production Sewing
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This course focuses on the principles and methods of
stitching and garment construction on power industrial
machines as applied to the production methods of the
garment manufacturing industry. Occupational
certificate is awarded upon completion of eight units.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   29AB   **2.0 units**

Tailoring
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course covers the principles of tailoring techniques
and finishes as applied to men's or women's clothing.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   32   **3.0 units**

History of Fashion
3.0 hours lecture
Grading: letter grade or credit/no credit
A survey of the evolution of clothing styles from the
ancient Egyptian to the present time period. The
importance of the costume as a social record and its
influence on present styles is emphasized.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   36A   **1.5 units**

Pattern Drafting I: Basic Block
1.0 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
A beginning course in pattern drafting. Develop a basic
block pattern for the commercial dress form or
individual figure.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   36B   **1.5 units**

Pattern Drafting II:Pattern Manipulation
1.0 hour lecture, 1.5 hours laboratory
Recommended Preparation: FD 36A
Grading: letter grade or credit/no credit
An intermediate course in the manipulation of the basic
blocks drafted for commercial dress forms or individual
figure.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   37A   **1.5 units**

Pattern Draping I: Basic Sloper
1.0 hour lecture, 1.5 hours laboratory

Grading: letter grade or credit/no credit
This is a beginning course which includes freehand
methods of pattern making and creating the basic sloper
in muslin on dress forms. Each muslin is turned into a
paper pattern, cut and constructed to produce the
finished garment.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   37B   **1.5 units**

Pattern Draping II: Sloper Manipulations
1.0 hour lecture, 1.5 hours laboratory
Recommended Preparation: FD 37A
Grading: letter grade or credit/no credit
This is an intermediate course in the freehand methods
(draping) of manipulating a basic sloper to create
finished designs. Each muslin is turned into a paper
pattern, cut and constructed to produce a finished
garment.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   38A   **3.0 units**

Fashion Design I
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: FD 36B and one semester of
214AB or 215AB (may be taken concurrently)
Grading: letter grade or credit/no credit
An advanced course that provides the opportunity to
design, illustrate, draft and construct sample full-scale
designs for a portfolio or fashion showing.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   38B   **3.0 units**

Fashion Design II
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: FD 37B or one semester of
214AB or 215AB (may be taken concurrently)
Grading: letter grade or credit/no credit
An advanced course that provides an opportunity to
design, illustrate, draft and construct sample scale
designs for a portfolio or fashion showing.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   38C   **3.0 units**

Fashion Design III
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: FD 38B
Grading: letter grade or credit/no credit
An advanced course that provides an opportunity to
design, illustrate, draft, drape and construct sample
full-scale designs for a portfolio or fashion showing.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   38D   **3.0 units**

Fashion Design IV
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
An advanced course that provides an opportunity to
design a complete line for a given season and
classification (i.e., sportswear, junior market). Produce a
line presentation price range, production patterns, cost
sheets and three toiles with the first garment from the
line.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

FD   39A   **1.0 unit**

Pattern Grading
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
An intermediate course in sizing commercial and individual patterns for the adult run of sizes. Covers grading ruler, grading machine and computer grading. Typically offered for nine weeks.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD   40AB   **1.0 unit**

Advanced and Production Pattern Drafting
0.5 hour lecture, 1.5 hours laboratory
Recommended Preparation: FD 36B
Grading: letter grade or credit/no credit
A survey of the problems of the advanced pattern manipulation and production pattern as related to developing a commercial fit for original designs. Also covered are techniques of industrial procedures found in the garment industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD   41AD   **2.5 units**

Fashion Show Production
2.0 hours lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Learn to plan and implement a professional fashion production. Information on the details of planning, budgeting and producing fashion oriented events, plus the opportunity for "hands-on" experience in producing an actual event will be provided.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD   70AD   **1.0 unit**

Work Experience Issues-Fashion Design
1.0 hour lecture
Grading: letter grade or credit/no credit
This course is a seminar related to work experience. Included is discussion of work experience objectives, career goals, employment search, communication skills and problem solving. Creation of resumes and cover letters will be covered and completed.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD   71AD   **1.0 unit**

Work Experience-Fashion Design
4.1 hours laboratory
Corequisite: Enrollment in at least seven units including FD 71AD and 70AD.
Grading: letter grade or credit/no credit
This course involves vocational learning experiences through employment(on-the-job, paid or non paid) directly related to the industry. This course may be repeated 4 times (semesters).
Transfer Status: Transferable to CSU, see counselor for limitations.

FD   72AD   **2.0 units**

Work Experience-Fashion Design
8.3 hours laboratory
Corequisite: Enrollment in at least seven units including FD 72AD and 70AD.
Grading: letter grade or credit/no credit

This course is Vocational learning experiences through employment (on-the-job, paid or non paid) directly related to the industry. This course may be repeated 4 times (semesters).
Transfer Status: Transferable to CSU, see counselor for limitations.

FD   73AD   **3.0 units**

Work Experience-Fashion Design
12.5 hours laboratory
Corequisite: Enrollment in at least seven units including FD 73AD and 70AD.
Grading: letter grade or credit/no credit
This course is Vocational learning experiences through employment (on-the-job, paid or non paid) directly related to the industry. This course may be repeated 4 times (semesters).
Transfer Status: Transferable to CSU, see counselor for limitations.

FD   200   **1.0 unit**

Fashion Prediction/Promotion:Crit View
1.0 hour lecture
Grading: letter grade or credit/no credit
This course presents techniques for critical viewing of fashion prediction and promotion services including services which may include Video Fashion Monthly, Video Fashion News, National Association of Mens Sportswear Buyers, California Apparel News, Daily News Record, Fashion News Report and Ready To Wear Report.

FD   211AB   **1.0 unit**

Textile Design: Beading
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
This course introduces the student to various specialty techniques in hand beading.

FD   213AB   **1.0 unit**

Textile Design: Hand Painting
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Various specialty techniques in hand painting on textiles.

FD   214AB   **2.0 units**

Quick Sketch Croquis Drawing
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This beginning sketch course focuses on the skills necessary for the fashion industry. Students will learn to draw all aspects of garments on the figure and in flat technical drawings using a croquis (template). Fabrics will be rendered in color using marker techniques. The updated fashion figure proportion will be covered. Students will focus on layout of line presentation boards.

FD   215AB   **2.0 units**

Fashion Sketching I
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This is a beginning drawing class for both design and merchandising students which stresses the basic proportions of the female and male fashion figure. The course will cover figure proportion, body movement, action poses, head, hand, foot and leg studies, and various drawing styles and mediums for expressing the fashion figure.

FD   216AB   **2.0 units**

Fashion Portfolio Development
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: One semester of FD 214AB
or FD 215AB
Grading: letter grade or credit/no credit
This advanced course focuses on the skills necessary to
produce a well-organized and thoroughly planned
portfolio to be presented on job interviews.The class
emphasizes drawing the fashion figure in detailed
proportion, flat technical drawings, fabric rendering and
layout techniques for line presentation boards.

FD   230AD   **0.5 unit**

Fashion Design Laboratory
1.5 hours laboratory
Corequisite: Concurrent enrollment in a fashion design
course.
Grading: letter grade or credit/no credit
This course provides the student enrolled in a Fashion
Design course an opportunity for additional hours
working in the Fashion Design Lab. Lab time is assigned
on a space available basis. Students completing 27 hours
of lab work during the semester will receive .5 unit of
credit.

FD   232AB   **0.5 unit**

Specialized Sewing Tech: Christmas Craft
0.5 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Techniques for fabric crafts with the possibility of
employment opportunities.

FD   233AB   **0.5 unit**

Specialized Sewing Tech: Lingerie Const
0.5 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Sewing and fitting of garments using appropriate
techniques for specific fabrics and functions. Provides
the necessary skills for employment in the apparel
trades.

FD   234AB   **0.5 unit**

Specialized Sewing Tech: Winter Sports
0.5 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Sewing and fitting of garments using appropriate
techniques for specific fabrics and functions. Provides
the necessary skills for employment in the apparel
trades.

FD   235AB   **0.5 unit**

Specialized Sewing Tech: Quick Sew
0.5 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Sewing and fitting of garments using appropriate
techniques for specific fabrics and functions. Provides
the necessary skills for employment in the apparel
trades.

FD   236AB   **0.5 unit**

Specialized Sewing Tech: Couture Finish
0.5 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Sewing and fitting of garments using appropriate
techniques for specific fabrics and functions. Provides
the necessary skills for employment in the apparel
trades.

FD   242AD   **2.0 units**

Introduction to Fashion Modeling
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
An intro to modeling as a career option in the fashion
industry and includes types of modeling, body analysis,
make-up application, wardrobe analysis, physical
fitness, photography, fashion show techniques, speech
development, hairstyling, poise and posture.
Development of the model portfolio and agency
selection are included.

FD   244AD   **1.0 unit**

Computer Patternmaking
1.0 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course is designed to provide hands-on training
utilizing the latest versions of apparel pattern making
software technology, such as PDS 2000 (Pattern Design
System by Gerber Technology). Industry techniques and
methods for creating and manipulating apparel patterns
are presented.

FD   245AD   **1.0 unit**

Computer Applications in Fashion
1.0 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
An overview of fashion-related computer programs:
Micromark/Acumark/PDS2000 Pattern Design,
Grading and Marking System and Modability's Snap
Fashion design and illustration.

FD   258AD   **1.0 unit**

Swimwear
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
This course instructs the student in the design, sewing,
and fitting of swimwear. Special emphasis is given to
patterns, stretch fabrics, bra construction and fitting
issues. This class is typically taught in 9 weeks.

FD   332   **1.0 unit**

History of Fashion
1.0 hour lecture
Grading: letter grade or credit/no credit
This course is a vehicle to transport students out of the
classroom setting and into the Fashion World to study
present trends and markets, and research past fashion
trends.

FILM (FILM)

FILM   1   **3.0 units**

Introduction to Film
3.0 hours lecture
Grading: letter grade or credit/no credit
This course serves as an introduction to the evaluation of
film as an art form through an analysis and appreciation
of its aesthetics, history, literature, creative techniques
and expression of its societies and cultures, together with
its influence on twentieth century values.
*Transfer Status: Transferable to UC/CSU, see counselor
for limitations.*

FILM   10A   **3.0 units**

Explorations in Film 1
3.0 hours lecture
Grading: letter grade or credit/no credit

This course is a survey and critical analysis of the gangster genre and/or the western genre and/or film noir and/or neo-noir films within the American film industry.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   10B   3.0 units
Explorations in Film 2
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is a survey and critical analysis of the comedy and/or the melodrama and/or the musical films genre within the American film industry.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   10C   3.0 units
Explorations in Film 3
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is a survey and critical analysis of the adventure and/or action and/or war films genre within the American film industry.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   10D   3.0 units
Explorations in Film 4
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is a survey and critical analysis of the horror and/or science fiction film genre within the American film industry.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   11A   3.0 units
Film Art and Artists 1
3.0 hours lecture
Grading: letter grade or credit/no credit
Survey and critical analysis of the work of various film directors within the International Film Industry focusing on film content: plot, theme, characterization and tone. Lecture, film viewing, possible guest lecturers and possible field trips will be included.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   11B   3.0 units
Film Art and Artists 2
3.0 hours lecture
Grading: letter grade or credit/no credit
Survey and critical analysis of film focusing on cinematic form: visual design, screenplay, cinematography, color, sound, musical score, editing and special effects. Lecture, film viewing, possible guest lecturers and possible field trips will be included.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   11C   3.0 units
Film Art and Artists 3
3.0 hours lecture
Grading: letter grade or credit/no credit
Survey and critical analysis of cinematic genres. Focus is on adaptations, genres, social problem films and censorship. Lecture, film viewing, possible guest lecturers and possible field trips will be included.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   11D   3.0 units
Film Art and Artists 4
3.0 hours lecture
Grading: letter grade or credit/no credit
Survey and critical analysis of content and form of films expressing cultures other than the United States. Lecture, film viewing, possible guest lecturers and possible field trips will be included.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   20AB   3.0 units
Fundamentals of Film Production
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: FILM 1 (may be taken concurrently)
Grading: letter grade or credit/no credit
Basic principles of film production, including operation of equipment and details involved in making a film from idea development to final production. Lecture, lab workshop and individual projects are covered.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   21AB   3.0 units
Intermediate Film Production
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: One semester of FILM 20AB
Grading: letter grade or credit/no credit
Provides intermediate film production experiences for the transfer film major. Includes editing, directing, scripting and producing, with special emphasis on pre- and post-production considerations.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   35AD   4.0 units
Film Production Workshop
3.0 hours lecture, 4.5 hours laboratory
Prerequisite: One semester of FILM 20AB
Grading: letter grade or credit/no credit
An intensive course in the complete experience of filmmaking. In a concentrated six-week format, students will create their own films putting to practical application the fundamental techniques in all phases of Super 8 and video production, including the creation of a story idea and script, camera operation, the use of sound, the editorial process, techniques of picture and sound production.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FILM   60AD   1.0 unit
Special Projects in Film
3.0 hours laboratory
Prerequisite: One semester of FILM 20AB
Grading: letter grade or credit/no credit
Permits lower division students with generalized background in cinema to explore in depth a specific aspect of cinema in theory and execution.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE SCIENCE (FIRE)

FIRE   1   3.0 units
Fire Protection Organization
3.0 hours lecture
Grading: letter grade

Included are: an intro to fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection, fire loss analysis, organization and functions of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, an intro to fire protection systems and an intro to fire strategy and tactics.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 2   3.0 units

Fire Prevention Technology
3.0 hours lecture
Grading: letter grade
Learn about the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards and the relationship of fire prevention with fire safety education and detection and suppression systems.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 3   3.0 units

Fire Protection Equipment and Systems
3.0 hours lecture
Grading: letter grade
Provides info relating to the features and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 4   3.0 units

Building Construction
3.0 hours lecture
Grading: letter grade
This course will cover the components of building construction methods which are relevant to firefighters' safety. The components of building design and methods of construction of structures are known to be key factors when inspecting buildings, preplanning fire operations and operating at fire scenes. The development and evolution of building and fire codes will be analyzed and compared to previous fires which have occurred in residential, commercial and industrial occupied structures.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 5   3.0 units

Fire Behavior and Combustion
3.0 hours lecture
Grading: letter grade
The theory and fundamentals of how and why fires start, spread and are controlled, an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques are discussed.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 6A   2.0 units

Fire Command 1A
2.2 hours lecture
Grading: letter grade

A seminar for certified fire officer candidates. The first in a series of State Board Fire Services accredited courses in fire command. Provides fire company officers with information and experience in command and control techniques. Emphasizes decision making, command authority, preplanning and training requirements for effective performance as an officer. One of eight courses required for certification as a fire officer.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 6B   2.0 units

Fire Command 1B
2.2 hours lecture
Grading: letter grade
The second in a series of State Board of Fire Services accredited courses in fire command. Provides fire company officers with information and experience in command and control techniques used at the scene of a hazardous material emergency. Emphasizes decision making, command authority and the preplanning and training requirements for effective performance as an officer. One of eight courses required for certification as a fire officer. Must attend each day and pass a test for course credit.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 7A   2.0 units

Fire Prevention Officer 1A
2.2 hours lecture
Grading: letter grade
A seminar for certified fire fighters. Provides information on fire prevention organization, laws, regulations and standards, inspection procedures and fire hazards. Meets the Fire Officer 1 requirements established by the State Board of Fire Services.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 7B   2.0 units

Fire Prevention Officer 1B
2.2 hours lecture
Grading: letter grade
Covers the Uniform Fire Code, fire prevention aspects associated with hazardous chemicals, compressed gases and combustible solids, explosives and blasting agents, flammable and combustible liquids, utility of fire protection systems and appliances. Meets the Fire Officer 1 requirements established by the State Board of Fire Services.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 7C   2.0 units

Fire Prevention Officer 1C
2.2 hours lecture
Grading: letter grade
An exam of the physical properties of flammable liquids and gases; the outside storage and handling of bulk flammables and gases; regulations and procedures for the installation of storage tanks and containers. Regulations relative to the transportation of flammable liquids and gases; and procedures for controlling compressed and liquefied gas leaks. (Applies to Fire Prevention Officer 1 Certification.)
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 10A   **2.0 units**

Fire Instructor 1A
2.2 hours lecture
Grading: letter grade
An intro to fire service training methods emphasizing the use of occupational analysis, identifying training needs and training others to perform manipulative skills. Meets Fire Officer 1 requirements established by the State Board of Fire Services.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 10B   **2.0 units**

Fire Instructor 1B
2.2 hours lecture
Grading: letter grade
A seminar on fire service training techniques, emphasizing how to teach technical skills and evaluate teaching. Meets Fire Officer 1 requirements established by the State Board of Fire Services.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 16A   **2.0 units**

Fire Investigator 1A
2.2 hours lecture
Grading: letter grade
A seminar for certified fire fighters. Provides information on fire origin and cause, evidence preservation, prosecution of arson cases, maintaining records and dealing with special arson and investigation problems. Meets Fire Officer 1 requirements established by the State Board of Fire Services.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 16B   **2.0 units**

Fire Investigator 1B
2.2 hours lecture
Grading: letter grade
A seminar for certified fire fighters. Provides a summary of state laws, legal principles, terms, codes and methods relative to fire investigations. Provides information necessary to conduct an investigation and present a case in court. Meets Fire Officer 1 requirements established by the State Board of Fire Services.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 26A   **2.0 units**

Fire Command 2A
2.2 hours lecture
Grading: letter grade
Prepares the officer to use management techniques and the Incident Command System when commanding multiple alarms or large suppression forces.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 26B   **2.0 units**

Fire Command 2B
2.2 hours lecture
Grading: letter grade
Prepares officers to manage a serious hazardous materials incident. Includes areas of discussion on information and data bases; organizations, agencies and institutions involved in hazardous materials response and research; planning for a community's hazardous materials problems; legislation, litigation and liabilities of hazardous materials responses.

Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 40   **2.0 units**

Fire Management 1
2.2 hours lecture
Grading: letter grade
Covers the role of the fire manager, proper application of management skills, organizational behavior and management concepts. Meets Fire Officer 1 requirements established by the State Board of Fire Service.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 42A   **2.0 units**

Fire Management 2A
2.2 hours lecture
Grading: letter grade
Provides information on how to make the transition from supervisor to manager. It offers sound management principles in preparation for more intensified training in specific discipline. Topics of discussion include internal and external influences, personality traits of fire fighters, managing human relations, group dynamics, conflict solution and more.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 42B   **2.0 units**

Fire Management 2B
2.2 hours lecture
Grading: letter grade
Designed to provide insight into the cyclical nature of budgeting and financial management. Become familiar with essential elements of financial planning, budget preparation, budget justification and budget controls.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 53   **3.0 units**

Fire Hydraulics
3.0 hours lecture
Grading: letter grade
A review of applied math, hydraulics laws as applied to the fire service, application of formulas and mental calculation to hydraulics and water supply problems.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 54   **3.0 units**

Hazardous Materials 1
3.0 hours lecture
Grading: letter grade
An intro to basic fire chemistry and physics, problems of flammability encountered by firefighters when dealing with fuels and oxidizers and elementary fire-fighting practices pertaining to hazardous materials in storage and transit.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 57   **3.0 units**

Introduction to Fire Tactics & Strategy
3.0 hours lecture
Grading: letter grade
This is an introductory course which outlines the principles of fire ground control through the utilization of personnel, equipment and extinguishing agents on the fire ground or emergency incident. This course is the

backbone of the Incident Command System, along with learning the theory of the Rapid Intervention Crew and Standardized Emergency Management System. These topics will be presented as theories and principles with emphasis on practical and appropriateness of key academic strategies. This course provides group interactions and individualized instruction to develop a support system and a mentor experience with the instructor.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 58 — 3.0 units
Intro to Fire Company Administration
3.0 hours lecture
Grading: letter grade
A review of fire department organization. Learn planning, organizing and supervising to meet the needs of the fire department, with an emphasis on the company officer's role.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 60 — 3.0 units
Fire Investigation 1
3.0 hours lecture
Grading: letter grade
Learn to determine causes of fires (accidental, suspicious and incendiary), types of fires, related laws, intro to arson and incendiaries, recognize and preserve evidence, interview witnesses and suspects, arrest and detention procedures, court procedures and to give court testimony.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 61 — 3.0 units
Rescue Practices
3.0 hours lecture
Grading: letter grade
Learn about rescue problems and techniques, use of emergency rescue equipment, toxic gases, chemicals and disease, radiation hazards, care of victims, emergency childbirth, respiration and resuscitation, extrication and other emergency conditions.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 62 — 3.0 units
Fire Apparatus and Equipment
3.0 hours lecture
Grading: letter grade
A study of mobile and fixed fire apparatus design, a review of construction specifications and performance capabilities and the effective deployment, utilization and performance of equipment under emergency conditions.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 64 — 3.0 units
Hazardous Materials 2
3.0 hours lecture
Grading: letter grade
A second semester course in hazardous materials covering the identification, handling and fire-fighting practices with explosives, toxic substances and radioactive materials in storage or transit.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 65 — 3.0 units
Fundamentals of Fire Safety
3.0 hours lecture
Grading: letter grade
Provides paid or volunteer firefighters with information on current techniques in the prevention of injuries and the promotion of safety while conducting routine and emergency fire operations.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 66 — 3.0 units
Intro to Related Codes & Ordinances
3.0 hours lecture
Grading: letter grade
Familiarization and interpretation of national, state and local codes and ordinances which influence the field of fire prevention.
Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 240AD — 0.5 unit
Firefighter I Physical Agility
0.2 hour lecture, 0.9 hour laboratory
Grading: letter grade or credit/no credit
Designed to assess physical agility requirements for the fire service. A review of nutritional facts and physical training principles. Meets statewide standards of the Calchiefs organization.

FIRE 242C — 2.0 units
Fire Management 2C
2.2 hours lecture
Grading: letter grade
Designed to provide insight into personnel and labor relations. Meets state fire marshal certification requirements. Designed as service training for fire professionals.

FIRE 245 — 2.0 units
Marine Safety Academy
2.0 hours lecture, 3.5 hours laboratory
Grading: letter grade
This is a basic training program for non-career lifeguards that are approved by the United States Lifesaving Association (USLA). Candidates must qualify for entrance by competing in a rigorous testing process which includes swimming, run-swim-run, and an oral interview. The academy prepares candidates to become Non-career Ocean Lifeguards and includes topics and training in lifeguard tactics, operations, first aid, First Responder, Hazardous Materials, cardiopulmonary resuscitation, mechanical resuscitators, resuscitators, rescue buoys, rescue boards, physical training in timed swims, runs and paddling.

FIRE 250 — 9.0 units
Basic Fire Service Training
15.5 hours lecture, 7.7 hours laboratory
Grading: credit/no credit
Orientation in fire service organization, practices, procedures, tactics and duties, basic training in the use of fire suppression equipment, first aid and fire prevention procedures. Typically offered for seven weeks.

FIRE 271AD — 2.0 units
Work Experience — Fire Science
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.

Grading: letter grade or credit/no credit
An extension of vocational learning through employment related to the fire service career of interest. One unit of credit shall be granted for every 75 hours per semester the student is employed.

FIRE 272AD 3.0 units

Work Experience — Fire Science
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning through employment related to the fire service career of interest. One unit of credit shall be granted for every 75 hours per semester the student is employed.

FIRE 273AD 4.0 units

Work Experience — Fire Science
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning through employment related to the fire service career of interest. One unit of credit shall be granted for every 75 hours per semester the student is employed.

FIRE 303 1.0 unit

Intro to Fire Company Administration
2.2 hours lecture
Grading: credit/no credit
Designed for in-service fire personnel and presents a total management system, from firefighting techniques to strategies and tactics of command.

FIRE 353 1.0 unit

Fire Hydraulics/Driver Operator 1B
2.2 hours lecture
Grading: credit/no credit
A study of fire hydraulics as related to apparatus and equipment, including water supplies, services, operations and techniques. Designed for in-service training to meet requirements for certification by the state fire marshal.

FIRE 354 1.0 unit

Hazmat/First Responder
2.2 hours lecture
Grading: credit/no credit
Presents first responder techniques associated with hazardous materials. Meets certification standards of the California Specialized Training Institute and the Industrial Emergency Council.

FIRE 354M1 1.5 units

Hazmat/First Responder II
1.5 hours lecture
Grading: credit/no credit
Covers first responder techniques associated with hazardous materials; designed for in-service training to meet OSHA standards.

FIRE 361 1.0 unit

Rescue Practices/Disaster Preparedness
1.1 hours lecture
Grading: credit/no credit
Covers rescue problems and techniques related to earthquakes, emergency rescue, care of victims, evacuation procedures and steps for earthquake preparedness and survival.

FIRE 362 1.0 unit

Apparatus & Equipment-Operator 1A
2.2 hours lecture
Grading: credit/no credit
A study of fire apparatus and related operating principles and procedures. Designed for in-service training to meet requirements for certification by the state fire marshal.

FIRE 400A 1.0 unit

ST Fire Science
1.0 hour lecture, 1.0 hour laboratory
Grading: credit/no credit
A series of seminars designed to provide maintenance of basic skills learned or to update knowledge of new technology in the fire service expected of all fire service personnel. Topics will be offered to meet the interest and needs of fire protection specialists. Modules are designed to meet the criteria specified in NFPA standards. This is a special topics course. This course's subject matter will vary by semester. Please refer to the schedule of classes for a particular semester's topic. This course may be repeated for credit as topics change.

FIRE 400B 2.0 units

ST Fire Science
2.0 hours lecture, 2.0 hours laboratory
Grading: credit/no credit
A series of seminars designed to provide maintenance of skills learned or to update knowledge of new technology in the fire service expected of selected fire service personnel, based on rank and station assignment. Topics will be offered to meet the interests and needs of fire personnel. Modules are designed to meet criteria specified in NFPA standards. This is a special topics course. This course's subject matter will vary by semester. Please refer to the schedule of classes for a particular semester's topic. This course may be repeated for credit as topics change.

FIRE 400C 3.0 units

ST Fire Science
3.0 hours lecture, 3.0 hours laboratory
Grading: credit/no credit
A series of seminars designed to provide maintenance of skills learned or to update knowledge of new technology in the fire service expected of selected fire service personnel, based on rank and station assignment. Topics will be offered to meet the interests and needs of fire personnel. Representative topics include: specialty areas of fire service, analyzing and evaluating fire operations and addressing personnel management issues. Modules are designed to meet criteria specified in NFPA standards. This is a special topics course. This course's subject matter will vary by semester. Please refer to the schedule of classes for a particular semester's topic. This course may be repeated for credit as topics change.

FIRE 400D 3.0 units

ST Fire Science
2.0 hours lecture, 3.0 hours laboratory
Grading: credit/no credit
This is a series of seminars designed to provide a maintenance of skills learned or to update knowledge of new technology in the Fire Service expected of selected

fire service personnel based on rank and station assignment. Topics will be offered to meet the interests and needs of fire, safety and marine personnel. Representative topics include: specialty areas of fire service, analyzing and evaluating fire, safety or marine operations and addressing personnel management issues. Modules are designed to meet criteria specified in the National Fire Protection Association (NFPA) and the Marine Safety Association. This is a special topics course. This course's subject matter will vary by semester. Please refer to the schedule of classes for a particular semester's topic. This course may be repeated for credit as topics change.

FIRE 400E   **3.5 units**
ST Fire Science
2.0 hours lecture, 4.8 hours laboratory
Grading: credit/no credit
This is a series of seminars designed to provide a maintenance of skills learned or to update knowledge of new technology in the Fire Service expected of selected fire service personnel based on rank and station assignment. Topics will be offered to meet the interests and needs of fire, safety and marine personnel. Representative topics include: specialty areas of fire service, analyzing and evaluating fire, safety or marine operations and addressing personnel management issues. Modules are designed to meet criteria specified in the National Fire Protection Association (NFPA) and the Marine Safety Association. This is a special topics course. This course's subject matter will vary by semester. Please refer to the schedule of classes for a particular semester's topic. This course may be repeated for credit as topics change.

FIRE 400F   **5.0 units**
ST Fire Science
3.0 hours lecture, 6.4 hours laboratory
Grading: credit/no credit
This is a series of seminars designed to provide a maintenance of skills learned or to update knowledge of new technology in the Fire Service expected of selected fire service personnel based on rank and station assignment. Topics will be offered to meet the interests and needs of fire, safety and marine personnel. Representative topics include: specialty areas of fire service, analyzing and evaluating fire, safety or marine operations and addressing personnel management issues. Modules are designed to meet criteria specified in the National Fire Protection Association (NFPA) and the Marine Safety Association. This is a special topics course. This course's subject matter will vary by semester. Please refer to the schedule of classes for a particular semester's topic. This course may be repeated for credit as topics change.

FLORAL DESIGN (FLO)

FLO 286A   **2.0 units**
Introduction to Floral Design
1.5 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
A study of the elements and principles of design, color coordination, basic floral arranging and basic corsage construction. Nomenclature of flowers and foliage and their uses is included. 286A covers fall flowers; 286B covers spring flowers.

FLO 286B   **2.0 units**
Introduction to Floral Design
1.5 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
A study of the elements and principles of design, color coordination, basic floral arranging and basic corsage construction. Nomenclature of flowers and foliage and their uses is included. 286A covers fall flowers; 286B covers spring flowers.

FLO 287A   **2.0 units**
Intermediate Floral Design-Wedding
1.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: One semester of FLO 286A or FLO 286B
Grading: letter grade or credit/no credit
This is one of three courses which constitute a comprehensive overview of techniques used at an intermediate level within the floral industry. Wedding is a hands on step by step course covering each phase of wedding flowers: design, mechanics and construction of floral products, marketing and selling flowers for church, hotel and home/garden wedding and reception setup.

FLO 287B   **2.0 units**
Intermediate Floral Design-Sympathy
1.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: One semester of FLO 286A or FLO 286B
Grading: letter grade
This is one of three courses which constitute a comprehensive overview of techniques used at an intermediate level within the floral industry. Complete instructions on the art and science of designing sympathy flowers are included from the elaborate casket to simple home tributes. Course focuses on mechanics/construction for efficiency in design.

FLO 287C   **2.0 units**
Intermediate Floral Design-Banquet Holiday
1.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: One semester of FLO 286A or FLO 286B.
Grading: letter grade or credit/no credit
This is one of three courses which constitute a comprehensive overview of techniques used at an intermediate level within the floral industry. This course covers skills needed to successfully produce indoor, outdoor and poolside events, banquets, parties, or related party work.

FLO 288   **2.0 units**
Advanced Floral Design
1.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: FLO 286A-B and FLO 287A-B-C
Grading: letter grade or credit/no credit
This course provides students with the techniques for the planning, design and execution of intricate and creative floral arrangements. Topics include terminology, application and methods for creating designs in less time for profit. This course is required for students in the Floral Design Certificate Program.

FLO 289   **3.0 units**
Applied Floral Shop Operation
3.0 hours lecture
Grading: letter grade or credit/no credit

This course presents techniques for starting a retail or home base floral business. Topics range from licensing procedures to shop layout and day to day operation including the handling of perishable floral materials. Policies, pricing, personnel and selling techniques are examined. Required Floral Design Majors.

FOOD AND NUTRITION (F_N)

F_N   20   (CAN FCS 2)   **3.0 units**
Nutrition and Life
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is an introduction to the basic physiological, psychological, social and biochemical principles related to human nutrition.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

F_N   21   (CAN FCS 8)   **4.0 units**
Food Selection and Meal Preparation
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course introduces the knowledge and skills related to food selection and preparation, food product standards and factors contributing to the quality of prepared food.
Transfer Status: Transferable to CSU, see counselor for limitations.

F_N   26   **1.0 unit**
Nutrition for the Active Person
1.0 hour lecture
Grading: letter grade or credit/no credit
This course is designed to assist the athlete and those who are physically active in examining his or her special nutritional needs based upon current research. Topics that are emphasized in the course include the nutritional needs of the athlete versus the non-athlete, improving athletic performance through nutrition and how to evaluate athletic diets such as high protein diets, carbohydrate loading and pre-game meals. This course is typically offered for nine weeks.
Transfer Status: Transferable to CSU, see counselor for limitations.

F_N   224   **3.0 units**
Sanitation, Safety and Equipment
3.0 hours lecture
Grading: letter grade or credit/no credit
This course covers the application of basic safety and sanitation principles for a food service operation, the criteria used to evaluate equipment design and how to write equipment specifications.

F_N   225   **3.0 units**
Intro to Food Service/Work Organizations
3.0 hours lecture
Grading: letter grade or credit/no credit
The scope and organization of a food service system operating within a health care, community care or school feeding program is presented. The education and experience necessary for employment are also discussed. Additional emphasis will be placed on motion economy, task analysis and method improvement.

F_N   227   **3.0 units**
Supervision and Training Techniques
3.0 hours lecture
Grading: letter grade or credit/no credit
Trains students for supervisory positions in food service operations related to health care facilities. Emphasis will include staff selection, training, presentation techniques, communication and staff development.

F_N   228   **3.0 units**
Food Production Management
3.0 hours lecture
Grading: letter grade or credit/no credit
Become familiar with management techniques related to food service operations. Production scheduling, equipment utilization, staffing and service systems are also covered.

F_N   230AC   **2.0 units**
Clinical Field Experience I
1.0 hour lecture, 5.0 hours laboratory
Grading: credit/no credit
This course provides supervised clinical field experience in health care facilities for dietetic service supervisor and dietetic technician program students. Students learn and practice the skills necessary to coordinate a health care food service facility.

F_N   231   **3.0 units**
Menu Planning and Food Purchasing
3.0 hours lecture
Grading: letter grade
This course covers the planning and design of health care institutional menus. Topics include: nutritional adequacy, psychological needs, types of operation, equipment and skill of personnel. Purchasing and costing of food, analysis of food quality, writing specifications, ordering, receiving and storing of food and supplies are also covered.

F_N   232   **3.0 units**
Medical Nutrition Therapy
3.0 hours lecture
Recommended Preparation: F_N 20 (may be taken concurrently)
Grading: letter grade
This course presents the principles of and indication for medical nutrition therapy in the treatment of diseases and disorders. Course content applies to dietetics programs in hospitals, convalescent and extended care facilities.

F_N   233A   **1.0 unit**
Special Topics — Medical Charting
1.0 hour lecture
Grading: letter grade or credit/no credit
This course covers techniques of nutritional medical charting for dietary professionals in health care facilities. Problem-oriented records and the S.O.A.P. methods are discussed.

F_N   233B   **1.0 unit**
Special Topics — Diabetes Mellitus Trng
1.0 hour lecture
Grading: letter grade or credit/no credit
Covers diabetes training for dietary professionals in health care facilities or lay persons. The latest in diabetes management, diet adjustments, new resources and products are presented.

F_N 233C   **1.0 unit**
Special Topics — Modified Diets
1.0 hour lecture
Grading: letter grade or credit/no credit
Modified diet update. Emphasizes diet therapy for
sodium, cholesterol, calories, protein, fat, soft, liquids
and bland diet modifications.

F_N 233D   **1.0 unit**
Special Topics — Work Organizations
1.0 hour lecture
Grading: letter grade or credit/no credit
Covers work organization and efficiency techniques for
health care and school food service personnel.

F_N 234   **3.0 units**
Advanced Nutrition Care
3.0 hours lecture
Prerequisite: F_N 232
Grading: letter grade or credit/no credit
A study of nutrition education principles and techniques
for the individual, family and small groups in normal,
modified and preventive nutrition care throughout the
lifecycle. Computer applications and cultural
implications are also covered.

F_N 235   **3.0 units**
Advanced Medical Nutrition Therapy
3.0 hours lecture
Recommended Preparation: F_N 232
Grading: letter grade or credit/no credit
This course presents advanced study of medical nutrition
therapy with applications in diet counseling, menu
modification, communication, documentation,
education and appropriate food service delivery.

F_N 236   **1.0 unit**
Dietetic Seminar
1.0 hour lecture
Grading: letter grade or credit/no credit
This course serves as an introduction to the development
of professionalism and a team concept in the dietetic
health care system. The course examines financing,
planning and regulating health care services related to
dietetics, as well as the standards of professional
responsibility and code of ethics for the profession of
dietetics.

F_N 240AC   **2.0 units**
Clinical Field Experience II
10.0 hour laboratory
Recommended Preparation: Two semesters of F_N
230AC
Grading: credit/no credit
This course provides supervised clinical experience in
health care facilities for students in the Dietetic
Technician Program. Students will learn and practice
skills necessary to provide nutritional care services to
clients in health care settings.

F_N 250   **2.0 units**
Nutrition for Culinary Arts
2.0 hours lecture
Grading: letter grade or credit/no credit
This course provides a practical approach to the
application of sound nutritional practices in the food
service setting. Culinary arts students and professionals
will be able to incorporate healthful nutritional
knowledge in their personal and professional lives. This
course includes nutrition as it relates to health

throughout the life cycle, menu/recipe design and
modification, food product selection and current trends
in consumer preference.

F_N 251   **3.0 units**
Applied Nutrition for Culinary Arts
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
Techniques and applications of designing and producing
healthy recipes and menus for the culinary industry with
hands on lab experiences. Meets requirements for
American Culinary Federation accreditation.

F_N 252AD   **1.5 units**
Cake Decorating and Sugar Cookery
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This course teaches the student to create professional
quality cake decorations. Materials and techniques
covered include: Buttercream, regal, whipped cream and
fondant icings, ceramic-like flowers, cake sculptures,
gum paste, marzipan, gel run-sugar, and airbrush.

F_N 253   **1.0 unit**
Food Handler Certification
1.0 hour lecture
Grading: letter grade or credit/no credit
Covers the required standards of sanitation and safety in
the handling, preparation and serving of food to protect
the public's health. Will receive a Food Handler
Certificate after passing the food handler exam given at
the conclusion of the course. Certificate required for
those working in a food service establishment to meet the
California State Health Code.

F_N 255A   **1.0 unit**
Nutrition Facts and Fallacies
1.0 hour lecture
Grading: letter grade or credit/no credit
This course covers the most recent information on
nutritional facts and fallacies emphasizing personal
health and lifestyle.

F_N 255B   **1.0 unit**
Nutrition/Pregnancy, Infants, Children
1.0 hour lecture
Grading: letter grade or credit/no credit
This course provides the most recent information in the
specific areas of nutrition. Nutritional facts and fallacies
and life cycle nutrition focusing on pregnancy, infants
and childhood are emphasized.

F_N 255C   **1.0 unit**
Nutrition for Adults and Aging
1.0 hour lecture
Grading: letter grade or credit/no credit
This course provides the most recent information in the
specific area of nutrition. Facts and fallacies and life
cycle nutrition focusing on seniors are emphasized.

F_N 255D   **1.0 unit**
Vegetarian Lifestyle
1.0 hour lecture
Grading: letter grade or credit/no credit
This course provides the knowledge to plan and practice
a vegetarian lifestyle and maintain optimum nutrition.
Topics will include the benefits and cautions of the
vegetarian diet, variations of the diet and how to combine
non-meat proteins. The course is typically offered for
nine weeks.

F_N   256   **2.0 units**
Weight Control & Energy Balance
2.0 hours lecture
Grading: letter grade or credit/no credit
This course presents techniques of long term weight control. The following areas are addressed in this course: assessment of ideal body weight, techniques of diet/behavior modification, emotional eating triggers, and principles of energy balance through the modification of diet.

F_N   260AD   **1.5 units**
Cultural Foods
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Explores the origins of foods, customs, nutrition and preparation of foods common to a variety of cultures. Food patterns and relationship to social customs and rituals are covered in addition to the nutrition assessment and the effects of changes of food habits.

F_N   261AD   **1.5 units**
Modern Meals
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Provides the knowledge and skills required to plan, prepare and serve nutritious, varied, palatable, attractive meals within the limitations of time, energy, equipment and budget.

F_N   262AD   **1.5 units**
Meal Preparation for 1 and 2 Persons
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Meal planning and food selection for the single person or couple. Emphasis is on economy, speed and attractiveness.

F_N   360AD   **0.5 unit**
Cultural Foods
0.5 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course explores the origins of foods, customs, nutrition and preparation of foods common to a variety of cultures. Food patterns and relationship to social customs and rituals are covered in addition to the nutrition assessment and the effects of changes of food habits.

F_N   361AD   **0.5 unit**
Modern Meals
0.5 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Provides the knowledge and skills required to plan, prepare and serve nutritious, varied, palatable, attractive meals within the limitations of time, energy, equipment and budget.

F_N   362AD   **0.5 unit**
Cooking for Singles
0.5 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course is designed to teach meal planning and food preparation for the single person. This course will emphasize the preparation of nutritious, convenient, economical and attractive meals.

FOREIGN STUDIES (FRSTU)

FRSTU   11A   **3.0 units**
Language & Cultures of Western Europe
3.0 hours lecture
Grading: letter grade or credit/no credit
Intro to the study of the major languages and cultures of Western Europe. A survey of the historic sites, the customs and the habits of the present day European man. Study foreign expressions and concepts which are part of the American vocabulary. Designed for students interested in study or travel abroad, international relations, travel services, journalism or foreign service.
Transfer Status: Transferable to CSU, see counselor for limitations.

FRSTU   11B   **3.0 units**
Language & Cultures of Western Europe
3.0 hours lecture
Grading: letter grade or credit/no credit
Continuation of the study of the major languages and cultures of Western Europe. A survey of the historic sites, the customs and the habits of the present day European man. Study foreign expressions and concepts which are part of the American vocabulary. For students interested in study or travel abroad, international relations, travel services, journalism or foreign service.
Transfer Status: Transferable to CSU, see counselor for limitations.

FORKLIFT (FORK)

FORK   801   **1.0 unit**
Forklift Safety and Operation
0.8 hour lecture, 0.6 hour laboratory
Grading: credit/no credit
Covers safety and operation of the forklift, including basic lifting principles, load rating, stability and operation techniques.

FRENCH (FREN)

FREN   1   (CAN FREN 2)   **5.0 units**
Elementary French
5.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course provides an introduction to French vocabulary and grammar structures, emphasizing listening, speaking, reading, and writing, based on modern topical material. This course is not recommended for native speakers of French or for students who have recently completed one year of high school French with a grade of B or better.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   1A   (Part of CAN FREN SEQUENCE A)   3.0 units
Elementary French 1A
3.0 hours lecture
Grading: letter grade or credit/no credit
Intro to the French language, emphasizing listening, comprehension, conversation, reading and writing to develop control of the basic sounds, forms and structure of French. Topics for conversation are everyday life situations and issues in the French world. Not recommended for native speakers of French or students who have completed one year of high school French with a grade of B or better.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   1B   (Part of CAN FREN SEQUENCE A)   2.0 units

Elementary French 1B
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: FREN 1A
Grading: letter grade or credit/no credit
Intro to the French language, emphasizing listening, comprehension, conversation, reading and writing to develop control of the basic sounds, forms and structure of French. Topics for conversation are every day life situations and issues in the French world. Not recommended for native speakers of French or students who have completed one year of high school French with a grade of B or better.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   2   (CAN FREN 4)   5.0 units

Elementary French
5.0 hours lecture, 1.0 hour laboratory
Prerequisite: FREN 1 or FREN 1A and 1B or recent completion of one year of High School French.
Grading: letter grade or credit/no credit
This course is a continuation of the study of basic French vocabulary and grammar forms, emphasizing listening and speaking, reading and writing, based on modern topical material.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   2A   (Part of CAN FREN SEQUENCE A)   3.0 units

Elementary French 2A
3.0 hours lecture
Prerequisite: FREN 1 or FREN 1A and 1B or recent completion of one year of High School French.
Grading: letter grade or credit/no credit
Continuation of the study of basic grammar forms, emphasizing listening and speaking. Reading and writing, based on modern topical materials are covered.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   2B   (Part of CAN FREN SEQUENCE A)   2.0 units

Elementary French 2B
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: FREN 2A
Grading: letter grade or credit/no credit
Continuation of the study of basic grammar forms, emphasizing listening and speaking, as well as reading and writing, based on modern topical material.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   3   (CAN FREN 8)   5.0 units

Intermediate French
5.0 hours lecture
Prerequisite: FREN 2 or FREN 2A and 2B or recent completion of two years of High School French.
Grading: letter grade or credit/no credit
A review of French grammar. Intensive study of idiomatic expressions and vocabulary based on the reading of short stories and a variety of articles and situational dialogues which reflect the French culture. Development of reading and writing, based on the reading of material and personal experiences, is covered.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   4   (CAN FREN 10)   5.0 units

Intermediate French
5.0 hours lecture
Prerequisite: FREN 3 or recent completion of three years High School French.
Grading: letter grade or credit/no credit
This is a continuation of the review of French grammar, emphasizing more advanced structure. Reading of short stories and literary selections by famous contemporary French authors, as well as extensive practice in comprehension, speaking, writing and reading are covered.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   8AD   2.0 units

Spoken French
3.0 hours lecture
Prerequisite: FREN 2 or 2A and 2B
Grading: letter grade or credit/no credit
This course provides an intensive study and practice in French conversation based on practical situations, French and Francophone culture, and current events.
Transfer Status: Transferable to CSU, see counselor for limitations.

FREN   25A   3.0 units

Advanced French: Culture in Literature
3.0 hours lecture
Prerequisite: FREN 4
Grading: letter grade or credit/no credit
Students explore Francophone culture via articles, essays, realia, short stories, fables, biographies, etc. The course includes grammar review stressing oral and written composition, as well as acquisition of topic-related vocabulary, to improve fluency in the target language. Outside reading and reporting in the field of study are required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   25B   3.0 units

Advanced French: History
3.0 hours lecture
Prerequisite: FREN 25A
Grading: letter grade or credit/no credit
Students explore Francophone culture via articles, essays, realia, short stories, fables, biographies, etc. The course includes grammar review stressing oral and written composition, as well as acquisition of topic-related vocabulary, to improve fluency in the target language. Outside reading and reporting in the field of study are required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   25C   3.0 units

Advanced French: Politics, Current Event
3.0 hours lecture
Prerequisite: FREN 25B
Grading: letter grade or credit/no credit
Students explore Francophone politics and/or current events via articles, essays, realia, etc. The course includes grammar review stressing oral and written composition, as well as acquisition of topic-related vocabulary, to improve fluency in the target language. Outside reading and reporting in the field of study are required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

FREN   25D   **3.0 units**
Advanced French: Literature
3.0 hours lecture
Prerequisite: FREN 25C
Grading: letter grade or credit/no credit
Students explore Francophone literature via short stories, fables, novels, poems, etc. The course includes grammar review stressing oral and written composition, as well as acquisition of topic-related vocabulary, to improve fluency in the target language. Outside reading and reporting in the field of study are required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOGRAPHY (GEOG)

GEOG   2   (CAN GEOG 4)   **3.0 units**
Elements of Cultural Geography
3.0 hours lecture
Grading: letter grade or credit/no credit
Study the basic cultural elements of the earth, the peoples of the world and their settlement characteristics and the origins, historical dispersals and contemporary distribution of representative cultural patterns.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOG   5   **3.0 units**
The Global Economy
3.0 hours lecture
Grading: letter grade or credit/no credit
This course examines the location and organization of international economic activities from an economic, cultural, political, and environmental perspective. Topics covered by a faculty team drawn from Economics and Geography include the spatial distribution of resources and production, global flows of information, capital and labor, and regional inequalities such as income distribution, poverty, discrimination and standard of living. This class is recommended for students in business, social science and liberal arts with an interest in global and international issues, including regional and social inequalities, marketing and international trade, and tourism. This course is not open to students registered in or with credit in ECON 5.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOG   10   **3.0 units**
Intro to Geographic Information Systems
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: Familiar with Internet or computer literacy.
Grading: letter grade
This course provides an introduction to mapping and geographic information science, which includes computer systems and software for geographic analysis, cartography, global positioning systems and remote sensing. Included are geographic concepts for spatial analysis and work on practical applications with computer software.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOG   40   **3.0 units**
World Regional Geography
3.0 hours lecture
Grading: letter grade or credit/no credit

The basic concepts and fundamentals of both physical and cultural geography are used for an interpretation of the geographic areas of North America, Africa, Europe, countries that comprised the former Soviet Union, Asia, the Middle East and the Pacific area.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOG   48   **3.0 units**
Geography of California
3.0 hours lecture
Grading: letter grade or credit/no credit
An intro to the diversity of the state of California through study of its cultural and social geography, regions, landscapes and resources. An investigation of the origins of California's ethnic diversity, regional contrasts, resources and problems. The future of California is examined using spatial analysis and field investigations.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOG   640   **0.0 unit**
World Regional Geography
2.0 hours lecture
Grading: LBCC Non-Graded Course
A study of the physical and cultural characteristics of various world regions, emphasizing topography, major cities, customs and traditions. (Enrollment is designed for older adults residing in convalescent homes.)

GEOGRAPHY, PHYSICAL (PGEOG)

PGEOG   1   (CAN GEOG 2)   **3.0 units**
Earth Surface Study
3.0 hours lecture
Grading: letter grade or credit/no credit
This is an introductory physical science course, which will emphasize an understanding of the salient scientific principles underlying the spatial distribution of phenomena that exist in the Earth's hydrosphere, biosphere, atmosphere, and lithosphere and the role humans play within these systems.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOLOGY (GEOL)

GEOL   1   **4.0 units**
General Physical Geology
3.5 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This is a class that covers the materials and structure of the Earth and the physical processes by which it has been and is being changed. A general physical science course for liberal arts students and a beginning course for geology majors. Included with the class is a required one-day, Saturday or Sunday, field trip to acquaint students with the local geology.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOL   1H   **4.0 units**
Honors General Physical Geology
3.5 hours lecture, 3.0 hours laboratory
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
This is a class that covers the materials and structure of the Earth and the physical processes by which it has been and is being changed. A general physical science course

for liberal arts students and a beginning course for geology majors. Included with the class is a required one-day, Saturday or Sunday, field trip to acquaint students with the local geology.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOL 2   3.0 units
General Geology, Physical
3.0 hours lecture
Grading: letter grade or credit/no credit
Survey the materials and structure forming the earth and the processes by which it has been and is being changed. A general course for liberal arts students and a beginning course for geology majors. One Saturday field trip is required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOL 2F   1.0 unit
Geology Field Trips
1.3 hours lecture
Corequisite: GEOL 1 or 2
Grading: letter grade or credit/no credit
This is a field trip class offering three single-day field trips, including the San Andreas Fault, Palos Verdes Hills and the Santa Ana Mountains-Dana Point. The purpose of these trips is to acquaint students with the local geology and associated environmental problems. This class does not fulfill the requirement for a laboratory science.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOL 2L   1.0 unit
General Geology, Physical Geology Lab
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: GEOL 2 (may be taken concurrently)
Grading: letter grade or credit/no credit
This class provides laboratory exercises in identification of rocks and minerals, an introduction to geologic time and dating techniques, reading and interpretation of topographic maps and aerial photographs, study of geologic structures, faults and geomorphology.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOL 3   3.0 units
Historical Geology
3.0 hours lecture, 0.5 hour laboratory
Grading: letter grade or credit/no credit
A study of earth history through an analysis of the fossil and rock record. Examine the evidence for ancient climatic fluctuations in order to evaluate the theory of recent global warming. A general course for liberal arts students and a beginning course for geology majors. One Saturday field trip is required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOL 3H   4.0 units
Honors Historical Geology
4.0 hours lecture, 2.5 hours laboratory
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
A study of earth history through an analysis of the fossil and rock record. Examine the evidence for ancient climatic fluctuations in order to evaluate the theory of recent global warming. A general course for liberal arts

students and a beginning course for geology majors. One Saturday field trip is required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOL 4   2.0 units
Field Geology
1.5 hours lecture, 1.5 hours laboratory
Prerequisite: GEOL 1, 2, 2L, 3, 3H or 5 (may be taken concurrently)
Grading: letter grade or credit/no credit
A field course to selected locations in the Owens Valley and Death Valley. Offered fall semester.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOL 5   3.0 units
Environmental Geology
3.0 hours lecture
Grading: letter grade or credit/no credit
Learn about natural hazards affecting the greater Los Angeles area, how to assess danger from these hazards and what you can do to minimize personal damage. Explore environmental issues of the Los Angeles basin that are directly related to the earth, such as water supply, pollution and land use.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOL 7AD   2.0 units
Field Studies: Western Environments
1.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: GEOL 1, 2, 3 or 18 or concurrent enrollment.
Grading: letter grade or credit/no credit
Geology 7AD is a field studies course to geologically interesting areas of the west. The emphasis of the course will be to identify clues in the rock and fossil record which indicate past environmental conditions in the Western United States.
Transfer Status: Transferable to CSU, see counselor for limitations.

GEOL 16   3.0 units
Field Techniques/Geol: So Calif Deserts
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: GEOL 1, 1H, 2 or 5 (may be taken concurrently)
Grading: letter grade or credit/no credit
A study of rock and mineral deposits, faults and other features found in Southern California's deserts. Includes: map making, field and microscopic work. Two weekend field trips. Offered spring semester.
Transfer Status: Transferable to CSU, see counselor for limitations.

GEOL 17   2.0 units
Geology of Southern California Deserts
1.5 hours lecture, 1.5 hours laboratory
Prerequisite: GEOL 1, 2, or 5 (may be taken concurrently)
Grading: letter grade or credit/no credit

Deals with the petrology, stratigraphy, structure and paleontology of Southern California deserts. Two weekend field trips. Offered spring semester. Not open to students with credit in GEOL 16.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GEOL 18   3.0 units
Geology of California
3.0 hours lecture
Grading: letter grade or credit/no credit
Outlines the basic principles of geology and the features and history of California's landscape through the exam of the rocks, minerals, fossils and tectonic events common in California.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GERMAN (GER)

GER 1 (CAN GERM 2)   5.0 units
Elementary German
5.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course is an introduction to the German language and emphasizes the four skills necessary for language acquisition: listening, speaking, reading and writing. Students will learn the sound system and elementary grammatical structures to be able to communicate at a basic level. This course exposes students to everyday situations and cultural topics of the German speaking world. It is not recommended for native or near native speakers of German or students who have completed one year of high school German with a grade of B or better.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GER 1A   3.0 units
Elementary German 1A
3.0 hours lecture
Grading: letter grade or credit/no credit
Intro to the German language, emphasizing listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure of German. Topics for conversation are everyday life situations and issues in the German world. Not recommended for native speakers of German or students who have completed one year of high school German with a grade of B or better.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GER 1B   2.0 units
Elementary German 1B
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: GER 1A
Grading: letter grade or credit/no credit
Intro to the German language, emphasizing listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure of German. Topics for conversation are everyday life situations and issues in the German world. Not recommended for native speakers of German or students who have completed one year of high school German with a grade of B or better.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GER 2 (CAN GERM 4)   5.0 units
Elementary German
5.0 hours lecture, 1.0 hour laboratory
Prerequisite: GER 1 or GER 1A and 1B or recent completion of one year of High School German.
Grading: letter grade or credit/no credit
Continuation of the study of basic grammar forms. Major emphasis is on listening and speaking. Reading and writing based on modern topical material are required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GER 2A   3.0 units
Elementary German 2A
3.0 hours lecture
Prerequisite: GER 1 or GER 1A and 1B or recent completion of one year of High School German.
Grading: letter grade or credit/no credit
Continuation of the study of basic grammar forms, emphasizing listening and speaking, reading and writing, based on modern topical material.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GER 2B   2.0 units
Elementary German 2B
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: GER 2A
Grading: letter grade or credit/no credit
Continuation of the study of basic grammar forms. Major emphasis is on listening and speaking. Reading and writing based on modern topical material.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GER 3 (CAN GERM 8)   5.0 units
Intermediate German
5.0 hours lecture
Prerequisite: GER 2 or GER 2A and 2B or recent completion of two years of High School German.
Grading: letter grade or credit/no credit
A review of German grammar. An intensive study of idiomatic expressions and vocabulary based on the reading of short stories and a variety of articles and situational dialogues which reflect German culture. Development of reading and writing based on reading material and personal experiences.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GER 3H (CAN GERM 8)   5.0 units
Honors Intermediate German
5.0 hours lecture
Prerequisite: GER 2 or 2A and 2B or recent completion of two years of High School German and Qualification for the Honors Program.
Grading: letter grade or credit/no credit
An intensive study of the German culture, art and language based on the reading of short stories, a variety of articles, literary selections by famous authors, film and the study of contemporary newspapers and magazines. Development of reading and writing, a study of German values in art and literature and a review of German grammar based on reading material and personal experiences.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

GER   4   (CAN GERM 10)   **5.0 units**
Intermediate German
5.0 hours lecture
Prerequisite: GER 3 or recent completion of three years
of High School German.
Grading: letter grade or credit/no credit
Continuation of the review of German grammar,
emphasizing a more advanced structure. Reading of
short stories and literary selections by famous
contemporary German authors. Extensive practice in
comprehension, speaking, writing and reading.
*Transfer Status: Transferable to UC/CSU, see counselor
for limitations.*

GER   4H   (CAN GERM 10)   **5.0 units**
Honors Intermediate German
5.0 hours lecture
Prerequisite: GER 3 or recent completion of three years
of High School German and Qualification for the Honors
program.
Grading: letter grade or credit/no credit
A continuation of an intensive study of the German
culture, art and language based on the reading of short
stories, a variety of articles, literary selections by famous
authors, German films and a study of German values in
history. Also, a continuation of the review of German
grammar with an emphasis on how syntax and
vocabulary facilitate the development of ideas.
Readings of short stories and literary selections by
famous contemporary German authors will expand the
knowledge acquired in GER 3 dealing with German art
and literature. Furthermore, a career focus to language
and the various professional disciplines will be added to
reinforce the student's understanding of modern German
culture. Finally, relating language to culture is the
central focus.
*Transfer Status: Transferable to UC/CSU, see counselor
for limitations.*

GER   8AD   **2.0 units**
Spoken German
3.0 hours lecture
Prerequisite: GER 2 or 2A and 2B
Grading: letter grade or credit/no credit
An intensive study and practice of spoken German
conversation based on practical, everyday situations
concerning travel, business, current events, culture and
people in German-speaking countries. The emphasis is
on enlarging vocabulary on current idiomatic usage and
on language patterns fundamental to the active use of
German.
*Transfer Status: Transferable to CSU, see counselor for
limitations.*

GER   25A   **3.0 units**
Advanced German: Culture in Literature
3.0 hours lecture
Prerequisite: GER 4
Grading: letter grade or credit/no credit
The study of German culture in short stories, fables,
biographies, etc. Review grammar, stressing oral and
written composition and practice for fluency.
Emphasizes a career-related language with a choice of
collateral readings relative to business, science or the
humanities. Attention is given to developing vocabulary
and standard forms appropriate to individual career
objectives. Outside reading and reporting in the
respective field of study are included.
*Transfer Status: Transferable to UC/CSU, see counselor
for limitations.*

GER   25B   **3.0 units**
Advanced German: History
3.0 hours lecture
Prerequisite: GER 4
Grading: letter grade or credit/no credit
Study the history of German speaking countries from
early to the present time through texts from history
books. Review grammar, stressing oral and written
composition, and practice for fluency. Emphasizes a
career-related language with a choice of collateral
readings relative to business, science or the humanities.
Attention is given to developing vocabulary and
standard forms appropriate to individual career
objectives. Outside reading and reporting in the
respective field of study are included.
*Transfer Status: Transferable to UC/CSU, see counselor
for limitations.*

GER   25C   **3.0 units**
Advanced German: Politics, Current Event
3.0 hours lecture
Prerequisite: GER 4
Grading: letter grade or credit/no credit
A study of political and other current events through
newspapers and magazine articles. Review grammar,
stressing oral and written composition, and practice for
fluency. Emphasizes a career-related language with a
choice of collateral readings relative to business, science
or the humanities. Attention is given to developing
vocabulary and standard forms appropriate to individual
career objectives. Outside reading and reporting in the
respective field of study or in representative German
literature.
*Transfer Status: Transferable to UC/CSU, see counselor
for limitations.*

GER   25D   **3.0 units**
Advanced German: Literature
3.0 hours lecture
Prerequisite: GER 4
Grading: letter grade or credit/no credit
Review grammar, stressing oral and written
composition, and practice for fluency. Emphasis is on
career-related language with a choice of collateral
readings relative to business, science or the humanities.
Attention is given to developing vocabulary and
standard forms appropriate to individual career
objectives. Study different literary genres through short
novels, fairy tales, poems, etc. Outside readings and
reporting in the respective field of study or in
representative German literature are included.
*Transfer Status: Transferable to UC/CSU, see counselor
for limitations.*

HEALTH EDUCATION (HLED)

HLED   2   **2.0 units**
Introduction to Health Education
2.0 hours lecture
Grading: letter grade or credit/no credit
This course is designed to promote desirable health
attitudes and to provide up-to-date information in the
areas of individual, family and community health. This
course is not open for credit to students registered in or
with credit in HLED 3. This course fulfills the AA/AS
degree requirements in health education.
*Transfer Status: Transferable to UC/CSU, see counselor
for limitations.*

HLED 3 3.0 units
Contemporary Health Problems
3.0 hours lecture
Grading: letter grade or credit/no credit
Action-oriented course with up-to-date presentations of current health problems and the methods of coping. Speakers, videos, slides and student experiences will be employed to acquaint students with the facts and the choices they have as consumers of health service and products. Not open for credit to students registered in or with credit in HLED 2. Fulfills AA/AS degree requirements in Health Education.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HLED 4 3.0 units
Women's Health Issues
3.0 hours lecture
Grading: letter grade or credit/no credit
Proposes to help women attain an optimum state of health; includes becoming discerning consumers of the health care industry. Fundamentals of normal physiology and natural defense mechanisms will be covered to the extent necessary to promote understanding of the cause, prevention and treatment of various conditions or disorders, including reproductive organ dysfunction, menstrual disorders, sexually transmitted diseases, infertility, complications of pregnancy, osteoporosis, cancer and cardiovascular disease. The importance of lifestyle habits will be emphasized. Other topics include gender differences in health and mortality and the history and current status of research on women's health issues.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HLED 5 3.0 units
Men's Health Issues
3.0 hours lecture
Grading: letter grade
This course is designed to explore contemporary health issues and how they affect men. A variety of topics will be addressed, including; cardiovascular disease, relationships and sexuality, alcohol and substance abuse, stress, and psychological health. These topics will be examined in relation to how they influence the wellness of men.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HLED 10 3.0 units
Human Sexuality
3.0 hours lecture
Grading: letter grade or credit/no credit
An intro to human sexual knowledge, attitudes and behaviors viewed from the biological, psychological, sociological, cultural, religious and historical perspectives. Provides three units of elective work in the health sciences or sociology. It does not take the place of HLED 2 or 3 which are required for the AA/AS degrees. Not open for credit to students registered in or with credit in PSYCH 10.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HISTORY (HIST)

HIST 1A (CAN HIST 2) 3.0 units
History: Western (European) Civilization
3.0 hours lecture
Grading: letter grade
A broad survey of European civilization and its world significance from pre-history to the end of the Thirty Years War, including Greece, Rome, Middle Ages, Renaissance and Reformation through the Age of Discovery.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 1AH 3.0 units
Honors History of Western European Civ
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade
A broad survey of European civilization and its world significance from pre-history to the end of the Thirty Years War, including Greece, Rome, Middle Ages, Renaissance and Reformation through the Age of Discovery.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 1B (CAN HIST 4) 3.0 units
History: Western (European) Civilization
3.0 hours lecture
Grading: letter grade
Traces European civilization from the end of the Thirty Years War in 1648 to the present, including the French Revolution, Napoleonic era, Industrial Revolution, age of nationalism and imperialism, World Wars I and II, atomic age and rise and fall of the great powers and the post-war era.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 1BH 3.0 units
Honors History of Western European Civ
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade
Traces European civilization from the end of the Thirty Years War in 1648 to the present, including the French Revolution, Napoleonic era, Industrial Revolution, age of nationalism and imperialism, World Wars I and II, atomic age, rise and fall of Soviet power and the post cold war era.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 2A 3.0 units
The Ancient World
3.0 hours lecture
Grading: letter grade
An intro to the earliest stages of human culture from paleolithic times through the establishment of the classical civilization of the Eurasian continent and Nilotic Africa.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 2B 3.0 units
World Civilizations
3.0 hours lecture
Grading: letter grade
An intro to the development of the world civilization from the ancient world to about 1700. The emphasis is comparative and the focus is on the interactions of major cultures. Includes migration and settlement patterns, the role of universal religions, major medieval civilizations,

technology and the effects of explorations and colonization movements.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 2C   3.0 units
The Modern World
3.0 hours lecture
Grading: letter grade
A comprehensive survey of the major world civilizations at the start of the European expansion. The creation of European colonial empires around the world and their overall impact is a major focus, as is the role of industrialization, science, technological innovation and communication in the decades after 1700. Competing ideologies and their impact are linked to the emergence of the modern nation state. Major themes are brought together in a close examination of the problems and successes of the contemporary era.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 2CH   3.0 units
Honors The Modern World
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade
A comprehensive survey of the major world civilizations at the start of European expansion. The creation of European colonial empires around the world and their overall impact is a major focus, as is the role of industrialization, science, technological innovation and communication in the decades after 1700. Competing ideologies and their impact are linked to the emergence of the modern nation state. Major themes are brought together in a close examination of the problems and successes of the contemporary era.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 5A   3.0 units
History of England and Great Britain
3.0 hours lecture
Grading: letter grade
This class is a survey of British history from antiquity through the reign of Queen Anne (1714). The course focuses on the political, social, religious and intellectual institutions of ancient and medieval English history, with a special emphasis given to the evolution of British political philosophy and law and its impact on European history.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 5B   3.0 units
History of England and Great Britain
3.0 hours lecture
Grading: letter grade
This class is a survey of English history from the accession of George I of Hanover (1714) to the present with an emphasis on the creation and expansion of the British Empire, the Industrial Era, and the collapse of the European hegemony during World War I and II. Particular attention will be given to the postwar adjustment of the United Kingdom to the new set of realities that emerged in the second half of the 20th century.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 6   3.0 units
History of Russia
3.0 hours lecture
Grading: letter grade
This course is a survey of Russian history from the founding of the Russian state to the present. It emphasizes Imperial Russia in the 19th century, the road to revolution in 1917, development of Soviet society and the role of the former USSR in international affairs and the post Cold War Russia.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 8A   3.0 units
History of the Americas
3.0 hours lecture
Grading: letter grade
A comprehensive survey of the Western Hemisphere from the development of its earliest human communities, subsequent encounter with European civilization and the formation of colonial empires. The course focuses on a comparative analysis of the social, economic and political structures of the region through the movement for independence in the nineteenth century. Recommended for Spanish majors. CSU/UC transferable.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 8AH   3.0 units
Honors History of the Americas
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade
A comprehensive survey of the Western Hemisphere from the development of its earliest human communities, subsequent encounter with European civilization and the formation of colonial empires. The course focuses on a comparative analysis of the social, economic and political structures of the region through the movement for independence in the nineteenth century. Recommended for Spanish majors. CSU/UC transferable.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 8B   3.0 units
History of the Americas
3.0 hours lecture
Grading: letter grade
This course presents a comprehensive survey of the distinct national identities of the nations of the Western Hemisphere as they developed and matured during the nineteenth and twentieth centuries. The course focuses on a comparative analysis of North and South America as the new nations struggled with economic, political and social issues. It is recommended for Spanish majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 8BH   3.0 units
Honors History of the Americas
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade

A comprehensive survey of the distinct national identities of the nations of the Western Hemisphere as they developed and matured during the nineteenth and twentieth centuries. The course focuses on a comparative analysis of North and South America as the new nations struggled with economic, political and social issues. Recommended for Spanish majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 9A   3.0 units
History of China
3.0 hours lecture
Grading: letter grade or credit/no credit
This class is a survey of Chinese history from antiquity to the present with an emphasis on the modern era. Particular attention is given to the evolution of the traditional China, the Chinese way of life, and the dynastic cycle as well as the impact of modernization, the imperial era, and the building of a new society during the 20th century.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 9B   3.0 units
History of Japan and Korea
3.0 hours lecture
Grading: letter grade or credit/no credit
This class is a survey of Japanese and Korean history from antiquity to the present with an emphasis on the modern era. Particular attention is given to the relationship of both countries to traditional China, the development of a unique way of life in each, and the impact of modernization and the imperial era on these two societies during the 19th and 20th centuries.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 9C   3.0 units
History of India and Southeast Asia
3.0 hours lecture
Grading: letter grade or credit/no credit
This class is a survey of the history of India and Southeast Asia from antiquity to the present. Emphasis is placed on the political, economic, social, religious and intellectual institutions of traditional India and representative cultures in Southeast Asia. Special attention is given to the impact of modernization on the Subcontinent, the development of modern India, and the history of representative cultures of Southeast Asia: Vietnam, Laos, Cambodia, Thailand, Burma, Malaya, Sumatra, and Java.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 10 (CAN HIST 8)   3.0 units
Hist/Early America (Colonial-Reconstr)
3.0 hours lecture
Grading: letter grade
This course is a survey of major political, economic, social, and intellectual trends Colonial times through Reconstruction (1877). Attention is given to the collision and creation of cultures during colonization, the development of slavery, the American Revolution and national origins, and the growth and division of the nation before the Civil War. HIST 10 and 11 need not be taken in sequence, if the student desires to take both courses.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 11 (CAN HIST 10)   3.0 units
Hist/Modern America (Reconstr-Present)
3.0 hours lecture
Grading: letter grade
This course is a survey of major political, economic, social, diplomatic and intellectual trends and events in United States history from the end of Reconstruction (1877) to the present. The course emphasizes the building of the modern industrial society, growing involvement in international relations, the evolution of a multi-ethnic community and social reform movements of the 20th century. HIST 10 and 11 need not be taken in sequence if the student desires to take both courses.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 18   3.0 units
History of Mexico
3.0 hours lecture
Grading: letter grade or credit/no credit
A survey of the historical and cultural development from the pre-Columbian era to the present. Emphasizes the major intellectual, social and political movements in the formation of modern Mexico.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 25   3.0 units
History of American Woman
3.0 hours lecture
Grading: letter grade
Survey of the history of women in America from Native Americans and the colonial period to the present. Emphasis on relevant political, economic, and social factors. Satisfies the U.S. History requirement for the AA Degree.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 27A   3.0 units
History of the African-American to 1877
3.0 hours lecture
Grading: letter grade or credit/no credit
A comprehensive survey of the African-American experience in the United States from the colonial period to the Civil War. Includes the African civilization prior to European enslavement, the American institution of slavery and the role of African-Americans during colonial wars. Emphasizes the contributions of African-Americans to the social, economic and political development of the United States.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 27B   3.0 units
Hist/African-American (Reconstr-Present)
3.0 hours lecture
Grading: letter grade or credit/no credit
A comprehensive survey of African-American social, political and economic development in the United States from the Reconstruction Period to the present. Will examine Jim Crow and white supremacy, the modern civil rights movement and the new struggle for community economic development and educational and employment in the twenty-first century.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 48   3.0 units

History of California
3.0 hours lecture
Grading: letter grade or credit/no credit
A comprehensive survey of California from pre-Columbian times to the present. Focuses on Amerindian cultures, the exploration, colonization and development of Hispanic California, the coming of the American and the political, economic and cultural development of California since its acquisition by the United States. Recommended for those planning a teaching career in California.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HIST 49   3.0 units

History of the American West
3.0 hours lecture
Grading: letter grade
A broad survey of the history of the American West and its significance from pre-history to the present, including Native Americans, the frontier experience, the Gold Rush, women and the diverse cultures of the West, environmental issues, popular representations of the West, twentieth century problems, urban and suburban development.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HORTICULTURE (HORT)

HORT 10A   4.0 units

Greenhouse Management and Operation
2.0 hours lecture, 6.0 hours laboratory

Grading: letter grade or credit/no credit
Students in this course will learn greenhouse structures, heating and cooling systems, humidity and watering systems, propagation systems and controls, proper soil mix, fertilizer and injector systems, propagation methods, transplanting, shifting of nursery stock, quality and inventory control, wholesale and retail sales, shipping practices and credit management. Automation, mechanization and other labor saving equipment and procedures will be discussed.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 10B   4.0 units

Greenhouse Management and Operation
2.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
Students in this course will learn greenhouse structures, heating and cooling systems, humidity and watering systems, propagation systems and controls, proper soil mix, fertilizer and injector systems, propagation methods, transplanting, shifting of nursery stock, quality and inventory control, wholesale and retail sales, shipping practices and credit management. Automation, mechanization and other labor saving equipment and procedures will be discussed.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 11A   3.0 units

Plant Identification—Trees
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit

This course focuses on the study of trees, including identification, growth habits, and ornamental uses in the landscape. Trees emphasized will come from the current California Association of Nurserymen & Garden Centers and Associated Landscape Contractors of America Certification Tests Plant Lists. Required field trips will be part of this class' requirements.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 11B   3.0 units

Plant Identification—Shrubs
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course will focus on the study of shrubs, including identification, growth habits, and ornamental uses in the landscape. Shrubs emphasized will come from the current California Association of Nurserymen & Garden Centers and Associated Landscape Contractors of America Certification Tests Plant Lists.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 11C   3.0 units

Plant Identification—Herbaceous
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course will focus on the study of Herbaceous plant materials, including identification, growth habits, and ornamental uses in the landscape. Herbaceous plant material emphasized will come from the current California Association of Nurserymen & Garden Centers and Associated Landscape Contractors of America Certification Tests Plant Lists.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 11D   3.0 units

Plant Identification—Tropicals
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course will focus on the study of tropical plant materials, including identification, growth habits, and ornamental uses in the landscape. Tropical material emphasized will come from the current California Association of Nurserymen & Garden Centers and Associated Landscape Contractors of America Certification Tests Plant Lists.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 15A   2.0 units

Basic Horticulture
1.5 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Learn the basic aspects and techniques of the horticulture industry: nomenclature, plant physiology, soils, fertilizers, irrigation, propagation, pruning and pest identification and control.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 15B   2.0 units

Basic Horticulture
1.5 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit

Learn the basic aspects and techniques of the horticulture industry: nomenclature, plant physiology, soils, fertilizers, irrigation, propagation, pruning and pest identification and control.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 19   4.0 units
Turf Management
2.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
This course is an introductory course in the maintenance and management of turfgrasses that includes sports athletic fields, golf courses, parks, cemeteries, commercial, and residential lawns. Discussion will focus on identification, installation, cultural requirements, and maintenance practices. Students will participate in the removal of sod and installation of new turf from seed, sod and stolons.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 21   3.0 units
Principles of Landscape Design
3.0 hours lecture
Grading: letter grade or credit/no credit
Students in this course will learn basic landscape design and drafting skills including landscape symbols and lettering for plant materials, hardscape, irrigation, lighting and electrical, local and state codes. Students will prepare a finished drawing of a new landscape site with cost estimates for materials and labor.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 26A   3.0 units
Plant Propagation — Spring
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course concentrates on plant propagation and production practices for the Spring season. Emphasis is on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control. Instruction includes an overview of structures and site layout; preparation and use of propagating and planting mediums; use and maintenance of common tools and equipment, and regulations pertaining to plant production.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 26B   3.0 units
Plant Propagation — Fall
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course concentrates on plant propagation and production practices for the Fall season. Emphasis is on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control. Instruction includes an overview of structures and site layout; preparation and use of propagating and planting mediums; use and maintenance of common tools and equipment, and regulations pertaining to plant production.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 28A   3.0 units
Horticulture Equipment Operation (Fall)
2.0 hours lecture, 3.0 hours laboratory

Grading: letter grade or credit/no credit
Learn to safely operate, maintain and perform minor repairs of two-cycle and four-cycle horticulture equipment, including gas and diesel engines and electric and pneumatic motors.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 28B   3.0 units
Horticulture Equipment Operation (Spr)
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Learn to safely operate, maintain and perform minor repairs of two-cycle and four-cycle horticulture equipment, including gas and diesel engines and electric and pneumatic motors.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 30   3.0 units
Integrated Pest Management
3.0 hours lecture
Grading: letter grade or credit/no credit
Students in this course will learn to diagnose pests and diseases of ornamental plants and turf, chemical and biological control and their regulation, local, and state and federal laws pertaining to pesticide application. Students will prepare for the pesticide applicator's exam.
Transfer Status: Transferable to CSU, see counselor for limitations.

HORT 202AB   4.0 units
Principles of Pruning
2.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
Learn to properly prune trees, shrubs and vines, identify pruning periods for deciduous and evergreen plants, identify and safely operate tools and equipment to industry standards, perform maintenance and repair of tools and equipment.

HORT 223AD   4.0 units
Landscape Construction
2.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
Develop a basic knowledge of the theory and application of soil preparation, equipment operation, planting, maintenance and hardscape techniques.

HORT 227   2.0 units
Interior Plant Design/Installation/Maint.
1.5 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Learn interior landscape design, installation and maintenance techniques, cultural and climatic conditions, pests and diseases and their prevention and control, cool and warm season color and how to bid and sell a design.

HORT 271AD   2.0 units
Work Experience: Horticulture
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through

employment/internship directly related to occupational goal or career of interest to the student.

HORT 272AD — 3.0 units

Work Experience: Horticulture
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

HORT 273AD — 4.0 units

Work Experience: Horticulture
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

HORT 315 — 1.5 units

Basic Horticulture
1.0 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
An intro to the basics of the horticulture industry. The focus is on soil types, potting and transplanting, propagation, fertilizers, budding and grafting.

HORT 315M2 — 1.0 unit

Landscape Design
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
An intro to the basics of the horticulture industry. The focus is on soil types, potting and transplanting, propagation, fertilizers, budding and grafting.

HORT 323AD — 0.5 unit

Landscape Construction
0.4 hour lecture, 1.1 hours laboratory
Grading: letter grade or credit/no credit
Aids students in developing a basic knowledge of the theory and application of soil preparation, equipment operation, planting, maintenance and techniques.

HORT 430 — 4.0 units

Landscape Maintenance
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course prepares students to enhance the function and aesthetic value of public and private landscapes by applying appropriate maintenance techniques. Topics include planting, pruning, watering, soil fertility, pest management, weed control, and landscape maintenance business practices.

HORT 611 — 0.0 unit

Hort/Animal Sci for Disabled Students
5.0 hours lecture, 10.0 hour laboratory
Grading: LBCC Non-Graded Course

Designed to cover: grounds maintenance, safe operation of hand and power tools, soils and soil amendments, fertilizers, turf maintenance, flower, vegetable and fruit identification and culture, annuals and perennials, pruning, disease and weed recognition and control, irrigation principles and repair. Landscape plans and construction (limited). Flower design: materials and methods and holiday display. Animal science: care, feeding, reproduction, health, housing and record keeping. Marketing: harvesting, packing, sales and bookkeeping. Industrial applications. Also includes field trips, guest lecturers and special lab and field projects for students with disabilities.

HUMAN SERVICES/SOCIAL WORK (HS)

HS 1 — 3.0 units

Introduction to Social Work
3.0 hours lecture
Grading: letter grade or credit/no credit
Identify and analyze the origin and development of the primary helping services in urban and rural communities. Emphasizes social problems and issues which resulted in the development of these services, the value systems significant in their operation and the effect of shifting patterns in society on the delivery of helping services. Class work supplemented by observation of or participating in local primary helping service agencies.
Transfer Status: Transferable to CSU, see counselor for limitations.

HS 7 — 3.0 units

Introduction to Victimology
3.0 hours lecture
Grading: letter grade
Explore the cost of victimization to society. Emphasizes information on existing resources, participation in the creation and expansion of knowledge and resources and the career opportunities in the field. Class work supplemented by observation of local primary helping service agencies.
Transfer Status: Transferable to CSU, see counselor for limitations.

HS 15 — 3.0 units

Social Welfare: People with Disabilities
3.0 hours lecture
Grading: letter grade
An overview of various disabilities and their etiology. Study of methods and processes of adjustment of people with various disabilities and their families. A survey of the social psychological factors and societal attitudes that facilitate or inhibit normal functioning. An overview of the various social services available to people with disabilities that assist with education, employment, interaction situations, social skills training, advocacy, self help groups and other services that help people with various disabilities reach their full potential.
Transfer Status: Transferable to CSU, see counselor for limitations.

HS 26 — 3.0 units

Introduction to Gerontology
3.0 hours lecture
Grading: letter grade or credit/no credit

Provides an overview of the social, psychological and biological effects of aging, emphasizing individual differences among older adults, including ethnic differences. Explore the basic processes, adjustments and environments of the aging and aim at breaking down individual and societal stereotypes. Not open for credit to students registered in or with credit in HOMEC26 or PSYCH26.
Transfer Status: Transferable to CSU, see counselor for limitations.

HS 40A   **3.0 units**
Introduction to Addictive Behaviors
3.0 hours lecture
Grading: letter grade
For individuals who wish to expand their knowledge regarding addictive behaviors. Covers the basic causal theories of alcoholism and drug abuse and explores methods of identification, classification, treatment and intervention. Designed to help prepare students for careers in a rapidly growing field.
Transfer Status: Transferable to CSU, see counselor for limitations.

HS 40B   **3.0 units**
Introduction to Addictive Behaviors
3.0 hours lecture
Grading: letter grade
For individuals who wish to expand their knowledge regarding addictive behaviors. Covers basic theories of co-dependency and eating disorders and explores methods of identification, classification, treatment and intervention. Designed to help prepare students for careers in a rapidly growing field.
Transfer Status: Transferable to CSU, see counselor for limitations.

HS 41   **3.0 units**
Introduction to Chemical Dependency
3.0 hours lecture
Grading: letter grade
Takes the student through the history of alcohol abuse and the use of mood altering substances during this century. The ability to abuse and become addicted to other behaviors, such as food and sex, will also be explored. Psychological, social and physical contributions and outcomes of addictive behavior will be studied. Designed for those interested in the helping services.

HS 43   **3.0 units**
Case Management: Treatment & Aftercare
3.0 hours lecture
Grading: letter grade
Examine ways to conduct initial intake assessment, orientation to various treatment programs and terms for termination. Clients' rights and stages of recovery from alcohol and drug dependencies will also be studied. Designed for those interested in the helping fields, this course will provide strategies for prioritizing problems, organizing cases and applying the law to provide assistance.

HS 45   **3.0 units**
Stress Management for Case Managers
3.0 hours lecture
Grading: letter grade
Examines various ways that professionals in the helping services experience stress. Students' personal limitations will be explored. Learn to prevent burnout and skills that will increase students' ability to help others. Emphasizes strategies to promote personal growth. Designed for persons interested in the human services/helping professions.

HS 46   **3.0 units**
Physiology & Pharmacology of Drugs
3.0 hours lecture
Grading: letter grade
Examines the effects of alcohol and other psychoactive drugs on the body and everyday behavior. Such issues as drug tolerance, synergistic effects and effects of drugs on sexual performance are used to develop a treatment program.

HS 47   **3.0 units**
Intervention, Treatment & Recovery
3.0 hours lecture
Grading: letter grade
Thoroughly explores the counseling process from the perspective of both client and counselor. Therapeutic orientations will be learned and applied, through class role playing, of individual, group and family counseling sessions. Designed for students interested in the helping professions.

HS 48   **3.0 units**
Group & Family Process
3.0 hours lecture
Grading: letter grade
Students will explore the counseling process from the perspective of both the client and counselor. Therapeutic orientations of group/family counseling will be learned and applied through class role playing. Course is designed for students interested in the helping professions. Course will assist students in preparation for the California Association of Alcohol/Drug Educators (CAADE) and/or California Association of Alcohol and Drug Abuse Counselors (CAADAC) certification.
Transfer Status: Transferable to CSU, see counselor for limitations.

HS 50   **3.0 units**
Law and Ethics
3.0 hours lecture
Grading: letter grade
Learn the applicable laws and liabilities relating to drug and alcohol use/abuse. Issues of confidentiality, patient rights, assessments and interventions will be explored. Designed for students interested in the helping professions.

HS 71AD   **2.0 units**
Work Experience — Human Services
1.0 hour lecture, 3.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course prepares students to develop work experience objectives, career goals, job interviewing skills, how to write a resume and address employment issues encountered in the workplace. Field placements provide vocational experiences through direct work experiences in the Alcohol/Drug treatment and Human Services disciplines.

Transfer Status: Transferable to CSU, see counselor for limitations.

HS 72AD   3.0 units
Work Experience — Human Services
1.0 hour lecture, 6.6 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course prepares students to develop work experience objectives, career goals, job interviewing skills and address employment issues encountered in the workplace. Field placements provide vocational experiences through direct employment in the Alcohol & Drug Studies and Human Services disciplines.
Transfer Status: Transferable to CSU, see counselor for limitations.

HS 73AD   4.0 units
Work Experience — Human Services
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade
This course prepares students to develop work experience objectives, career goals, job interviewing skills and address employment issues encountered in the workplace. Field placements provide vocational experiences through direct employment in the Alcohol/Drug Counseling and Human Services disciplines.

HS 207   3.0 units
Development of Helping/Listening Skills
3.0 hours lecture
Grading: letter grade or credit/no credit
For persons who are in helping roles in the area of social services. Includes techniques for volunteer, peer and para-professional assistance and counseling. The development of skills in initiating, attending, responding and personalizing aid to a client is the core of the course. Small groups guided through a learning sequence of listening and helping skills are included.

HS 209   3.0 units
Human Connections in a Changing Society
3.0 hours lecture
Grading: letter grade or credit/no credit
Designed to increase the level of integration between what we think we should be and what we are. Develop self-awareness and the ability to relate to others. A practical course through which the student may become a more authentic person and more effective as a helping person. Lecture and discussion will be supplemented by many opportunities for practical experiences in applying the concepts learned.

HS 226   3.0 units
Stress on Caregivers to Elderly
3.0 hours lecture
Grading: letter grade
For persons in helping roles for the elderly. Develop an awareness of the problems of both the elderly and their caregivers. Includes discussion regarding stressors, intervention techniques and the needs of caregivers. Lecture and discussion will be supplemented with development of a student resources list.

HS 228   3.0 units
Elderly Care Issues
3.0 hours lecture

Grading: letter grade
Open to students of all ages, this course will help to explore one's own personal beliefs and ideas about aging. Learn the components of healthy aging, as well as ways to attain well being in the later years. Techniques such as life planning, education and use of resources will be utilized. Experiential learning is key to this course. Designed for those in the helping services.

HS 242   3.0 units
Conflict Resolution/Mediation
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade
This course examines the background, development and methodology of non-violent, non-litigious conflict resolution skills with emphasis on theory and the practice of mediation. This course is designed for students and those working with individuals/group/staff who deal with interpersonal conflicts in the alcohol & drug treatment community.

HS 251   3.0 units
HIV & Cultural Competence in Treatment
3.0 hours lecture
Grading: letter grade
This course provides updated information, theory, and skills for counseling people with HIV, sexual minorities, people with disabilities and other culturally diverse populations. It is designed for social service and addiction counseling students to assist in recognizing and addressing drug use in these groups.

HS 252   3.0 units
Dual Diagnosis: Assessment & Treatment
3.0 hours lecture
Grading: letter grade
This course explores understanding mental illness and persons with more than one mental/psychiatric disorder. It introduces students to the various disorders in infancy, childhood, adolescence and adulthood. It will introduce students to co-existing disorders and various diagnosis and treatment techniques used to treat this unique population. Students will tour two different types of mental health facilities, to provide an additional understanding of mental health issues.

HS 253   3.0 units
Activity/Recreation Leadership Training
3.0 hours lecture
Grading: letter grade
This course is designed for individuals who are aspiring to work as a professional in activity/recreational programs with the elderly and for adults with physical and mental disabilities. The curriculum follows guidelines established by the State of California for those individuals training in Activity Leadership positions in healthcare and community settings. coursework includes group projects and requires two field trips to two different community settings. Lecturers from the community will present relevant material in specific areas.

HS 255   3.0 units
Alcohol & Drug Prevention & Education
3.0 hours lecture
Grading: letter grade
This course will review the essential components of effective Alcohol & Drug prevention programs. Prevention programs and activities appropriate for the community, school, parents, family, and worksites will

be presented. Strategies such as education; public policies; media/information dissemination, ethnic, cultural, gender-specific approaches; and environmental risk reduction and alternatives will be presented and assessed for their application to different target populations.

HS 260   3.0 units
Domestic Violence Intervention Strategies
3.0 hours lecture
Grading: letter grade
This course is designed to provide the required academic training needed to prepare students to pursue the work experience required to qualify as a Certified Domestic Violence Counselor. Training shall include, but will not be limited to, the following: history of domestic violence, civil and criminal law as it is related to domestic violence, societal attitudes towards domestic violence, peer counseling techniques, housing, public assistance and other financial resources available to meet the financial needs of domestic violence victims.

HS 606   0.0 unit
Life Planning
1.0 hour lecture
Grading: LBCC Non-Graded Course
An overview of how to improve the later years of life with attention to health, consumer skills, self-management issues and entitlements. Designed for senior adults.

HUMANITIES (HUMAN)

HUMAN 1   3.0 units
Comparative World Cultures
3.0 hours lecture
Grading: letter grade or credit/no credit
This course compares and contrasts major civilizations using interdisciplinary teams of faculty drawn from the Humanities and the Social Sciences. These teams study two or more major cultures to determine how these human communities met their basic biological, material, spiritual and intellectual needs, and experienced both continuity and change through time.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HUMAN 1H   3.0 units
Honors Comparative World Cultures
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
Describes how selected major cultures meet similar basic needs, such as establishing value systems, socialization of children, meeting material needs and perceiving persons in other cultures. An interdisciplinary approach, drawing from both the humanities and social sciences. Seeks to respond to the current need for intercultural understanding in an interdependent world. Not open to students registered in or with credit in SOCSC1 or 1H.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HUMAN 3   3.0 units
Intro to Issues/Phil, Psych & Religion
3.0 hours lecture
Grading: letter grade

Using a point/counterpoint debate format, a teaching team, composed of a philosopher and a psychologist, compare and integrate insights from three disciplines—philosophy, psychology and religion in a critical investigation of theoretical positions, such as Platonic idealism, Christian theology, Freudian analysis, Skinnerian behaviorism, existentialism and other major intellectual viewpoints. Not open for credit to students registered in or with credit in PHIL 3 or PSYCH3.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

HUMAN 7   3.0 units
American Pluralism and Identity
3.0 hours lecture
Grading: letter grade or credit/no credit
This course explores the multicultural nature of American society from a Humanities and Social Sciences perspective. The course examines how ethnic groups in America have constructed artistic, literary, musical, philosophical and religious identities based on their traditions and experiences and seeks to understand the United States as a common culture. Using the Social Sciences to compare and contrast the origins, living conditions and experiences of Americas constituent populations, the course analyzes the complexity of the processes effecting the interaction of the American people.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

INDUSTRIAL RELATIONS

INDRL 42   3.0 units
Basic Human Relations
3.0 hours lecture
Grading: letter grade or credit/no credit
Objectives of human relations, insights from behavioral studies, management and management functions, improving human relations and personal advancement.
Transfer Status: Transferable to CSU, see counselor for limitations.

INTERDISCIPLINARY STUDIES AND HONORS (INDIS)

INDIS 1AH   1.0 unit
Honors Interdisciplinary Seminar
1.0 hour lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
Analyzes Charles Darwin's theory and the impact his writing had on science from the perspective of philosophy and biology. Emphasizes the cognitive skills of these disciplines relating the topic of this seminar to the course content listed below. Honors option credit will be granted for students completing the seminar. Intended for students who have completed or are now taking BIO 1A-B, 2, 5, 11, 20, 25 or 41 and PHIL 6, 7, 11 or 12.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

INDIS 1BH   1.0 unit
Honors Interdisciplinary Seminar
1.0 hour lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit

Analyzes contemporary American society from the standpoint of power and aggression using the perspective of history and psychology. Emphasizes the cognitive skills of these disciplines relating the topic of this seminar to the course content listed below. Honors option credit will be granted for students completing this seminar. Intended for students who have completed or are now taking HIST 8A-B, 10, 11 or 25 or PSYCH 1, 2 or 33.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

INDIS   1CH   2.0 units
Honors Interdisciplinary Seminar
2.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
Analyzes the Columbian Revolution from its origins to its impact on the Americas, using the perspective of history and library science. Emphasizes the cognitive skills of these disciplines relating the topic of this seminar to the course content listed below. Honors option credit will be granted for students completing the seminar. Intended for students who have completed or are now taking HIST 1A-B, 2B-C, 8A-B, 10, 11 or LIB 1.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

INDIS   1DH   1.0 unit
Honors Interdisciplinary Seminar
1.0 hour lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
Analyzes the fundamental issues facing humanity as a result of the collapse of traditional beliefs after the scientific revolution (1543-1687), using the perspective of philosophy and history. Emphasizes the cognitive skills of these disciplines relating the topic of this seminar to the course content listed below. Honors option credit will be granted for students completing the seminar. Intended for students who have completed or are now taking HIST 1A-B, 2B-C, 8A-B, 10, 11 or PHIL 6, 7, 11 or 12.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

INTERIOR DESIGN (ID)

ID   1   3.0 units
Fundamentals of Interior Design
3.0 hours lecture
Grading: letter grade or credit/no credit
Application of design principles and elements in planning of total interior environments that meet individual, functional, legal and environmental needs. Selection of materials and products used in interior environments will be emphasized for the functional aesthetic quality.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID   5   2.0 units
Interior Design Studio I
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: ID 1 (may be taken concurrently)
Grading: letter grade or credit/no credit

Designed to apply concepts and theories presented in the lecture course, Intro to Interior Design. Emphasizes the design process in developing solutions for design projects.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID   10   3.0 units
Beginning Drafting: Interior Design
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Applications of methods and theory used for architectural drawings, including basic graphics and projections for design and working drawings.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID   20   2.0 units
Interior Design Careers
2.0 hours lecture
Grading: letter grade or credit/no credit
A survey of the interior design profession, industry, related occupations and work sites. Emphasizes personal, educational and professional qualifications required for entry into the interior design profession.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID   30   4.0 units
Applied Color Theory and Design
3.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Basic design theory and application. Utilization of tools, materials and equipment to develop technical skills applicable to interior, architectural and other related fields of design. Exploration of cultural heritage and psychological implications of design.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID   50   4.0 units
Interior Materials and Products
4.0 hours lecture
Grading: letter grade or credit/no credit
Analysis, application and evaluation of products and materials used in interior design. Includes interior textiles, furnishings and finish materials and products.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID   70   3.0 units
Space Planning
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: ID 10
Grading: letter grade or credit/no credit
The application of programming, theory and techniques in residential and commercial space planning. Skills in drafting and presentation techniques are emphasized in the studio.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID   70AD   1.0 unit
Work Experience Issues-Interior Design
1.0 hour lecture
Corequisite: Enrollment in at least seven units including ID 71AD, 72AD or 73AD, and ID 70AD
Grading: letter grade or credit/no credit

Seminar related to work experience. Discussion of work experience objectives, career goals, employment search, communication skills and problem solving.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID 71AD   1.0 unit
Work Experience: Interior Design
4.1 hours laboratory
Corequisite: Enrollment in at least seven units including ID 71AD and 70AD.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to the industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID 72AD   2.0 units
Work Experience: Interior Design
8.3 hours laboratory
Corequisite: Enrollment in at least seven units including ID 72AD and 70AD.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to the industry
Transfer Status: Transferable to CSU, see counselor for limitations.

ID 73AD   3.0 units
Work Experience: Interior Design
12.5 hours laboratory
Corequisite: Enrollment in at least seven units including ID 73AD and 70AD.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to the industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID 76   2.0 units
History of American Material Culture
2.0 hours lecture
Grading: letter grade or credit/no credit
A stylistic overview and survey of the American material culture from the 17th to the mid 19th century, emphasizing the decorative arts and furnishings and the social context in which they were made and/or used. Types of artifacts to be studied include furniture, architecture, metal, ceramics, textiles, glass and prints.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID 80   3.0 units
History of Interiors and Furnishings I
3.0 hours lecture
Grading: letter grade or credit/no credit
The historical relationship between the decorative arts, period furniture and interior architecture is illustrated in this overview of our design heritage from antiquity through the nineteenth century in France. Emphasizes style development as it relates to social, economic and political context.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID 90   3.0 units
History of Interiors and Furnishings II
3.0 hours lecture
Grading: letter grade or credit/no credit

The historical relationship between the decorative arts, period furniture and interior architecture is illustrated in this overview of design heritage. Beginning with the sixteenth century England and America, analyze the influences and changes in design to the present. Emphasizes style development as it relates to social, economic and political forces.
Transfer Status: Transferable to CSU, see counselor for limitations.

ID 200   2.0 units
Interior Illustration
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: ID 10
Grading: letter grade or credit/no credit
Covers application methods, techniques and tools used for illustrating interior spaces and products. Includes one and two point perspective, highlighting, shading and shadowing of interior elements.

ID 210   3.0 units
Fundamentals of Lighting
3.0 hours lecture
Grading: letter grade or credit/no credit
The fundamentals of lighting, design, theory and application, including the history and vocabulary of lighting; how light affects color and vision, incandescent and fluorescent lamps, lighting techniques for interior designers, codes and energy efficient lighting practices.

ID 215   2.0 units
Interior Design Studio II
1.0 hour lecture, 3.0 hours laboratory
Prerequisite: ID 5
Recommended Preparation: ID 30 and 70
Grading: letter grade or credit/no credit
Covers developing, analyzing and applying design concepts to interior environments. Universal design, "green" design, space planning, lighting systems, interior components, architectural elements and specification writing will be integrated into research projects emphasizing a problem solving approach.

ID 230   3.0 units
Business and Professional Practice
3.0 hours lecture
Grading: letter grade or credit/no credit
The business and professional management of an interior design practice, including legal issues, project management and business practices.

ID 270A   2.0 units
Exploring Interior Design
2.0 hours lecture
Grading: letter grade or credit/no credit
This is an introductory course designed for the person who is redecorating, remodeling or seeking new ideas or information about future purchases in home furnishings. Course topics include clients, design elements and principles, interior materials, choosing furniture, lighting, fireplaces and stairs.

ID 270B   2.0 units
Exploring Interior Design
2.0 hours lecture
Grading: letter grade or credit/no credit

This is an introductory course designed for the person who is redecorating, remodeling or seeking new ideas and information about future purchases in home furnishings. Course topics include color, choosing furniture, window and wall treatments, floor coverings, lighting and accessories.

ID 272   1.0 unit
Residential Furnishings
1.0 hour lecture
Grading: letter grade or credit/no credit
This is a practical course for someone ready to buy a new home or remodel an existing one. Topics includes tips on how to "master plan" a decorating idea and information on the latest trends and styles in interior design.

ITALIAN (ITAL)

ITAL 1 (CAN ITAL 2)   5.0 units
Elementary Italian
5.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Intro to the Italian language with emphasis on listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure of Italian. Topics for conversation are everyday life situations and issues in the Italian world. Not recommended for native speakers of Italian or students who have completed one year of high school Italian with a grade of B or better or equivalent.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ITAL 1A   3.0 units
Elementary Italian 1A
3.0 hours lecture
Grading: letter grade or credit/no credit
Intro to the Italian language, emphasizing listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure of Italian. Topics for conversation are everyday life situations and issues in the Italian world. Not recommended for native speakers of Italian or students who have completed one year of high school Italian with a grade of B or better.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ITAL 1B   2.0 units
Elementary Italian 1B
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: ITAl 1A
Grading: letter grade or credit/no credit
Continuation of ITAL 1A, emphasizing listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure of Italian. Topics for conversation are everyday life situations and issues in the Italian world. Not recommended for native speakers of Italian or students who have completed one year of high school Italian with a grade of B or better.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ITAL 2 (CAN ITAL 4)   5.0 units
Elementary Italian
5.0 hours lecture, 1.0 hour laboratory
Prerequisite: ITAL 1 or ITAL 1A and 1B or recent completion of one year of High School Italian.

Grading: letter grade or credit/no credit
Continuation of the Italian language with emphasis on listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure of Italian. Topics for conversation are everyday life situations and issues in the Italian world. Not recommended for native speakers of Italian, or students who have completed one year of high school Italian with a grade of B or better or equivalent.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ITAL 2A   3.0 units
Elementary Italian
3.0 hours lecture
Prerequisite: ITAL 1 or ITAL 1A and 1B or recent completion of one year of High School Italian.
Grading: letter grade or credit/no credit
Continuation of the study of basic grammar forms, emphasizing on listening and speaking, reading and writing based on modern topical material.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ITAL 2B   2.0 units
Elementary Italian
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: ITAL 2A
Grading: letter grade or credit/no credit
Continuation of the study of basic grammar forms emphasizing on listening and speaking, reading and writing, based on modern topical material.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ITAL 3   5.0 units
Intermediate Italian
5.0 hours lecture
Prerequisite: ITAL 2 or 2A and 2B
Grading: letter grade or credit/no credit
A review of grammar with emphasis on listening, comprehension, reading and writing skills to express and comprehend sentences using the subjunctive, relative clauses, passive voice and impersonal statements. Not recommended for native speakers of Italian.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

JAPANESE (JAPAN)

JAPAN 1 (CAN JAPN 2)   5.0 units
Elementary Japanese
5.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
JAPAN 1 introduces the students to the four skills necessary for language acquisition: listening, speaking, reading and writing (hiragana and katakana systems). Students will learn the sound system and basic grammatical structures. It presents everyday situations and topics of the Japanese culture. It is not recommended for native speakers of Japanese nor students who have completed two years of high school Japanese with a grade of B or better.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

JAPAN 1A   3.0 units

Elementary Japanese 1A
3.0 hours lecture
Grading: letter grade or credit/no credit
The first half of JAPAN1. Essentials of the modern spoken and written Japanese for the beginner. Fundamentals of grammar, basic vocabulary, structural patterns, useful phrases and Kana writing practices (Hiragana). Not recommended for native speakers of Japanese or students who have completed two years of high school Japanese with a grade of B or better. This course in combination with JAPAN1B is equivalent to JAPAN1.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

JAPAN 1B   2.0 units

Elementary Japanese 1B
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: JAPAN 1A
Grading: letter grade or credit/no credit
The second half of JAPAN1. Essentials of the modern spoken and written Japanese for the beginner. Fundamentals of grammar, basic vocabulary, structural patterns, useful phrases and both Kana writing practices (Hiragana, Katakana). Not recommended for native speakers of Japanese or students who have completed two years of high school Japanese with a grade of B or better. This course in combination with JAPAN1A is equivalent to JAPAN1.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

JAPAN 2 (CAN JAPN 4)   5.0 units

Elementary Japanese
5.0 hours lecture, 1.0 hour laboratory
Prerequisite: JAPAN 1 or JAPAN 1A and 1B or recent completion of two years of High School Japanese.
Grading: letter grade or credit/no credit
JAPAN 2 is the second of two beginning courses on the fundamentals of modern Japanese. Students will acquire further competency in the four skills necessary for language acquisition: listening, speaking, reading and writing. This course introduces kanji writing system. It is not recommended for native speakers of Japanese.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

JOURNALISM (JOURN)

JOURN 1A   3.0 units

Introduction to Desktop Publication
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Study and practice in writing, editing, designing and producing desktop publications, such as fliers, brochures, newsletters, small magazines and newspapers, using electronic publishing techniques.
Transfer Status: Transferable to CSU, see counselor for limitations.

JOURN 1B   3.0 units

Introduction to Desktop Publication
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Study and practice in writing, editing, designing and producing desktop publications, such as fliers, brochures, newsletters, small magazines and newspapers, using electronic publishing techniques.
Transfer Status: Transferable to CSU, see counselor for limitations.

JOURN 5   3.0 units

Introduction to Public Relations
3.0 hours lecture
Grading: letter grade
The course includes instruction in fundamentals of publicity and public relations for community groups and business organizations. Students learn sources, techniques, and outlets to gain publicity. Students practice planning and preparing various types of publicity programs and press releases.
Transfer Status: Transferable to CSU, see counselor for limitations.

JOURN 6AD   3.0 units

Working on the Magazine
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Learn principles of periodical publication and methods of editing, manufacturing and distributing magazines of every type. Includes practical training and instruction in editorial works, such as editing, writing, proofreading and headline writing. Attention is also given to production problems of the modern magazine.
Transfer Status: Transferable to CSU, see counselor for limitations.

JOURN 10 (CAN JOUR 4)   3.0 units

Introduction to Mass Communication
3.0 hours lecture
Grading: letter grade
A study of the mass media and their influence on the individual and society. Designed for all majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

JOURN 20 (CAN JOUR 2)   3.0 units

Beginning Newswriting and Reporting
3.0 hours lecture
Prerequisite: Eligibility for ENGL 1.
Grading: letter grade
Students will gain experience gathering, writing and editing of news stories using computers.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

JOURN 25   3.0 units

Free-Lance Writing
3.0 hours lecture
Grading: letter grade or credit/no credit
Training in the writing and marketing of newspaper and magazine feature stories.
Transfer Status: Transferable to CSU, see counselor for limitations.

JOURN 35AD   3.0 units

Photojournalism
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
Instruction in basic and advanced photojournalism techniques. Practical experience in newspaper photography. Not open to students registered in or with credit in PHOT 35AD.

Transfer Status: Transferable to CSU, see counselor for limitations.

JOURN   71AD   2.0 units
Work Experience, Journalism
1.0 hour lecture, 4.2 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Academic and vocational learning experiences through employment related to the journalism field.
Transfer Status: Transferable to CSU, see counselor for limitations.

JOURN   72AD   3.0 units
Work Experience, Journalism
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Academic and vocational learning experiences through employment related to the journalism field.
Transfer Status: Transferable to CSU, see counselor for limitations.

JOURN   73AD   4.0 units
Work Experience, Journalism
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Academic and vocational learning experiences through employment related to the journalism field.
Transfer Status: Transferable to CSU, see counselor for limitations.

JOURN   80AD   3.0 units
Working on the Newspaper
1.0 hour lecture, 6.0 hours laboratory
Grading: letter grade
Students will participate in the publication of the college newspaper.
Transfer Status: Transferable to CSU, see counselor for limitations.

JOURN   85AD   3.0 units
Editor Training
1.0 hour lecture, 6.0 hours laboratory
Grading: letter grade
Students will gain basic skills in editing a newspaper, including news judgment, directing reporters, copy editing, headline writing, page layout, selection and placement of photos and art for pages and on-line. This class is designed for Viking student editors.
Transfer Status: Transferable to CSU, see counselor for limitations.

LEARNING AND ACADEMIC RESOURCES (LEARN)

LEARN   11   2.0 units
Learning and Academic Strategies
2.0 hours lecture
Grading: credit/no credit
This is a comprehensive learning and academic strategies course designed to assist students in developing an understanding of learning theories and academic principles, concepts, and strategies, along with their direct and practical application, with the goal of achieving or maximizing academic success. Course topics will include goal setting, commitment and motivation, time-management, learning styles, memory and concentration, study-reading techniques, critical thinking, listening skills, note-taking and test-taking. These topics will be presented as theories and principles with an emphasis on the practical and appropriate application of key academic strategies. This course also provides small group interaction and individualized instruction to develop a support system and a mentor experience with the instructor. Further, Learn 11 emphasizes individual approaches to learning through diagnosis of student learning strengths and weaknesses and the development of an effective system of study for each
Transfer Status: Transferable to CSU, see counselor for limitations.

LEARN   11A   2.0 units
Learning and Academic Strategies
3.0 hours lecture
Grading: credit/no credit
This is a comprehensive learning and academic strategies course designed to assist students in developing an understanding of learning theories and academic principles, concepts, and strategies, along with their direct and practical application, with the goal of achieving or maximizing academic success. Course topics will include goal setting, commitment and motivation, time-management, learning styles, memory and concentration, study-reading techniques, critical thinking, listening skills, note-taking and test-taking. These topics will be presented as theories and principles with an emphasis on the practical and appropriate application of key academic strategies. This course provides small group interaction and individualized instruction to develop a support system and a mentor experience with the instructor. Further, Learn 11A emphasizes individual approaches to learning through diagnosis of student learning strengths, weaknesses and the development of an effective system of study for each studentT
Transfer Status: Transferable to CSU, see counselor for limitations.

LEARN   11M1   0.5 unit
College Test Taking
0.5 hour lecture
Grading: credit/no credit
This course is designed to assist the student in acquiring confidence and competency in understanding the principles of test development and application of test-taking strategies.
Transfer Status: Transferable to CSU, see counselor for limitations.

LEARN   20   3.0 units
Student-Athlete Success Training
3.0 hours lecture
Grading: letter grade
Designed to assist the student-athlete in synthesizing his or her strengths in athletics with academic strengths for increased academic success. Emphasizes introducing the student-athlete to the expectations of higher education and developing techniques and skills necessary for achieving academic success. Develop awareness of and management strategies for the special personal and social demands of collegiate athletics. An

intro to the regulations and expectations of athletic governing bodies (e.g., NCAA, COA).
Transfer Status: Transferable to CSU, see counselor for limitations.

LEARN 610   0.0 unit

Basic Study Skills Laboratory
3.0 hours laboratory
Grading: LBCC Non-Graded Course
An individualized, open-entry lab course in the Learning Center. A variety of basic learning and study skills, such as test-taking, time management and note-taking, are covered.

LEARN 617   0.0 unit

Educational Technology Skills for College
1.0 hour laboratory
Grading: LBCC Non-Graded Course
Through computer-assisted and individualized instruction in a laboratory environment, this course is designed to increase student knowledge of educational technology resources on campus, improve student use of educational technology for the successful completion of technology based course assignments, and improve student confidence in utilizing educational technology.

LEARN 650   0.0 unit

Supervised Tutoring
1.0 hour laboratory
Corequisite: Concurrent enrollment in an LBCC course.
Grading: LBCC Non-Graded Course
This is an open-entry course designed to provide students with individual and group tutoring in specific subject areas to improve academic performance. Tutoring appointments will be scheduled on a weekly basis for the entire semester or for as long as the student desires assistance.

LEARN 810AD   0.5 unit

Learning Skills
0.3 hour lecture, 0.7 hour laboratory
Grading: credit/no credit
An open-entry Learning Center course providing individualized and small group instruction in basic learning and study skills, including time management, note-taking, memory techniques, textbook study and test-taking.

LEARN 811   1.0 unit

Introduction to Study Skills
1.0 hour lecture
Grading: credit/no credit
This is an introductory learning strategies and techniques course designed to assist students in understanding basic study skills and information along with their direct and practical application in preparation for college-level coursework. The goal is for students to enhance their academic effectiveness. Course topics will include: college expectations, time management, memory and concentration, study reading, listening and note-taking, and test-taking.

LEARN 815   0.5 unit

Introduction to Tutoring
0.5 hour lecture
Grading: credit/no credit
This course prepares students in learning theories and tutoring methods so that they may be successful student tutors. This course is designed for students who have been hired as LBCC peer tutors.

LIBRARY (LIB)

LIB 1   1.0 unit

Intro to Libraries/Information Resources
1.0 hour lecture
Grading: credit/no credit
This course teaches basic college-level research skills necessary for effective use of traditional and new information resources. Research strategies and evaluation of information resources are emphasized. The course covers the different levels, types, and formats of information, including the Internet.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

LIB 2   1.0 unit

Web Databases
1.0 hour lecture
Grading: letter grade or credit/no credit
A hands-on introduction to Web databases and their structures, this course emphasizes evaluation of information, search strategies, and search techniques used to effectively access and retrieve information in the Web environment. This course will be beneficial for students who wish to develop vital information technology skills for both academic and professional purposes.
Transfer Status: Transferable to CSU, see counselor for limitations.

LIB 3   3.0 units

Information Competency
3.0 hours lecture
Grading: letter grade or credit/no credit
The course is designed to help students become an information-literate world citizen in the new seamless and global Information World. The course encompasses library literacy, information technology literacy, and Internet literacy. It encourages thought transformation, intelligent reasoning, and a new understanding of the world, including an appreciation of cultural diversity. The course has a well-balanced structure in practices and theories, with lectures, forum discussion in-class and online, computer lab activities and written research assignments. In addition, there will be field trips to some of the most famous and richest libraries and museums in Southern California.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

LIB 201   3.0 units

Introduction to Cataloging
3.0 hours lecture
Grading: letter grade or credit/no credit
Library 201 is designed to teach students the valuable skills necessary to become qualified technicians. Topics will include: cataloging principles and procedures including descriptive and subject cataloging, classification systems, Machine Readable Cataloging (MARC) formats, bibliographic utilities, authority and bibliographic verification and control.

LIB 202   3.0 units

Introduction to Access Services
3.0 hours lecture
Grading: letter grade or credit/no credit

Library 202 is designed to teach students the valuable skills necessary to become qualified technicians. This course focuses on the major functions of library public and access services and topics will include: circulation management, collection maintenance, supervision of staff, confidentiality, intra and interlibrary loan, reserve collections, copyright laws, statistical design and compilation.

LIB 203   3.0 units
Introduction to Acquisitions
3.0 hours lecture
Grading: letter grade or credit/no credit
Library 203 is designed to teach students the valuable skills required to become qualified library technicians. This course focuses on the goals and functions of acquisitions and the topics will include: the basics of acquiring library materials; the financial management of materials budgets; vendors; and ethical considerations. Visitations to other libraries or information research centers are required.

LIB 204   3.0 units
Introduction to Reference Services
3.0 hours lecture
Grading: letter grade or credit/no credit
Library 204 is designed to teach students the valuable skills necessary to become qualified technicians. This course introduces students to widely used print, non-print, and online sources in a variety of settings, and develops question-negotiation skills and search strategies. The topics will include the information needs of library users and the students will be empowered to function competently in the Information Age.

LIB 210   1.0 unit
Web Health Resources
1.0 hour lecture
Grading: letter grade or credit/no credit
A hands-on introduction to web health resources, this course acquaints students with health resources on the internet and via subscription. Beneficial for the general community and for students in the healthcare field who wish to expand their specialty knowledge base in order to gain a competitive edge and upgrade their job skills.

LIB 211   1.0 unit
Web Business Resources
1.0 hour lecture
Grading: letter grade or credit/no credit
A hands-on introduction to web business resources, this course acquaints students with business resources on the Internet and via subscription. Beneficial for the general community and for students in the business and economics field who wish to expand their specialty knowledge base in order to gain a competitive edge and upgrade their job skills.

LIB 212   1.0 unit
Web Law Resources
1.0 hour lecture
Grading: letter grade or credit/no credit
A hands-on introduction to web law resources, this course acquaints students with law resources on the Internet and via subscription. Beneficial for the general community and for students in the law field who wish to expand their specialty knowledge base in order to gain a competitive edge and upgrade their job skills.

LIB 213   1.0 unit
Web Government Resources
1.0 hour lecture
Grading: letter grade
This is a hands-on introductory course, which acquaints students with government-related resources available on the Internet. This course is beneficial to students enrolled in Political Science, Administration of Justice, and Human Services programs, as well as liberal arts students and members of the general community.

LIB 801   1.0 unit
Basic Information Research Skills
1.0 hour lecture
Grading: credit/no credit
A preliminary course in finding, retrieving and evaluating information. Emphasizes locating information quickly and easily in the modern information environment. Intended for beginning college students, students in vocational programs who are not planning to transfer to a degree program soon and for any other student needing to develop basic information seeking skills.

MACHINE TOOL (MACHT)

MACHT 50A   3.0 units
Machine Tool Operation and Practices
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Student will become acquainted with the interaction of cutting tools and steel in this class. This course includes machine tool layout and job procedures, precision and semi-precision measuring, cutting tools, materials, engine lathe, milling machine and drilling.
Transfer Status: Transferable to CSU, see counselor for limitations.

MACHT 50B   3.0 units
Machine Tool Operation and Practices
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: MACHT 50A
Grading: letter grade or credit/no credit
Machine tool layout and job procedures, precision measuring, thread cutting, special cutting tools, engine lathe, horizontal and vertical mills, drills, grinders, basic metallurgy, an intro to numerical control are discussed.
Transfer Status: Transferable to CSU, see counselor for limitations.

MACHT 201   9.0 units
Machine Shop 1
4.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit
This entry level machining course covers safety practices required in the modern manufacturing industry. This course includes semi-precision layout, semi-precision /precision measurement, tools and equipment, basic projects on the drill press and engine lathe. This course includes related math and blueprint reading.

MACHT 202   9.0 units
Machine Shop 2
4.0 hours lecture, 15.0 hours laboratory
Prerequisite: MACHT201
Grading: letter grade or credit/no credit

This intermediate level machine course covers safety practices, precision measuring tools and equipment, intermediate projects on the drill press, engine lathe, milling machine and surface grinders. This course includes basic heat treating, related math and blueprint reading.

MACHT 203   9.0 units
Machine Shop 3
4.0 hours lecture, 15.0 hours laboratory
Prerequisite: MACHT 202
Grading: letter grade or credit/no credit
This advanced conventional machining course covers safety practices, advanced projects on the lathe, vertical milling machine, horizontal milling machine, surface and cylindrical grinding, related math and blueprint reading. It includes mathematical computations for taper cutting and gear cutting.

MACHT 204   10.0 units
Machine Shop 4
5.0 hours lecture, 15.0 hours laboratory
Prerequisite: MACHT 203
Grading: letter grade or credit/no credit
Covers safety practices, advanced machine work, including tool making, gear cutting, numerical control and heat treating, advanced math and theory.

MACHT 250   5.0 units
CNC Manual Programming
4.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: One (1) year of work experience in a manufacturing environment or MACHT 203.
Grading: letter grade or credit/no credit
This course emphasizes the operation, setup and shop floor programming of Computer Numerical Control, milling and turning centers. The course provides a thorough understanding of all steps involved in writing M & G Code for Manual programs for CNC machine tools. Topics cover all the basics of a CNC system, including its components, functions and suitability and applications.

MACHT 260   5.0 units
CNC Graphics Programming
4.0 hours lecture, 3.0 hours laboratory
Prerequisite: MACHT 250
Grading: letter grade or credit/no credit
Covers CNC controls and MDI programming on industrial simulators and micro computers. Control-based programming includes geometry description, tool path driving, looping and patterns.

MACHT 271AD   2.0 units
Work Experience-Machine Tool
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment in work experience directly related to the industry.

MACHT 272AD   3.0 units
Work Experience-Machine Tool
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit

Vocational learning experiences through employment in work experience directly related to the industry.

MACHT 273AD   4.0 units
Work Experience-Machine Tool
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment in work experience directly related to the industry.

MACHT 421AD   2.0 units
Machine Shop
6.0 hours laboratory
Prerequisite: MACHT 202 or MACHT 50B or one year documented previous manual machining.
Grading: letter grade or credit/no credit
Tools and equipment, practical projects on the lathe, milling machines, shapers, drill press, grinders, etc. Safety practices are included.

MACHT 450   5.0 units
Advanced Graphics Programming
4.0 hours lecture, 3.0 hours laboratory
Prerequisite: MACHT 250
Grading: letter grade
An advanced study of modern industrial practices in CNC two and three dimensional graphics-based machine tool programming utilizing several different graphics-based controls and computer programming software. Study, develop and write detailed CNC/CAM part programs.

MACHT 460   5.0 units
Advanced CNC Language Programming
4.0 hours lecture, 3.0 hours laboratory
Prerequisite: MACHT 250
Grading: letter grade or credit/no credit
An advanced study of CNC language programming for manufacturing operations. Primary emphasis is on the development of full three axis language-based programming skills utilizing APT, FAPT and DIE II languages. Utilizing the APT language, learn to describe complex part geometries and verify the accuracy of tool paths on computers and machine control systems. Further, program complex CNC part programs with contours and sculptured surfaces and develop different cutter paths.

MANAGEMENT (MGMT)

MGMT 49A   3.0 units
Introduction to Management
3.0 hours lecture
Grading: letter grade
Introduction to Management is the entry level management course designed to introduce the traditional management tasks of planning, organizing, influencing and controlling. Course topics will include important issues such as innovation, technology, diversity, quality, ethics and the global environment.
Transfer Status: Transferable to CSU, see counselor for limitations.

MGMT 49B   3.0 units
Human Resources Management
3.0 hours lecture
Grading: letter grade

This course will focus on the theory and practical applications of Human Resource management: planning, recruiting, selecting, training and evaluating. Course topics will include important issues such as staffing & development, compensation & benefits, safety & health, labor-management relations, ethics and legal requirements.
Transfer Status: Transferable to CSU, see counselor for limitations.

MGMT 58   3.0 units
Leadership and Supervision
3.0 hours lecture
Grading: letter grade
This course is designed for the first-line manager to develop necessary skills for success in a diverse workplace. Focus will be on human behavior issues such as ethics, motivation, communication, group dynamics and leadership development. Organizational issues will include quality, productivity and performance.
Transfer Status: Transferable to CSU, see counselor for limitations.

MGMT 60   3.0 units
Management & Organization Behavior
3.0 hours lecture
Grading: letter grade or credit/no credit
This course provides a comprehensive view of Organizational Behavior from 3 primary levels of analysis: individual behavior, group behavior and the organizational system. Of equal importance is the influence of globalization, diversity, ethics/social responsibility and technology on the organization.
Transfer Status: Transferable to CSU, see counselor for limitations.

MGMT 80   3.0 units
Small Business Entrepreneurship
3.0 hours lecture
Grading: letter grade
This course is designed to help develop an understanding of the entrepreneurial elements of starting a small business with an eventual focus on the traditional management skills necessary to extend the life of the startup Major emphasis is placed on the development of a coherent business plan.
Transfer Status: Transferable to CSU, see counselor for limitations.

MGMT 271AD   2.0 units
Work Experience — Business & Management
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

MGMT 272AD   3.0 units
Work Experience — Business & Management
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit

This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

MGMT 273AD   4.0 units
Work Experience — Business & Management
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

MARKETING (MKTG)

MKTG 40   3.0 units
Salesmanship
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is designed for those looking at a career in professional sales or as a refresher for current sales professionals. The course will help you develop an understanding of the roles and functions of professional selling in the marketing of goods and services, with an emphasis on the development of strong business relationships.
Transfer Status: Transferable to CSU, see counselor for limitations.

MKTG 41   3.0 units
Advertising
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is designed for those looking at a career in marketing/advertising or as a refresher for current frontline marketing professionals. The course will help you develop an understanding of the role of promotion in the marketing mix and will focus on the specific functions of Integrated Marketing Communication in the marketing of goods and services.
Transfer Status: Transferable to CSU, see counselor for limitations.

MKTG 41H   3.0 units
Honors Advertising
3.0 hours lecture
Grading: letter grade or credit/no credit
This is an Honors course. This course is designed for those looking at a career in marketing/advertising or as a refresher for current frontline marketing professionals. The course will help you develop an understanding of the role of promotion in the marketing mix and will focus on the specific functions of Integrated Marketing Communication in the marketing of goods and services.
Transfer Status: Transferable to CSU, see counselor for limitations.

MKTG 42   3.0 units
Retailing Principles and Practices
3.0 hours lecture
Grading: letter grade

This course will introduce the various elements essential for effective retail management: accounting, finance, management, information technology, and marketing. The focus will be on both traditional as well as online retailing, providing students with strategies for effective planning and execution.
Transfer Status: Transferable to CSU, see counselor for limitations.

MKTG 47 — 3.0 units

Essentials of Marketing
3.0 hours lecture
Grading: letter grade
This course will analyze the importance of the Marketing concept throughout the organization. Students will develop the skills necessary to plan, organize and implement a marketing strategy for a product or service. These skills are useful for both entry and mid-level marketing positions.
Transfer Status: Transferable to CSU, see counselor for limitations.

MKTG 271AD — 2.0 units

Work Experience — Marketing
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

MKTG 272AD — 3.0 units

Work Experience — Marketing
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

MKTG 273AD — 4.0 units

Work Experience — Marketing
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

MATHEMATICS (MATH)

MATH 27 (CAN MATH 2) — 3.0 units

Probability and Statistics for Elementary Teachers
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: MATH 130, 130B, or one year of high school intermediate algebra with a grade of B or better as reflected by the second semester grade, and MATH 120 or one year high school geometry.
Grading: letter grade
A general education course for students not majoring in science and math and strongly recommended for prospective elementary teachers. This activity-based course covers such topics as set theory, combinations, permutations, logic, probability and statistics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 28 (CAN MATH 4) — 3.0 units

Mathematics for Elementary Teaching I
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: MATH 130, 130B, or one year of high school intermediate algebra with a grade of B or better as reflected by the second semester grade, and MATH 120 or one year high school geometry.
Recommended Preparation: Eligibility for ENGL 1
Grading: letter grade
One of several courses designed for prospective elementary teachers. Includes pattern recognition, problem solving, sets, functions, numeration systems, number theory, models and algorithms for operations with whole numbers, integers, rational numbers and decimals. Emphasizes the problem solving process. Incorporates group activities and exploration of topics with manipulatives. Writing is emphasized throughout the course.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 29 — 3.0 units

Math for Elementary Teaching II
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: MATH 28 and 120 or one year of high school geometry.
Grading: letter grade
Designed for prospective elementary teachers. Includes basic geometric vocabulary and notation, constructions, congruence, similarity, measurement, the Pythagorean Theorem, motion geometry and tessellations. Emphasizes the problem solving process. Incorporates group activities and exploration of topics through the use of manipulatives and a geometry drawing utility. Writing is emphasized throughout the course.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 37 (CAN MATH 12) — 3.0 units

Finite Mathematics
3.0 hours lecture
Prerequisite: MATH 130, 130B or one year high school intermediate algebra with a grade of B or better as reflected by the second semester grade or qualification through the math assessment process.
Grading: letter grade
This course is a study of linear equations, systems of linear equations and inequalities, matrices, matrix applications, sets and counting, probability, and statistics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 37H — 3.0 units

Honors Finite Mathematics
3.0 hours lecture

Prerequisite: MATH 130, 130B or high school intermediate algebra with a grade of B or better as reflected by the second semester grade, or qualification through the math assessment process, and qualification for the Honors Program.
Grading: letter grade
This course is a study of linear equations, systems of linear equations and inequalities, matrices, matrix applications, sets and counting, probability, and statistics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 40 (CAN MATH 8) 3.0 units
Trigonometry
3.0 hours lecture
Prerequisite: MATH 130, 130B, or one year of high school intermediate algebra with a grade of B or better as reflected by the second semester grade, and MATH 120 or one year high school geometry.
Grading: letter grade
Plane trigonometry, including definitions of the curricular functions, properties of functions, inverse functions, identities and other inter-relationships, graphing, complex numbers and applications to right and oblique triangles.
Transfer Status: Transferable to CSU, see counselor for limitations.

MATH 45 (CAN MATH 10) 4.0 units
College Algebra
4.0 hours lecture
Prerequisite: MATH 130, 130B or one year high school intermediate algebra with a grade of B or better as reflected by the second semester grade or qualification through the math assessment process.
Grading: letter grade
This course covers advanced algebra topics, including linear, quadratic, polynomial, exponential and logarithmic functions; graphs of functions; inverse functions; systems of equations and inequalities; the Binomial Theorem; and conics. A graphing utility is required for this course. Students preparing for MATH 60 should take MATH 50 instead. This course is not open for credit to students registered in or with credit in MATH 50.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 47 (CAN MATH 34) 3.0 units
Calculus for Business
3.0 hours lecture
Prerequisite: MATH 45 or 50
Grading: letter grade or credit/no credit
Includes differentiation of functions of one and several variables; optimization methods; integration of functions of one variable; exponential and logarithmic functions; emphasizes applications to business and economics. Not open for credit to students registered in or with credit in MATH 60.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 50 (CAN MATH 16) 5.0 units
Precalculus Math
5.0 hours lecture
Prerequisite: MATH 40
Grading: letter grade

This course serves as a preparation for calculus. The topics covered include a review of algebra, polynomial, rational, exponential, logarithmic and trigonometric functions, applications of trigonometry including complex numbers and vectors, systems of equations and inequalities including matrices, sequences and series, and topics from analytic geometry.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 55A 4.0 units
Discrete Mathematics I
4.0 hours lecture
Prerequisite: MATH 50
Grading: letter grade
This is a one semester course in discrete math, intended for computer science related disciplines. The topics covered include logic, truth tables, set theory, techniques of proofs, recursive definitions, combinatorics, probability, and statistics.
Transfer Status: Transferable to CSU, see counselor for limitations.

MATH 55B 3.0 units
Discrete Mathematics II
3.0 hours lecture
Prerequisite: MATH 55A
Grading: letter grade
Second of two semesters of discrete mathematics needed in computer related disciplines: Topics include graph theory, Boolean algebra, algebraic structures and linear algebra.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 60 (CAN MATH 18) 5.0 units
First Calculus Course
5.0 hours lecture
Prerequisite: MATH 50 or high school precalculus with a grade of B or better as reflected by the second semester grade.
Grading: letter grade
Topics include limits, derivative and integral, theory and applications, and differentiation and integration of sines and cosines.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 70 (CAN MATH 20) 5.0 units
Second Calculus Course
5.0 hours lecture
Prerequisite: MATH 60
Grading: letter grade
Topics include transcendental functions, methods of integration, plane analytic geometry, polar coordinates and infinite series.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 80 (CAN MATH 22) 5.0 units
Third Calculus Course
5.0 hours lecture
Prerequisite: MATH 70
Grading: letter grade
Topics include vector calculus, analytic geometry in three dimensions, partial differentiation and multiple integration.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 84 — 4.0 units

Intro Differential Eqns and Linear Alg
4.0 hours lecture, 1.0 hour laboratory
Prerequisite: MATH 80 (may be taken concurrently).
Grading: letter grade
This course introduces students to solutions of ordinary differential equations and their relationship to linear algebra.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 110 — 4.0 units

First Course in Algebra
5.0 hours lecture
Prerequisite: Qualification through the Math assessment process or MATH 815.
Recommended Preparation: Students who have not met the reading proficiency requirement for graduation are advised to take a reading course before taking this algebra course.
Grading: letter grade or credit/no credit
Includes operations with polynomials and rational expressions; solving linear equations and inequalities; solving quadratic equations by factoring, completing the square and the quadratic formula; graphing; properties of exponents and radical expressions; solving rational and radical equations; solving systems of linear equations; and applications. May receive credit for either MATH 110 or 110A and 110B.

MATH 110A — 3.0 units

First Course in Algebra
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: Qualification through the Math assessment process or MATH 815.
Recommended Preparation: Students who have not met the reading proficiency requirement for graduation are advised to take a reading course before taking this algebra course.
Grading: letter grade or credit/no credit
This is the first of a two-semester sequence of the first course in algebra. Topics include solving linear equations and inequalities in one variable, graphing linear equations and inequalities in two variables, solving systems of linear equations, and simplifying polynomial and exponential expressions. Application problems are solved throughout the course. Group activities are incorporated within the lab portion of the course. The math requirement for an Associate of Arts degree is not satisfied by MATH 110A alone. A student may receive credit for either MATH 110 or 110A and 110B.

MATH 110B — 3.0 units

First Course in Algebra
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: MATH 110A
Recommended Preparation: Students who have not met the reading proficiency requirement for graduation are advised to take a reading course before taking this algebra course.
Grading: letter grade or credit/no credit
This is the second of a two-semester sequence of the first course in algebra. Topics include factoring, simplifying rational and radical expressions, solving rational and radical equations, and solving quadratic equations. Application problems are solved throughout the course. Group activities are incorporated within the lab portion

of the course. A student may receive credit for either MATH 110 or Math 110A and 110B.

MATH 120 — 3.0 units

Geometry
3.0 hours lecture
Prerequisite: Qualification through the Math assessment process or MATH 110 or MATH 110B or MATH 880 or one year High School Elementary Algebra with a grade of B or better as reflected by the second semester grade.
Grading: letter grade or credit/no credit
This is a traditional Euclidean geometry course covering such topics as deductive reasoning, basic postulates and theorems, congruency, similarity, constructions, area, and volume.

MATH 130 — 4.0 units

Intermediate Algebra
5.0 hours lecture
Prerequisite: Qualification through the Math assessment process or MATH 110 or MATH 110B or MATH 880 or one year High School Elementary Algebra with a grade of B or better as reflected by the second semester grade.
Recommended Preparation: Students who have not met the reading proficiency requirement for graduation are advised to take a reading course before taking this algebra course.
Grading: letter grade or credit/no credit
This course continues the study of algebra in preparation for transfer level courses. Topics include polynomial, algebraic, quadratic, exponential and logarithmic functions; graphing; systems of equations and inequalities; factoring; rational expressions and equations; and roots, radicals and complex numbers.

MATH 130A — 3.0 units

Intermediate Algebra
3.0 hours lecture
Prerequisite: Qualification through the Math assessment process or MATH 110 or MATH 110B or MATH 880 or one year High School Elementary Algebra with a grade of B or better as reflected by the second semester grade.
Recommended Preparation: Students who have not met the reading proficiency requirement for graduation are advised to take a reading course before taking this algebra course.
Grading: letter grade or credit/no credit
This is the first of a two-semester sequence of intermediate algebra. This course continues the study of algebra in preparation for transfer level courses. Topics include solving linear equations and inequalities; graphing functions and inequalities; solving systems of equations and inequalities; factoring; and solving rational equations. Application problems are solved throughout the course. A student may receive credit for either Math 130 or 130A and 130B.

MATH 130B — 3.0 units

Intermediate Algebra
3.0 hours lecture
Prerequisite: MATH 130A
Grading: letter grade or credit/no credit
This is the second of a two-semester sequence of intermediate algebra. This course continues the study of algebra in preparation for transfer level courses. Topics include radicals and complex numbers; quadratic functions; exponential and logarithmic functions; and conic sections. Application problems are solved throughout the course. A student may receive credit for either Math 130 or 130A and 130B.

MATH 650   0.0 unit

Math Learning Center
1.0 hour laboratory
Grading: LBCC Non-Graded Course
Permits a student to proceed at an individual pace through basic math, algebra, systems of measurement, basic geometry, and math functions.

MATH 805   3.0 units

Modern Arithmetic
4.0 hours lecture
Grading: credit/no credit
The topics covered in this course include operations on whole numbers, fractions, and decimals; ratios and proportions; and percent problems. Application problems are solved throughout the course. This course is not applicable for degree credit.

MATH 815   3.0 units

Preparation for Algebra
4.0 hours lecture
Grading: credit/no credit
The topics covered in this course include the order of operations, operations with integers, the solution of linear equations, an introduction to graphing, operations with polynomials, and an introduction to the properties of exponential expressions. Applications of algebraic concepts are included throughout the course. This course is not applicable for degree credit.

MATH 880   4.0 units

Review of Basic Algebra
5.0 hours lecture
Recommended Preparation: A previous course in algebra.
Grading: credit/no credit
A review of elementary algebra designed as preparation for intermediate algebra.

MEDICAL ASSISTING (MA)

MA 270   3.0 units

Introduction to Medical Assisting
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
Presents clinical procedures utilized by medical assistants. Includes the beginning level skills of asepsis, vital signs, health history, office emergencies, patient education and basic pharmacology. Typically offered for nine weeks.

MA 280   3.0 units

Health Care Clinical Procedures
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: MA 270 and health evaluation.
Grading: letter grade
This is the second course of three courses designed for prospective clinical medical assistants. This course develops the skills required to assist the physician with instruction in the advanced level of psychosocial skills, surgical asepsis, assisting with minor surgery, specialty exams, patient positioning, drug administration, injections and basic pharmacology.

MA 282   3.0 units

Advanced Health Care Clinical Procedures
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: MA 280
Grading: letter grade

This is the third course of three courses designed for prospective clinical medical assistants. Topics will include instruction in the advanced level of psychosocial skills, electrocardiograph techniques, phlebotomy, and in office laboratory skills.

MA 284AB   2.0 units

Medical Assisting Specialized Practicum
6.0 hours laboratory
Prerequisite: MA 270
Recommended Preparation: MA 282
Grading: credit/no credit
This course is designed to give the student work experience in selected health care offices and/or clinics. Students in this course will experience the administrative and/or clinical aspects of Medical Assisting. This course is typically offered for nine weeks.

MA 286   4.0 units

Medical Assisting Combined Practicum
12.0 hours laboratory
Grading: credit/no credit
This course is designed to give the student work experience in selected health care offices and/or clinics. Students in this course will experience the administrative as well as the clinical aspects of Medical Assisting.

MA 288   1.0 unit

Medical Assisting Practicum Seminar
1.0 hour lecture
Corequisite: MA 284 or 286
Grading: letter grade
This course offers students in the Medical Assisting Program an advanced level of skills and theory, including office emergencies, professional office conduct, health care office management, resume writing and techniques utilized in job seeking.

MA 290   3.0 units

Basic Medical Insurance Billing
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
Develop knowledge of medical insurance billing requirements and skills necessary to successfully file claims and effect collection of payment for medical services given.

MULTIMEDIA TECHNICIAN

MMT 202   1.0 unit

Principles of Interactive Design
1.0 hour lecture
Grading: letter grade or credit/no credit
An overview of essential components required for successful multimedia applications in education, information and training.

MUSIC (MUSIC)

MUSIC 1A   3.0 units

Music Theory I
3.0 hours lecture, 1.0 hour laboratory
Recommended Preparation: Experience reading and performing music, and/or MUSIC 31 or MUSIC 6
Grading: letter grade or credit/no credit

Music Theory 1 is designed for music majors, but is open to non-majors with musical performance experience. This course covers the following topics through analysis and application of compositional practices of pieces from the common-practice period: diatonic harmony, primary and secondary triads, non-harmonic tones, dominant seventh chords, four-part writing and figured bass.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 1B   3.0 units
Music Theory II
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: MUSIC 1A
Grading: letter grade or credit/no credit
Music Theory 2 is designed for music majors, but is open to non-majors with musical performance experience. This course covers the following topics through analysis and application of compositional practices of pieces from the common-practice period: dominant sevenths, other sevenths, secondary functions, modulation, small forms, mixture, Neapolitans and augmented 6th chords.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 2A   3.0 units
Music Theory III
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: MUSIC 1A
Grading: letter grade or credit/no credit
Music Theory 4 is designed for music majors, but is open to non-majors with musical performance experience. This course covers the following topics through analysis and application of compositional practices of pieces from the common-practice period: enharmonic spellings and modulations, extended chords, more altered chords, common-tone diminished sevenths, late-Romantic techniques, serial techniques, set-class theory and other 20th century techniques.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 2B   3.0 units
Music Theory IV
3.0 hours lecture, 1.0 hour laboratory
Recommended Preparation: Music 2A
Grading: letter grade
Music Theory IV is designed for music majors, but is open to non-majors with musical performance experience. This course covers the following topics through analysis and application of compositional practice of pieces from the common-practice period: serial techniques, matrices, set-class theory, and other 20th century techniques.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 3   3.0 units
Music Theory — Counterpoint
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: MUSIC 2
Grading: letter grade or credit/no credit
This course covers the counterpoint techniques of the 18th Century, including species counterpoint.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 5AD   1.0 unit
Musicianship
1.0 hour lecture, 2.0 hours laboratory
Recommended Preparation: Experience performing music and/or MUSIC 31 or 6
Grading: letter grade or credit/no credit
Covers the techniques of musical dictation and sight-singing with basic, tonal materials. Topics covered are scales, intervals, basic chord structures, and harmonic-melodic-rhythmic dictation. This course coordinates with the topics of Music 1, and is a corequiste to Music 1; however, Music 5AB itself does not have a corequisite.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 6   3.0 units
Introduction to Music Theory
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course is a complete introduction to music fundamentals and basic musicianship. Traditional topics are covered such as notation, meter, scales, intervals, triads, and chords. This class is designed for both music majors and non-music majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 7AB   2.0 units
Elementary Voice
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Problems of tone production, breathing, diction, repertoire and song interpretation are studied. Designed to meet the voice requirements of music majors. Development of self-confidence through class performance.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 8AD   2.0 units
Advanced Voice
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: MUSIC7AB
Grading: letter grade or credit/no credit
Advanced study of vocal production, song interpretation and performance techniques. Repertoire includes English and Italian songs.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 9AD   1.0 unit
Musicianship 2
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: At least two units of MUSIC 5AD
Grading: letter grade or credit/no credit
This course covers the techniques of musical dictation and sight-singing with intermediate, tonal materials. Topics covered are intermediate scales, intervals, chord structures, and harmonic-melodic-rhythmic dictation.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 10AD   1.0 unit
Musicianship III
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: At least two units of MUSIC 9AD
Grading: letter grade or credit/no credit

This course covers the techniques of musical dictation and sight-singing with advanced, tonal materials. Topics covered are advanced scales, intervals, chord structures, and harmonic-melodic-rhythmic dictation.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 11AD   1.0 unit
Long Beach City College Viking Chorale
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: Prior vocal experience
Grading: letter grade or credit/no credit
This course involves the study and performance of the standard choral repertoire from all historical musical periods. Attendance at all rehearsals and performances is mandatory. It is advisable that participating students have some previous choral experience, though it is not required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 12AD   1.0 unit
Long Beach City College Viking Singers
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
Select ensemble with performances throughout the year. All periods and styles of choral music, especially classical chamber literature, are performed.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 13AD   1.0 unit
College Symphony Orchestra
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: Prior instrumental experience
Grading: letter grade or credit/no credit
Study of orchestral techniques through reading, rehearsal and performance of standard literature. Participation in performances is required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 14AD   1.0 unit
Orchestra
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Prior instrumental experience
Grading: letter grade or credit/no credit
This course is a study of orchestral techniques through reading, rehearsal, and performance of orchestral repertoire.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 15AD   1.0 unit
Chamber Orchestra
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Prior instrumental experience.
Grading: letter grade or credit/no credit
Consists of reading, study and performance of standard repertoire for the small orchestra.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 16AD   1.0 unit
Musicianship IV
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: MUSIC 10AD

Grading: letter grade
This course covers the techniques of musical dictation and sight-singing with advanced, tonal and atonal materials. Topics covered are advanced scales, intervals, chord structures, and harmonic-melodic-rhythmic dictation.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 19AD   1.0 unit
Beginning Instruments
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Instruction in elementary and intermediate principles of playing string, woodwind, brass and percussion instruments. Not designed for the study of the student's major instrument.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 20AD   1.0 unit
LBCC Southland Chorale
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: Prior vocal experience.
Grading: letter grade or credit/no credit
The study and performance styles of choral, orchestra choral works, light opera and musical theatre. Involves participation in all concerts and performances.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 21AD   1.0 unit
LBCC Viking Women's Choir
1.0 hour lecture, 2.0 hours laboratory
Recommended Preparation: Prior vocal experience.
Grading: letter grade or credit/no credit
The study and performance of choral works from all musical periods and styles for treble voices. Participation involves concerts, festivals and tour.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 22AD   1.0 unit
LBCC Viking Men's Choir
1.0 hour lecture, 2.0 hours laboratory
Recommended Preparation: Prior vocal experience.
Grading: letter grade or credit/no credit
The study and performance of choral literature from all musical periods and styles for male voices. Participation involves concerts, festivals and tour.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 25AD   1.0 unit
Chamber Music Ensemble
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Prior vocal or instrumental experience.
Grading: letter grade or credit/no credit
This course serves as a study and performance of music for chamber ensembles including: brass ensemble, woodwind ensemble, percussion ensemble, string ensemble, guitar ensemble.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 26AD   1.0 unit
String Ensemble
1.0 hour lecture, 3.0 hours laboratory

Recommended Preparation: Prior instrumental experience.
Grading: letter grade or credit/no credit
Reading, study and the performance of literature associated with the string orchestra. Music from the Baroque, Classical and Romantic periods will be highlighted.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   27AD   1.0 unit
Brass Ensemble
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Prior instrumental experience.
Grading: letter grade or credit/no credit
The brass ensemble rehearses and performs music of various periods for this particular medium. The group can range from a quintet to large double brass choirs.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   30A   3.0 units
Music History/Antiquity to 1800
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Music 30A is a survey of music history and literature from antiquity to 1750, including cultural, intellectual and social influences. This course provides an in-depth look at the development of Western European music. Offered Fall semester only.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   30B   3.0 units
Music History and Literature
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Music 30B is a survey of music history and literature from 1750 to the present, including cultural, intellectual and social influences. This course provides an in-depth look at the development of Western European music. Offered Spring semester only.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   31   3.0 units
Music Fundamentals
3.0 hours lecture
Grading: letter grade or credit/no credit
This is an introductory experience to the elements of music. It stresses an understanding of pitch and rhythm and their application to the creative process of personal, music expression and understanding. This course is recommended for elementary credential candidates.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   33B   3.0 units
Intercultural Music
3.0 hours lecture
Grading: letter grade or credit/no credit
Music 33B is a survey of various types of music from Latin America and the Caribbean. Students will learn to recognize numerous styles of music through rhythmic patterns, as well as the historical, geographic, and political dimensions of the genres, with emphasis on the contribution of African and European music on Latin styles.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   34AD   2.0 units
Music Video Production
2.0 hours lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
An in-depth exam of the components necessary to produce a music video, including completion of a camera-ready production proposal, script, storyboard and budget consideration. Production of selected projects.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   35   3.0 units
Music of Multicultural America
3.0 hours lecture
Grading: letter grade or credit/no credit
A comparative and integrative study of the multicultural musical styles of the United States, based on the fundamental principles of music appreciation. Includes the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, Asian Americans and Mid-Eastern Americans from their historical roots to the present. Analysis of musical traditions from a technical and cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   38AD   1.0 unit
Wind Ensemble
2.0 hours lecture, 5.0 hours laboratory
Recommended Preparation: Prior instrumental experience.
Grading: letter grade or credit/no credit
Involves the study and performance of music composed for small wind groups, as well as unusual combinations of wind and percussion instruments, usually with one player per part. The musical literature represented includes the baroque, classical, romantic and twentieth century.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   40   3.0 units
Appreciation of Music
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
A broad approach to musical literature and its place in the cultural development of Western civilization. Designed for the non-major.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   40H   3.0 units
Honors Appreciation of Music
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
A broad approach to musical literature and its place in the cultural development of Western civilization. Designed for non-majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 41AD   1.0 unit

College Chorus
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Prior vocal experience
Grading: letter grade or credit/no credit
Study of vocal techniques and music reading through performance of choral music. Participation in a very limited number of performances each semester is required.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 42AD   1.0 unit

Professional Advanced Vocal Ensembles
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: MUSIC 78AD and/or 44AD
Grading: letter grade or credit/no credit
For advanced ensemble and solo singers combining the technology of computers, synthesizers and modern recording facilities.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 44AD   1.0 unit

The Evening Jazz Choir
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: Prior vocal experience
Grading: letter grade or credit/no credit
Jazz standards and pop classics performed and studied by this choir. Comprised of people within the community who usually work full-time in a non-related occupation and can rehearse and perform during the evening.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 45AD   1.0 unit

Gospel Music
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
Music 45AD covers the study and performance of Gospel Music including traditional, historic, contemporary, Praise and Worship. Emphasis will be directed to vocal techniques, genre, and the origin of Gospel Music. Key figures in the field will be studied.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 46AD   1.0 unit

College Symphonic Band
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: Prior instrumental experience.
Grading: letter grade or credit/no credit
This is a performance organization dedicated to the production of a wide variety of musical literature for the Wind Band and an association with professional soloists.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 47AD   1.0 unit

Wind Symphony
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Prior instrumental experience.
Grading: letter grade or credit/no credit
The Wind Symphony is a performance organization which seeks out, prepares and performs wind band literature from all periods and musical styles. While all repertoire is considered, the majority of music performed is somewhat more traditional in nature and tends to be focused more on mainstream 20th Century literature composed and transcribed for wind instruments. The instrumentation of the wind ensemble includes woodwinds, brass, and percussion. The ensemble will traditionally have two concerts a semester as well as go on a tour in the spring. Other concert opportunities may also arise.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 48AD   1.0 unit

Recording Band
4.0 hours laboratory
Recommended Preparation: Prior instrumental experience.
Grading: letter grade or credit/no credit
This course provides students an opportunity to experience a professional recording situation, such as click-tracks, overdubbing and the study of microphone capabilities for live recording sessions. As well as learning recording techniques, students will perform at Long Beach City College athletic and academic events.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 49AD   1.0 unit

Viking Show Band
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: Prior instrumental experience.
Grading: letter grade or credit/no credit
The Viking Show Band will perform for all home football and basketball games as well as pep rallies, performances on campus, and at a variety of special activities in and around the Long Beach community.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 50AD   1.0 unit

Performance Showcase/Ensemble Workshop
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
An ensemble that performs arrangements in various styles and develops sight-reading skills. In addition, the ensemble interacts as small groups to perform in concert at the conclusion of the semester.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 51A   2.0 units

Beginning Piano 1
2.0 hours lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This course is an introduction to beginning keyboard skills. It includes basic technique, major and minor five finger patterns, major scales, sight reading and basic chord progressions as they are encountered in beginning piano music.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 51B   2.0 units

Beginning Piano 2
2.0 hours lecture, 2.0 hours laboratory
Prerequisite: MUSIC 51A
Grading: letter grade or credit/no credit

In this course, students refine and further develop beginning keyboard skills. This includes Piano technique, major scales and arpeggios, sight-reading, chord progressions and harmonization skills as encountered in upper-beginning/early intermediate piano music.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   51C   2.0 units

Intermediate Piano
2.0 hours lecture, 2.0 hours laboratory
Grading: letter grade
This course will allow students to refine and develop beginning keyboard skills. Piano technique, major and minor scales and arpeggios, sight-reading, expanded chord progressions and harmonization skills are encountered in intermediate piano music.

MUSIC   51D   2.0 units

Intermediate Piano
2.0 hours lecture, 2.0 hours laboratory
Grading: letter grade
This course will allow students to refine and develop intermediate keyboard skills. Piano technique, harmonization technics, ensemble skills, and stylistic considerations are encountered in upper-intermediate piano repertoire.

MUSIC   52AD   2.0 units

Advanced Piano
1.0 hour lecture, 3.0 hours laboratory
Prerequisite: MUSIC 51B
Grading: letter grade or credit/no credit
Music 52AD is a continuation of the technical skills and studies, sight reading, and piano literature of Music 51B, covering the intermediate to advanced levels, and exploring the interpretation of various musical styles from Baroque to Modern.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   55AD   1.0 unit

Guitar
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Beginning study of the guitar, using a classical approach to basic technique, musicianship and repertory.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   58AD   1.0 unit

College Philharmonia
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: Prior successful orchestral experience.
Grading: letter grade
Study and performance of the orchestral repertory and works by contemporary composers. Emphasizes ensemble techniques including articulation, balance, phrasing, expression and accompanying. Two concerts minimum per semester.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   59AD   2.0 units

Digital Recording and Sampling Technique
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit

Deals with the study of the digital recording and sampling techniques used in contemporary music and film scoring (i.e., re-mixes, rap music, pop, contemporary jazz, rhythm & blues, sound effects, etc.).
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   60AD   2.0 units

Pro Tools (Digital Audio Recording/Edit)
2.0 hours lecture, 2.0 hours laboratory
Grading: letter grade
Provides instruction on the functions and operations of Pro Tools software and a general overview of Pro Tools related hardware. Provides hands-on experience through 'real-world' related assignments for students to record, edit and mix digital audio in a Macintosh computer environment. Although the Pro Tools systems vary in specification, features and price, the user interface for all systems is consistent and enables the student to translate learned skills to any high-end professional Digital Audio Workstation.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   61AD   1.0 unit

Music Mastering
1.0 hour lecture, 2.0 hours laboratory
Recommended Preparation: MUSIC 95
Grading: letter grade or credit/no credit
A hands-on class focusing on the processing of master mixdowns in preparation for the manufacturing of CD's, cassettes and LP's.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   62AD   1.0 unit

Commercial Guitar/Bass Stu (Beginning)
1.0 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
A study and practice of the beginning techniques of guitar and bass as they are used and performed in studio and live performance.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   63AD   1.0 unit

Commercial Guitar/Bass Studies (Interm)
1.0 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
A study and practice of the intermediate techniques of the guitar and bass as they are used and performed in the studio and live performances.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   65AD   2.0 units

Advanced-Pro Recording Techniques
1.0 hour lecture, 4.0 hours laboratory
Prerequisite: MUSIC 96AD
Recommended Preparation: Audition
Grading: letter grade or credit/no credit
A hands-on approach into the operation and maintenance of a 24-track recording studio.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   66AD   2.0 units

Studio Mixdown Techniques
1.0 hour lecture, 3.0 hours laboratory
Prerequisite: MUSIC 94

Recommended Preparation: Prior vocal or instrumental experience.
Grading: letter grade or credit/no credit
A hands-on approach into the complex techniques of the multi-track studio mixdown process, including the use of outboard gear, the placement of recorded components within the stereo spectrum, the aesthetic considerations in the final mix and automated mixing.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 67AD   2.0 units

Studio Design
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
The study of recording studio design based on the evaluation of acoustical specifications, equipment needs and industry standards, space availability, budget requirements and manufacturer equipment specifications.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 68   2.0 units

Basic Audio Theory
2.0 hours lecture
Grading: letter grade or credit/no credit
An intro to the theoretical and practical aspects of recording studio technology.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 69A   2.0 units

Analysis of Music Video
2.0 hours lecture
Grading: letter grade or credit/no credit
An in-depth exam into the development of different styles of music videos and their relationship to current music videos in today's music industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 69B   2.0 units

Analysis of Music Video
2.0 hours lecture
Grading: letter grade or credit/no credit
An in-depth exam into the development of different styles of music videos and their relationship to current music videos in today's music industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 69C   2.0 units

Analysis of Music Video
2.0 hours lecture
Grading: letter grade or credit/no credit
An in-depth exam into the development of different styles of music videos and their relationship to current music videos in today's music industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 69D   2.0 units

Analysis of Music Video
2.0 hours lecture
Grading: letter grade or credit/no credit
An in-depth exam into the development of different styles of music videos and their relationship to current music videos in today's music industry.

Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 70AD   2.0 units

Studio Maintenance
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
A hands-on approach to the techniques necessary for successful performance in the maintenance of the recording studio and sound reinforcement equipment, including troubleshooting, cable connections, tape deck calibration and equipment design and construction.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 71AD   2.0 units

Introduction to Music Technology
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course is a comprehensive introduction to music technology. Historical and current uses of music technology including MIDI are covered. This class also covers basic music notation as it is used in music technology.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 72AD   2.0 units

Com Improvisation/Arranging/Scoring
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed to prepare music students for careers in arranging and improvisation including composing and performance principles as they apply to the music industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 74AD   2.0 units

Commercial Solo Voice
1.0 hour lecture, 4.0 hours laboratory
Recommended Preparation: MUSIC7AB
Grading: letter grade or credit/no credit
Designed to help pop, rock, gospel and jazz singers learn and improve their craft. Work with a PA system, accompanist, audio and video tapes. Weekly critiques by instructor.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 75A   1.0 unit

The Music Business
3.0 hours lecture
Grading: letter grade or credit/no credit
How the music business works, job opportunities, responsibilities and jobs related to the music business. Students have the opportunity to research areas of interest and discuss the music industry with guest speakers.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 75B   1.0 unit

The Music Business
3.0 hours lecture
Grading: letter grade or credit/no credit
How the music business works, job opportunities, responsibilities and jobs related to the music business. Students have the opportunity to research areas of

interest and discuss the music industry with guest speakers.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 76AD   1.0 unit

Recording Techniques Lab
3.0 hours laboratory
Grading: letter grade or credit/no credit
Students will be involved in advanced individualized study and group projects in multi-tracking studio techniques and both live and recorded location audio.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 77AD   1.0 unit

Studio Performance Techniques
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course is a study of instrumental performance techniques in a recording studio environment through rehearsal and performance of instrumental jazz literature.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 78AD   1.0 unit

Studio Singers
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: Prior vocal experience
Grading: letter grade or credit/no credit
Study and performance of jazz and pop literature, emphasizing the stylistics characteristic of music from this style. Public performance and studio recording required.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 80AD   1.0 unit

"City" Jazz Big Band
1.0 hour lecture, 5.0 hours laboratory
Grading: letter grade or credit/no credit
This course is the study of big band techniques through reading, rehearsal and performance of standard literature.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 81AD   2.0 units

Commercial Keyboard
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed to give students a practical approach to music on piano keyboard instruments, and at the same time, provide avenues for the improvement of keyboard skills such as music styles, harmony, improvisation and reading.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 82AD   2.0 units

Sound Reinforcement
2.0 hours lecture, 4.0 hours laboratory
Prerequisite: MUSIC 94
Grading: letter grade or credit/no credit
This course provides hands-on instruction in the use of sound reinforcement equipment, including micing techniques for live sound, selection and assembly of live sound systems, and the development of mixing expertise in a live sound venue.

Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 83AD   1.0 unit

Film/Video Music/Scoring
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
A study of the various aspects of writing for video, motion pictures and television, including appropriate compositional techniques, stylistic considerations and an in-depth study of the use and application of computer technology in writing music for video and film media.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 84AD   2.0 units

Commercial Songwriting
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course is a study of contemporary songwriting principles and techniques. The course is designed to explore the use of state-of-the-art technology in the songwriting process and is appropriate for students who wish to pursue careers as songwriters, artists, producers and/or recording engineers. Students will be introduced to systematic analytical techniques that aid in the developmental skills related to the songwriting process.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 85AD   1.0 unit

Commercial Small Jazz Group
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Prior instrumental experience
Grading: letter grade or credit/no credit
The Commercial Small Jazz Group is a music ensemble (either vocal or instrumental) formed to study and perform both classic and standard jazz repertoire.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 86AD   2.0 units

Record Production (Fundamentals)
1.0 hour lecture, 6.0 hours laboratory
Prerequisite: MUSIC 94
Grading: letter grade or credit/no credit
This course provides the knowledge needed to function as a producer in today's state-of-the-art recording studios.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC 87AD   1.0 unit

Vocal Jazz Trios, Quintets, Octettes
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Prior vocal experience.
Grading: letter grade or credit/no credit
Study and performance of jazz standards and pop classics of unusually difficult arrangements for varying vocal harmony. Many concerts per semester.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 88AD   1.0 unit

Small Studio Lab
3.0 hours laboratory
Recommended Preparation: One semester of MUSIC 94, 95, 96AD or 98AD
Grading: letter grade or credit/no credit

This course is a study of recording studio techniques. Students will explore the use of synthesizers, drum machines, digital effects units and computers in the small studio environment. The course is appropriate for students who wish to pursue careers as music producers, songwriters, and/or recording engineers.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   90AD   2.0 units

Commercial Music Theory
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
A study of Diatonic and Nondiatonic harmony as used in commercial/contemporary music. Includes the study of common chord structures, Circle of Fifths, chord progressions, standard song forms, lead sheets and song analysis. Designed to accommodate students with and without a music background.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   91AD   2.0 units

Special Studies
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Prior vocal or instrumental experience.
Grading: letter grade or credit/no credit
Music 91AD entails the directed study of special problems in music theory, composition, musicology, performance practice or organization and administration of instrumental or vocal ensembles.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   92AD   1.0 unit

Applied Vocal & Instrumental Music
10.0 hour laboratory
Grading: letter grade or credit/no credit
This course is designed for, but not limited to, music majors to gain experience in music performance for the purpose of transferring to a university music program. It is strongly recommended that students have instruction on either a keyboard instrument, voice, guitar or any standard instrument of the band or orchestra. The course includes performance of representative music literature from various periods and composers. The level of proficiency is determined by faculty adjudication.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC   93AD   2.0 units

Record Production (Using MIDI)
1.0 hour lecture, 5.0 hours laboratory
Grading: letter grade or credit/no credit
This course provides a hands-on approach into the production of records, tape and CD's utilizing computer technology and MIDI based musical devices.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   94   2.0 units

Beginning Recording Techniques
2.0 hours lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit

This course serves as a hands-on instruction for beginners in the use of multi- track recording systems, emphasizing critical listening skills and the development of a recording project.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   95   2.0 units

Intermediate Recording Techniques
2.0 hours lecture, 2.0 hours laboratory
Prerequisite: MUSIC 94
Grading: letter grade or credit/no credit
This is an intermediate level recording theory and production class. Topics include hands-on instruction in the applications of a multitrack studio, use of out-board gear, signal flow, trouble-shooting, and session etiquette, with an emphasis on micing techniques.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   96AD   2.0 units

Advanced Recording Techniques
1.0 hour lecture, 4.0 hours laboratory
Prerequisite: MUSIC 95
Grading: letter grade or credit/no credit
Advanced recording techniques, with hands-on instruction in the use of a 16-track studio. Individualized study and research into studio procedures, advanced micing techniques and the development of mixing expertise.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   97AD   2.0 units

Tools of the Music Trade
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
The study of the tools, skills, principles, methods and terminology used in the music trades including MIDI (Musical Instrument Digital Interface) systems and an in-depth survey of available technology.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   98AD   2.0 units

Synthe./Drum Mach/Sequencer Programming
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course provides a hands-on approach to the programming of synthesizers, drum machines, and sequencers in a Macintosh based studio setting.
Transfer Status: Transferable to CSU, see counselor for limitations.

MUSIC   271AD   2.0 units

Work Experience-Music
1.0 hour lecture, 4.2 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to the industry.

MUSIC   272AD   3.0 units

Work Experience-Music
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit

Vocational learning experiences through employment directly related to the industry.

MUSIC 273AD — 4.0 units
Work Experience-Music
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to the industry

NURSING ASSISTANT (NA)

NA 205AD — 0.5 unit
Nurse Assistant Practice Lab
1.5 hours laboratory
Grading: credit/no credit
This course provides self-paced individualized instruction in basic nursing skills within a campus laboratory setting. Students will practice various fundamental skills taught in the nursing assistant program.

NA 215 — 4.5 units
Nursing Assistant
4.5 hours lecture
Recommended Preparation: READ 883
Grading: letter grade
This beginning nursing course is designed to develop an understanding of basic nursing theory. Upon successful completion of this course and the accompanying laboratory course, the student qualifies for testing to be certified as a nurse assistant by the State of California.

NA 215L — 2.5 units
Nursing Assistant Laboratory
7.5 hours laboratory
Corequisite: NA 215
Grading: credit/no credit
This beginning nursing laboratory course includes both campus lab sessions and clinical practice in a long term care facility. This course must be taken concurrently with NA215. Compliance with all clinical agency health and safety policies is required the first week of the course.

NA 216 — 1.5 units
Home Health Aide
1.5 hours lecture
Prerequisite: NA 215 and NA 215L or current California CNA certificate
Grading: letter grade
This course provides the theory required by the California State Department of Health Services for a Certified Nursing Assistant to become a Certified Home Health Aide.

NA 216L — 0.5 unit
Home Health Aide Laboratory
1.5 hours laboratory
Corequisite: NA 216
Grading: credit/no credit
This course provides the clinical practice required by the California State Department of Health Services for a Certified Nursing Assistant to become a Certified Home Health Aide. Compliance with all clinical agency health and safety policies is required the first week of the course.

NURSING, ASSOCIATE DEGREE NURSING- RN (ADN)

ADN 11A — 2.5 units
Introduction to Nursing
2.5 hours lecture
Prerequisite: Hospital agency requires CPR certification for health care providers. ANAT 1, PHYSI 1, BIO 2, and ENGL 1 or 105 or ESL 34.
Corequisite: PSYCH 1 or SOCIO 1 (may be taken as a prerequisite)
Grading: letter grade or credit/no credit
The course is an introduction to the basic concepts of the Self-Care Theory of Nursing by Dorothea Orem. Included are the basic knowledge, skills and attitudes necessary to meet or to assist in meeting the universal self-care requisites of the hospitalized adult. Also included are the fundamental concepts upon which subsequent courses in the nursing program are built.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 11AL — 1.5 units
Introduction to Nursing Lab
4.5 hours laboratory
Prerequisite: ENGL 1, 105 or ESL 34 and BIO 60, 60L, and CDECE 47. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: BIO 62 and ADN 11A.
Grading: letter grade or credit/no credit
The course includes on-campus lab practice and application of the course content in clincal nursing situations. This lab course aligns with the course content presented in ADN 11A.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 11B — 2.5 units
Health Deviations 1
2.5 hours lecture
Prerequisite: ADN 11A and ADN 11AL.
Corequisite: BIO 62.
Grading: letter grade or credit/no credit
This course is an introduction to deviations in health of the adult client. It emphasizes the health deviation self-care requisites of intake of air, intake of water, balance of activity and rest. Collaborative problems are added to previously learned information about the nursing process; as well as medication administration, oral and injected.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 11BL — 1.5 units
Health Deviations 1 Lab
4.5 hours laboratory
Prerequisite: ADN 11A and 11AL. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: BIO 62 and ADN 11B.
Grading: letter grade or credit/no credit
This course includes on-campus lab practice and application of the course content in clinical nursing situations. Skill activities include oral and injected drug

administration, respiratory, abdominal and lower leg assessment and related skills.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 12A   2.5 units
Health Deviations 2
2.5 hours lecture
Prerequisite: ADN 11B and 11BL, BIO 62.
Corequisite: BIO 61 .
Grading: letter grade or credit/no credit
This course is the second medical-surgical nursing course in the program. The effects and results of specific pathological conditions and treatment modalities upon the surgical patient will be studied. Emphasis is placed on the nursing care needs of middle adulthood. Must be enrolled in this course before attempting to enroll in ADN 12AL.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 12AL   1.5 units
Health Deviations 2: Lab
4.5 hours laboratory
Prerequisite: ADN 11B, 11BL and BIO 62. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: BIO 61 and ADN 12A.
Grading: letter grade or credit/no credit
This laboratory course includes both on-campus laboratory practice and application of course content in the live nursing situation. Skill activities include intravenous therapy, medical and surgical aseptic practices and selected physical assessments.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 12B   2.5 units
Health Deviations 3
2.5 hours lecture
Prerequisite: ADN 12A, 12AL and BIO 62.
Corequisite: BIO 61.
Grading: letter grade or credit/no credit
This course continues to explore the demands for increased care necessitated by deviations in the health of the adult. The content emphasizes the requisites of sufficient intake of water and food, elimination and excretion. In addition, the effects and results of specific pathological conditions and treatment modalities upon the medical patient will be studied. Must be enrolled in this course before attempting to enroll in ADN 12BL.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 12BL   1.5 units
Health Deviations 3: Lab
4.5 hours laboratory
Prerequisite: ADN 12A, 12AL, and BIO 62. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: BIO 61 and ADN 12B.
Grading: letter grade or credit/no credit
This lab course includes both on-campus lab practice and application of course content in the live nursing situation. Skill activities include intravenous therapy, selected physical assessments, medical and surgical aseptic practices and related skills.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 12CL   0.5 unit
Intermediate Nursing Skills Laboratory
1.5 hours laboratory
Prerequisite: ADN 11BL
Corequisite: ADN 12AL and 12BL
Grading: letter grade
The course content includes oral presentation of written nursing case studies and both instruction and practice of intermediate level nursing skills in a campus laboratory setting. Skill activities include intravenous therapy, cardiovascular nursing skills and bedside collection and testing of laboratory specimens.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 20A   1.0 unit
Transition to Second Level Nursing
1.0 hour lecture
Prerequisite: ANAT 1,PHYSI 1, BIO 2, ENGL 105 or 1 or ESL 34 CPR Certification for health.
Corequisite: ADN 202AD.
Grading: letter grade or credit/no credit
This course is designed to prepare advanced placement licensed vocational nursing students for second level nursing content. The major foci are Orem's Self Care Theory of Nursing and the application of the nursing process as a second level practitioner.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 21A   2.5 units
Women's Health
2.5 hours lecture
Prerequisite: ADN 12B, 12BL or 20A and BIO 62.
Grading: letter grade or credit/no credit
This course emphasizes Orem's theory of developmental self-care requisites, health deviations and universal self-care requisites as it relates to women and newborns. The content involves the study of gynecological problems, deviations from normal pregnancy, care during prenatal, intrapartal, and postpartal periods, of normal and high risk pregnancy. In addition the assessment and care of the normal newborn is included.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 21AL   3.0 units
Women's Health Lab
9.0 hours laboratory
Prerequisite: ADN 12B, 12BL or 20A and BIO 62. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: ADN 21A
Grading: letter grade or credit/no credit
This course applies the course content in a live nursing situation. It includes on-campus/clinical lab practice and testing of required skills in perinatal units, newborn nursery,GYN,and community setting.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 21B   2.5 units
Mental Health
2.5 hours lecture
Prerequisite: ADN 12B, 12BL or 20A and BIO 62.
Grading: letter grade or credit/no credit

This course is a study of Theory of nursing by Orem as it relates to mental health and/or mental illness in the client with acute/chronic debilitating diseases. Emphasis is placed on communication skills which is the focus of the course.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 21BL   3.0 units
Mental Health Lab
9.0 hours laboratory
Prerequisite: ADN 12B and 12BL or 20A. BIO 62. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: ADN 21B
Grading: letter grade or credit/no credit
This laboratory course includes both on and off campus labs that provide an opportunity to practice and apply the theory content in simulated and live nursing situations. The primary emphasis is placed on the application of theory and communication skills in both the psychiatric and medical-surgical acute care settings. Skill activity includes, IV venipuncture, group participations and varies communication techniques.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 22A   2.5 units
Adv Nursing I Critical Care Life Span
2.5 hours lecture
Prerequisite: ADN 21A and 21AL or 321A and 21B, 21BL.
Grading: letter grade or credit/no credit
This course emphasizes Orem's theory of developmental self-care requisites, health deviations, and universal self-care requisites as it relates to critically ill adults and ill children. The content involves the study of critical illness in adults and illness in children.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 22AL   3.0 units
Adv Nurs I-Critical Care Life Span Lab
9.0 hours laboratory
Prerequisite: ADN 21 and 21AL or 321A and 21B, 21BL. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: ADN 22A
Grading: letter grade or credit/no credit
The activities for this laboratory course include on-campus practice and application, in acute care hospitals and outpatient settings, of course content in intensive care and pediatrics. The course emphasizes the educative/supportive role of the nurse.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 22B   2.5 units
Advanced Nursing II Role Transition
2.5 hours lecture
Prerequisite: ADN 22A and 22AL or 322A.
Grading: letter grade or credit/no credit
This course provides the opportunity to integrate all previously learned theories and skills. Advanced geriatric content and leadership theory is utilized in a primary or team nursing setting on various hospital shifts ,in ambulatory care and in the home health setting. The major emphasis is placed on the role transition from student to graduate nurse.

Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 22BL   3.0 units
Adv Nursing II-Role Transition Lab
9.0 hours laboratory
Prerequisite: ADN 22A and 22AL or 322A. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: ADN 22B
Grading: letter grade or credit/no credit
The laboratory course provides the opportunity to integrate all previously learned theories and skills in the clinical setting. It incorporates advanced geriatric content and leadership theory in a primary or team nursing setting on various hospital shifts and in the home health setting. The major emphasis is on the role transition from student to graduate nurse.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 31A   1.0 unit
Trends in Nursing A
1.0 hour lecture
Corequisite: ADN 21A, 21AL, 21B and 21BL
Grading: letter grade or credit/no credit
This course is designed for students to study the trends and issues which affect current nursing practice. The major foci include the history of nursing, current social settings for the practice of nursing, the legal and ethical relationships in nursing, the economics of health care, the interpersonal relationships among health care professionals and current issues.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 31B   1.0 unit
Trends in Nursing B
1.0 hour lecture
Prerequisite: ADN 31A
Corequisite: ADN 22A, 22AL, 22B and 22BL
Grading: credit/no credit
This course is designed to continue the study of the trends and issues in nursing. The major foci include preparation for and exploration of employment opportunities, continuing education opportunities, preparation for licensing exam, development of a personal philosophy of nursing, the current role of the nurse and the transition into the registered nurse role. It also includes opportunities for professional involvement and current issues in nursing.
Transfer Status: Transferable to CSU, see counselor for limitations.

ADN 200AD   0.5 unit
Nursing Skills Adjunct Laboratory
1.5 hours laboratory
Grading: credit/no credit
This course allows self-paced, individualized instruction in basic bedside nursing skills and advanced nursing skills, with supervised practice to improve performance and is designed for students in the RN program, students approved for re-entry, individuals who are currently licensed as LVNs and/or foreign graduate nurses.

ADN 201AD   0.5 unit
Nursing Skills Adjunct Laboratory
1.5 hours laboratory
Grading: credit/no credit

This course allows self-paced, individualized instruction in first semester basic bedside nursing skills with supervised practice to improve performance.

ADN 202AD   0.5 unit
Nursing Skills Adjunct Laboratory
1.5 hours laboratory
Grading: credit/no credit
This course allows self-paced, individualized instruction in second semester medical and surgical nursing skills with supervised practice to improve performance. This course builds on skills practiced in ADN 201AD.

ADN 203AD   0.5 unit
Nursing Skills Adjunct Laboratory
1.5 hours laboratory
Grading: credit/no credit
This laboratory course allows self-paced, individualized instruction in maternal-child and mental health nursing skills with supervised practice to improve performance. This laboratory builds on skills practiced in ADN 202AD. It is designed for students in the RN program, students approved for re-entry, individuals who are currently licensed as LVNs and/or foreign graduate nurses.

ADN 204AD   0.5 unit
Nursing Skills Adjunct Laboratory
1.5 hours laboratory
Grading: credit/no credit
This course allows self-paced, individualized instruction in advanced medical-surgical, critical care and pediatric nursing skills with supervised practice to improve performance. It builds on skills practiced in ADN 203AD. This course is designed for students in the RN program, students approved for re-entry, individuals who are currently licenses as LVNs and/or foreign graduate nurses.

ADN 212AD   2.0 units
Clinical Practicum I
6.0 hours laboratory
Prerequisite: ADN 11A and 11B. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: ADN 12A or 12B
Grading: credit/no credit
This course will provide student nurse experiences in approved health care agencies through a Board of Registered Nursing approved program. The purpose of this course is to apply theory and principles taught in the classroom to the clinical setting.

ADN 221AD   2.0 units
Clinical Practicum II
6.0 hours laboratory
Prerequisite: ADN 12A and 12B. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: ADN 21A or 21B
Grading: credit/no credit
This course will provide student nurse experiences in approved health care agencies through a Board of Registered Nursing approved program. The purpose of this course is to apply theory and principles taught in the classroom to the clinical setting.

ADN 222AD   2.0 units
Clinical Practicum III
6.0 hours laboratory
Prerequisite: ADN 21A and 21B. Compliance with all clinical agency health and safety policies is required the first day of the course.
Corequisite: ADN 22A or 22B
Grading: credit/no credit
This course will provide student nurse experiences in approved health care agencies though the Board of Registered Nursing. The purpose of this course is to apply theory and principles taught in the classroom to the clincal setting.

ADN 225   3.0 units
Nursing Applications of Pharmacology
3.0 hours lecture
Recommended Preparation: READ 82 and MATH 110 or 110B or High School Algebra.
Grading: letter grade
This course is an introduction to the study of drugs and drug administration as a part of health care. The actions of medications, both desirable and undesirable, are taught. Administration of medications, including dosage calculation, is emphasized. Not open for credit to students registered in or with credit in VN 225.

ADN 321A   1.5 units
Women's Health & Advanced Obstetrics
1.5 hours lecture
Prerequisite: ADN 20A, BIO 62.
Corequisite: ADN 31A
Grading: letter grade or credit/no credit
This course is designed to fulfill the women's health and advanced obstetrics nursing requirement for the thirty-unit option only. The major focus is nursing care of the adult client in the gynecological surgical units and high-risk obstetrical units, including care of the high-risk infant. It emphasizes the educative supportive role of the nurse.

ADN 321AL   1.5 units
Women's Health & Adv Obstetrics Lab
5.0 hours laboratory
Prerequisite: ADN 20A, BIO 62 and health evaluation, malpractice insurance, and CPR certification for health care providers
Corequisite: ADN 31A and 321A
Grading: letter grade or credit/no credit
This course applies the course content in a live nursing situation. It includes on-campus/clinical lab practice and testing of required skills in perinatal units, newborn nursery, GYN, and community setting.

ADN 322A   1.5 units
Advanced Nursing I-Adult Critical Care
1.5 hours lecture
Prerequisite: ADN 21A and 21AL or 321A and 21B, 21BL.
Corequisite: ADN 31B
Grading: letter grade or credit/no credit
This course is designed to fulfill the advanced medical/surgical nursing requirements for the 30-unit option student. The major focus of the course is nursing care of the adult patient in the critical care setting. It emphasizes the educative/supportive role of the nurse.

ADN 322AL   1.5 units
Adv Nursing I-Adult Critical Care Lab
5.0 hours laboratory

Prerequisite: ADN 21A and 21AL or 321A and 21B, 21BL, health evaluation, malpractice insurance, and CPR certificate for health care providers
Corequisite: ADN 31B and 322A
Grading: letter grade or credit/no credit
This course is designed to fulfill the advanced medical/surgical nursing requirements for the 30-unit option only. The major focus is nursing care of the adult patient in the critical care setting. This course will emphasize the educative/ supportive role of the nurse.

ADN   410   3.5 units
Nurse Refresher
3.0 hours lecture, 1.5 hours laboratory
Prerequisite: Licensed as a RN
Grading: credit/no credit
This course is designed to update the knowledge and skills of Registered Nurses who have not practiced within the past 5-10 years and would like to return to active nursing. A clinical preceptorship may be arranged with local hospitals at the conclusion of this course.

ADN   411   6.0 units
Critical Care Nursing
6.0 hours lecture
Prerequisite: Licensed as a RN
Grading: credit/no credit
This course is designed to develop knowledge of advanced clinical concepts and skills required to give nursing care to the critically ill patient. Emphasis is placed on the nursing care needs of patients who are hospitalized in the various special intensive care areas. A clinical preceptorship may be arranged with local hospitals at the conclusion of this course.

ADN   412   5.0 units
Operating Room Nursing
5.0 hours lecture
Prerequisite: Licensed as a RN
Grading: credit/no credit
This course is designed to develop knowledge of perioperative nursing concepts and skills to give nursing care to the patient undergoing surgery. A clinical preceptorship may be arranged with local hospitals at the conclusion of this course.

ADN   413AD   4.0 units
Clinical Preceptorship
12.0 hours laboratory
Prerequisite: ADN 410, 411 or 412. Licensed as a RN.
Grading: credit/no credit
This course is designed as a clinical practicum to integrate advanced theoretical concepts into the clinical setting. Students will demonstrate advanced assessment techniques, use of the nursing process, advanced critical thinking and psychomotor skills.

ADN   425   2.0 units
Nursing Applications of Pharmacology
2.0 hours lecture
Recommended Preparation: Nursing License, Registered or Vocational Nursing
Grading: credit/no credit
This course provides an update of pharmacology for continuing education of licensed nurses. Drug classifications and medication administration are studied as part of health care. General principles of medication actions and interactions, both therapeutic

and undesirable, are the basis for the study of individual medications.

ADN   610   0.0 unit
Nursing Skills Refresher Laboratory
0.7 hour laboratory
Grading: LBCC Non-Graded Course
This course allows self-paced individualized instruction in basic bedside nursing skills and advanced bedside nursing skills and supervised practice to improve performance levels.

ADN   810   0.5 unit
Preparation for Nursing
0.5 hour lecture
Grading: credit/no credit
Designed to assist the nursing or pre-nursing student with no previous experience in health care. Included are: the development of effective study habits and test-taking skills, the study of common nursing terms, abbreviations and symbols and preparation for calculation of drug dosages.

NURSING, VOCATIONAL NURSING (VN)

VN   220   3.0 units
Transition to Vocational Nursing
3.0 hours lecture
Recommended Preparation: Qualification through the Reading assessment process or READ 82.
Grading: letter grade
This course prepares Certified Nurse Assistants for success in the vocational nursing program. The content includes the development of critical thinking and problem solving skills, effective communication skills, and other concepts basic to the practice of nursing.

VN   220L   1.0 unit
Transition to Vocational Nursing Lab
3.0 hours laboratory
Corequisite: VN 220
Recommended Preparation: NA 215 & 215L
Grading: credit/no credit
This course provides instructor guided practice in the campus nursing labs for the concepts presented in VN220. Other content includes preparation to meet the health and safety policies of local clinical agencies, principles and practice in learning methods, and nursing terminology and documentation.

VN   225   3.0 units
Nursing Applications of Pharmacology
3.0 hours lecture
Recommended Preparation: READ 82 and MATH 110 or MATH 110B or high school algebra.
Grading: letter grade
An introductory course into the study of drugs, principles of medication administration, and dosage calculation. Classification of drugs according to body systems is used. General principles of drug actions both therapeutic and undesirable, and nursing responsibilities are emphasized. A strong foundation in math skills is required for dosage calculations. This course meets content requirements for the Board of Vocational Nursing. Not open for credit to students who have completed ADN 225 or ADN 425.

VN   230   **3.5 units**

Common Health Deviations 1
3.5 hours lecture
Prerequisite: VN 220, VN 225, and BIO 60.
Grading: letter grade
Admission to the program is required prior to enrolling in this first clinical course of the vocational nursing program. The course includes the nursing concepts of the nursing process, Orem's self-care theory, disuse syndrome, skin integrity/wound care, activity and rest, altered nutrition, and risk for injury. Other topics include pathophysiology and nursing care for patients with diabetes, cardiovascular problems and respiratory disorders.

VN   230L   **3.0 units**

Common Health Deviations 1 Lab
9.0 hours laboratory
Corequisite: VN 230
Grading: credit/no credit
This course provides opportunity for nursing students to practice the concepts learned in VN230 in a hospital setting. The campus lab content includes basic data collection and preparation of nursing care plan, nursing documentation, oxygen therapy, urinary catheterization and medication administration. Compliance with all clinical agency policies is required the first day of the course.

VN   231AD   **0.5 unit**

Nursing Skills Practice Lab I
1.5 hours laboratory
Grading: credit/no credit
This course provides teacher supervised, self-paced, and individualized instruction and practice in the campus nursing labs to improve performance of nursing skills. This course is normally taken in the first part of the vocational nursing program.

VN   235   **3.5 units**

Common Health Deviations 2
3.5 hours lecture
Prerequisite: VN 230
Grading: letter grade
This course provides the theoretical basis for the provision of nursing care for patients before and after surgical procedures. The nursing concepts of the nursing process and Orem's self care theory are continued and pain management, body image disturbances, and nutritional support are added. Other topics include pathophysiology and nursing care for patients with health deviations that include the musculoskeletal system, gastrointestestinal system, immune system, and genitourinary system.

VN   235L   **3.0 units**

Common Health Deviations 2 Lab
9.0 hours laboratory
Corequisite: VN 235
Grading: credit/no credit
This course provides opportunity for nursing students to practice the concepts, including perioperative nursing care, learned in VN235. The clinical setting is usually postoperative nursing care units. Topics presented in the campus nursing lab include skills required for care of surgical patients. Compliance with all clinical agency policies is required the first day of the course.

VN   240   **3.0 units**

Mental Health Nursing
3.0 hours lecture
Grading: letter grade
This course is designed to assist vocational nursing students with self-development and with acquisition of behaviors needed to provide a helping relationship with their patients. Topics include principles of personality development, psychosocial development, psychopharmacology, common mental health deviations, and major psychiatric illnesses.

VN   245   **1.5 units**

Maternal-Infant Nursing
1.5 hours lecture
Prerequisite: VN 235 and VN 235L
Grading: letter grade
This course provides instruction in the normal developmental phases of the child-bearing family and the most common related problems. Orem's self-care theory and the nursing process are continued in the study of prenatal, perinatal, and postpartum nursing care.

VN   245L   **2.0 units**

Maternal-Infant Nursing Lab
6.0 hours laboratory
Corequisite: VN 245
Grading: credit/no credit
This course provides opportunity for nursing students to provide prenatal, perinatal, and postnatal nursing care in both hospital and ambulatory care facilities. Campus lab content includes data collection and routine care of the postpartum mother and her newborn. Compliance with all clinical agency policies is required the first day of this course.

VN   250   **1.5 units**

Nursing Care of Children
1.5 hours lecture
Prerequisite: VN 235 and VN 235L
Grading: letter grade
This course provides instruction in the growth and development of normal children along with the most common health problems of childhood and adolescence. Orem's self-care theory and the nursing process are applied to the study of health promotion and disease prevention for children and adolescents.

VN   250P   **1.0 unit**

Nursing Care of Children Practicum
3.0 hours laboratory
Corequisite: VN 250
Grading: credit/no credit
This course provides opportunity for nursing student to provide nursing care for child-rearing families in ambulatory care clinics. Campus lab content includes application of the principles of growth and development. Compliance with all clinical agency health and safety policies is required the first day of the course.

VN   255   **3.5 units**

Common Health Deviations 3
3.5 hours lecture
Prerequisite: VN 235 and 235L
Grading: letter grade

This course is the third medical surgical nursing course in the program. Orem's theory of self-care and the nursing process is continued in the study of the nursing concepts of fluid and electrolytes. Pathophysiology and nursing care of the following health deviations are studied: female reproductive system; biliary, liver, and pancreas; coronary artery; integumentary including burns; renal function; complications of diabetes; and selected endocrine organs.

VN 255L   **3.0 units**

Common Health Deviations 3 Lab
9.0 hours laboratory
Corequisite: VN 255
Grading: credit/no credit
This course provides opportunity for nursing students to become more proficient in the nursing care of patients with medical surgical problems. Students practice with staff vocational and registered nurses to develop beginning competency in the role of the vocational nurse in acute care facilities. Compliance with all clinical agency health and safety policies is required the first day of the course.

VN 260   **1.0 unit**

Roles and Responsibilities 1
1.0 hour lecture
Prerequisite: VN 240
Grading: credit/no credit
This course is designed to assist the vocational nursing student in the transition to the responsibilities of the graduate vocational nurse. Topics include the ethical, legal, regulatory, and policy issues that control the practice of vocational nursing in California. Opportunity is provided for career planning, including job application skills.

VN 265   **2.5 units**

Nursing Care of the Chronically Ill
2.5 hours lecture
Corequisite: VN 255
Grading: letter grade
This is normally the last clinical course of the vocational nursing program. Orem's theory of self-care and the nursing process is continued. Adult health deviations commonly requiring chronic health care are studied. Other topics include leadership and supervisory roles of vocational nurses in long term and ambulatory care.

VN 265L   **4.0 units**

Leadership in Long Term Care
12.0 hours laboratory
Corequisite: VN 265
Grading: credit/no credit
This course provides opportunity for students to apply nursing theory regarding chronic illness to the care of adults in long term care facilities. Students also practice vocational nurse leadership and supervisory roles in these facilities. Compliance with all clinical agency health and safety policies is required the first day of the course.

VN 265P   **2.0 units**

Ambulatory Care Practicum
6.0 hours laboratory
Corequisite: VN 265
Grading: credit/no credit
This course provides opportunity for the application of previously learned nursing theory to the care of adults in an ambulatory care setting. Compliance with all clinical

agency health and safety policies is required the first day of the course.

VN 266AD   **0.5 unit**

Nursing Skills Practice Lab II
1.5 hours laboratory
Grading: credit/no credit
This course provides self-paced and individualized instruction and practice in a campus nursing laboratory setting. Students are encouraged to attend and practice nursing skills, and prepare for post-graduate nursing. This course is offered in the last semester of the vocational nursing program.

VN 270   **1.0 unit**

Roles and Responsibilities 2
1.0 hour lecture
Corequisite: VN 265
Grading: credit/no credit
This course is designed to prepare the vocational nursing student for transition to the graduate vocational nurse role. Other content includes information about higher education programs in nursing and the process of application to the Board of Vocational Nursing to take the NCLEX-PN licensing exam.

PHILOSOPHY (PHIL)

PHIL 3   **3.0 units**

Intro to Issues/Phil, Psych & Religion
3.0 hours lecture
Grading: letter grade or credit/no credit
Using a point/counterpoint debate format, a teaching team composed of a philosopher and a psychologist compare and integrate insights from three disciplines—philosophy, psychology and religion. A critical investigation and debate of theoretical positions, such as Platonic idealism, Christian theology, Freudian analysis, Skinnerian behaviorism, existentialism and other major intellectual viewpoints. Not open for credit to students registered in or with credit in PSYCH3 or HUMAN3.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 6 (CAN PHIL 2)   **3.0 units**

Introduction to Philosophy
3.0 hours lecture
Grading: letter grade or credit/no credit
This broad intro to philosophy surveys knowledge, science, religion, logic, value, history and metaphysics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 6H   **3.0 units**

Honors Introduction to Philosophy
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
This broad intro to philosophy surveys knowledge, science, religion, value, logic, history and metaphysics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 7 (CAN PHIL 4)   **3.0 units**

Introduction to Ethics
3.0 hours lecture
Grading: letter grade or credit/no credit

A study of the nature of morality and the application of moral principles. Examines some of the most influential moral theories formulated by philosophers of the past and present, and analyzes their applications with respect to controversial moral issues, such as abortion, euthanasia and capital punishment.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 7H **3.0 units**

Honors Introduction to Ethics
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
An examination of the nature of morality and the application of moral principles. The course will cover major moral theories and consider their application with respect to controversial moral issues such as abortion, euthanasia, and capital punishment.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 8 **3.0 units**

Introduction to Non-Western Philosophy
3.0 hours lecture
Grading: letter grade or credit/no credit
A broad intro to some of the main philosophical traditions from around the world, such as Eastern Philosophy, African Philosophy and American Indian Philosophy. Themes include the meaning of life, spirituality, the role of the individual and society, the nature of reality and the affects of history and culture on belief systems.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 9 **3.0 units**

Introduction to Existentialism
3.0 hours lecture
Grading: letter grade or credit/no credit
This course will examine the philosophical thought of existentialist writers such as Kierkegaard, Heidegger, Dostoyevsky, and Sartre. Emphasis will be placed on the analysis of recurring themes such as freedom, individuality, meaning and value, and the existence of God.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 10 **3.0 units**

Introduction to Feminist Philosophy
3.0 hours lecture
Grading: letter grade or credit/no credit
This course will examine feminist thinking and writing on philosophical issues with an emphasis on metaphysics, epistemology, social philosophy and ethics. Topics will include an exploration of rights, justice and responsibility.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 11 **3.0 units**

Critical Thinking
3.0 hours lecture
Grading: letter grade or credit/no credit

Understand, practice and improve practical reasoning skills. Focuses on the nature of reasoning and the detection and avoidance of common fallacies. Will develop the knowledge and habits needed to make decisions between conflicting ideas and beliefs. Applications are made to both contemporary and perennial issues, such as current political events and capital punishment.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 12 (CAN PHIL 6) **3.0 units**

Introduction to Logic
3.0 hours lecture
Grading: letter grade or credit/no credit
An analysis of the elements of clear and orderly thought, emphasizing deductive reasoning.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 14 **3.0 units**

Historical-Philosophical Study: Religion
3.0 hours lecture
Grading: letter grade or credit/no credit
An exam of the major religions of the world (such as Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, Islam, Pantheism and Paganism); evaluation of the main ideas and values embodied in those religions; and assistance in the formulation of an intelligent philosophy of religion.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 15 **3.0 units**

Introduction to Political Philosophy
3.0 hours lecture
Grading: letter grade or credit/no credit
This course will examine some of the primary issues within political philosophy such as justifying political authority, distributive justice, and the rights and liberties of citizens.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 16 **3.0 units**

Introduction to Business Ethics
3.0 hours lecture
Grading: letter grade or credit/no credit
This course will examine ethical issues in business. Topics will include environmental concerns, the distribution of wealth, informational ethics, privacy and autonomy, and affirmative action. These will be discussed in the context of moral theories such as utilitarianism, deontology and ethical egoism.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOTOGRAPHY (PHOT)

PHOT 1 **2.0 units**

The Photographic Vision
2.0 hours lecture
Grading: letter grade or credit/no credit
This intro course teaches a means of human communication, as well as a technical skill. Intro to the basic technical principles of the camera and how photography has, through history, influenced human perception and communication. Provides techniques for

responding to the content and structure of photographs. Renowned photographers representing various perspectives appear as guests on television programs, discussing and demonstrating their unique approaches to their work. The historical and aesthetic dimensions are provided by guest museum curators, historians and critics. Throughout, students are given specific photographic projects designed to expand their photographic vision.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 31AB   3.0 units
Basic Photography-Black and White
2.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
A comprehensive course in photographic techniques for the beginning student. Emphasizes the practical applications in the use of the camera, lenses, shutters, natural lighting, roll film processing, enlarging and mounting of finished prints.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 32AD   3.0 units
Basic Photography-Color
2.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
This is a comprehensive course in color photography introducing practical problems involved in color printing and processing of transparencies and negatives. The student will explore color theory, film, paper, analysis of negatives, filtration and exposure. The course includes professional critique of the student's work. A major emphasis is placed on developing the student's ability to critique their own work.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 33AD   4.0 units
Photography Studio Lighting
2.0 hours lecture, 6.0 hours laboratory
Prerequisite: One semester of PHOT 31AB
Grading: letter grade or credit/no credit
This is a comprehensive course in commercial photography with major emphasis on view camera and studio lighting techniques. It is part of the vocational program in photography.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 34AD   4.0 units
Advanced Photography-Applications
2.0 hours lecture, 6.0 hours laboratory
Prerequisite: One Semester of PHOT 32AD and PHOT 33AD
Grading: letter grade or credit/no credit
A comprehensive occupational course for the advanced student of photography. The major emphasis is centered around methods of complex problem-solving in professional photography.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 35AD   3.0 units
Photojournalism
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: One semester of PHOT 31AB
Grading: letter grade or credit/no credit

Instruction in basic and advanced photojournalism techniques. Practical experience in newspaper photography and magazine publication. Not open to students registered in or with credit in JOURN35AD.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 37AD   4.0 units
Portrait Photography
2.0 hours lecture, 6.0 hours laboratory
Prerequisite: One semester of PHOT 31AB or PHOT 32AD
Grading: letter grade or credit/no credit
A comprehensive course for the beginning and advanced student of portraiture with a special emphasis on posing and lighting and the business aspects of portrait photography as an occupation.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 38   3.0 units
Marketing Professional Photo Skills
3.0 hours lecture
Grading: letter grade or credit/no credit
Covers the application of current practices utilized in marketing professional photographic skills. Includes: freelance marketing, design and use of portfolio and professional photographic business practices.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 39AD   3.0 units
Documentary Photography
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: One semester of PHOT 31AB
Grading: letter grade or credit/no credit
A comprehensive occupational course in documentary photography for annual reports, stock photos and public relations. Includes: releases, copyrights, legends and billing procedures.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 40AD   4.0 units
View Camera/"Zone System Photo"
2.0 hours lecture, 6.0 hours laboratory
Prerequisite: One semester of PHOT 31AB
Grading: letter grade or credit/no credit
This is comprehensive occupational course for the advanced student of photography. Emphasis is on view camera use, including perspective control, distortion control and metering methods.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 41AD   4.0 units
Professional Photographic Portfolio
2.0 hours lecture, 6.0 hours laboratory
Prerequisite: One semester of PHOT 31AB
Grading: letter grade or credit/no credit
This course is a comprehensive occupational course for the advanced student of photography. The emphasis of this course is on developing a professional photographic portfolio.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 42AD   4.0 units
Experimental Photography Laboratory
2.0 hours lecture, 6.0 hours laboratory
Prerequisite: PHOT 31AB or ART 81

Grading: letter grade or credit/no credit
This course is a comprehensive advanced lab course for students enrolled in the photography program or persons who have a background in photography and wish to improve their skills. The course emphasizes practical experimental solutions to conceptual visual design problems in commercial photography.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 43AD   3.0 units
Digital Photography
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: PHOT 31AB or PHOT 32AD or ART 41
Grading: letter grade or credit/no credit
This is a comprehensive course designed to train students in the application of electronic media and its use in manipulating and creating photographic images. The course includes: initial computer file creation using direct digital input, scanners and photo CD, computerized image editing, image export to page layout and illustration programs, file output to viewable media and film recorders and copyright topics. The digital darkroom is a major component of this course.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 71AD   2.0 units
Work Experience — Photography
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment in work experience directly related to photography. One unit of credit shall be granted for every 75 hours per semester, maximum of twelve units.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 72AD   3.0 units
Work Experience — Photography
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment in work experience directly related to photography. One unit of credit shall be granted for every 75 hours per semester, maximum of twelve units.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 73AD   4.0 units
Work Experience — Photography
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment in work experience directly related to photography. One unit of credit shall be granted for every 75 hours per semester, maximum of twelve units.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 281AD   1.0 unit
Photography Laboratory
3.0 hours laboratory

Grading: letter grade or credit/no credit
For students enrolled in the photography program or persons who have a background in photography and wish to improve their skills. Emphasizes practical applications in roll and sheet film processing, enlarging and mounting of finished prints.

PHOT 291AD   1.0 unit
Advanced Photography Laboratory
3.0 hours laboratory
Grading: letter grade or credit/no credit
For students enrolled in the photography program or persons who have a background in photo and wish to improve their skills. Emphasizes practical applications in roll and sheet film processing, enlarging and mounting of finished prints.

PHOT 681   0.0 unit
Fundamentals of Photography Laboratory
6.0 hours laboratory
Grading: LBCC Non-Graded Course
A lab for the beginning photo student or persons who have a background in photography and wish to improve their skills. Emphasizes practical applications of roll film processing, enlarging and mounting of finished prints. Intended for senior citizens.

PHYSICAL EDUCATION, ADAPTED (PEA)

PEA 1AD   1.0 unit
PE for the Physically Limited
3.0 hours laboratory
Grading: letter grade
This course is designed to produce a program of individual and group exercises and activities that develop motor patterns and perceptual- motor skills, endurance, strength and self-awareness. All activities will be adapted to the interests, capabilities and limitations of each student.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEA 608   0.0 unit
Physical Educ for Physically Limited
4.0 hours laboratory
Grading: LBCC Non-Graded Course
A program of developmental activities, games, sports and rhythms suited to the interests, capabilities and limitations of students with disabilities who may not safely or successfully engage in unrestricted activities of the general physical education program. The program will be predicated upon medical findings and working with medical supervision, guidance and advice.

PHYSICAL EDUCATION, GENERAL (PEG)

PEG 9AD   0.5 unit
Badminton
2.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of badminton.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   10AD   **1.0 unit**
Badminton
3.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of badminton.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   11AD   **0.5 unit**
Baseball
2.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of baseball.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   12AD   **1.0 unit**
Baseball
3.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of baseball.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   13AD   **0.5 unit**
Basketball
2.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of basketball.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   14AD   **1.0 unit**
Basketball
3.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of basketball.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   19AD   **0.5 unit**
Bowling
2.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of bowling.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   20AD   **1.0 unit**
Bowling
3.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of bowling.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   31AD   **0.5 unit**
Golf
2.0 hours laboratory
Grading: letter grade
This course is designed to provide instruction in the fundamentals of golf including strategy, rules, and the skills of the swing, course management, and etiquette.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   32AD   **1.0 unit**
Golf
3.0 hours laboratory
Grading: letter grade
This course is designed to provide instruction in the fundamentals of golf including strategy, rules, and the skills of the swing, course management, and etiquette.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   55AD   **4.0 units**
Lifeguard/Water Safety Training
3.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: Advanced swimming ability
Grading: letter grade
Certification courses for American Red Cross water safety instructors and lifeguards enables students to instruct swimming courses and to serve as lifeguards at aquatic facilities.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   58AD   **1.0 unit**
Intramural Activities
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
This course is designed to allow all students the opportunity to engage in a variety of competitive sports and activities in an intramural environment.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   65AD   **0.5 unit**
Self-Defense
2.0 hours laboratory
Grading: letter grade
Techniques and practical applications of self-defense skills, psychological defenses and assertiveness training.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   66AD   **1.0 unit**
Self-Defense
3.0 hours laboratory
Grading: letter grade
Techniques and practical applications of self-defense skills, psychological defenses and assertiveness training.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   69AD   **0.5 unit**
Soccer
2.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of soccer.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG   70AD   **1.0 unit**
Soccer
3.0 hours laboratory
Grading: letter grade

Instruction in the rules, techniques and strategies of soccer.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 73AD — 0.5 unit
Softball
2.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of softball.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 74AD — 1.0 unit
Softball
3.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of softball.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 75AD — 0.5 unit
Swimming
2.0 hours laboratory
Grading: letter grade
Instruction in the techniques of the basic aquatic strokes.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 76AD — 1.0 unit
Swimming
3.0 hours laboratory
Grading: letter grade
Instruction in the techniques of the basic aquatic strokes.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 83AD — 0.5 unit
Tennis
2.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of tennis.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 84AD — 1.0 unit
Tennis
3.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of tennis.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 85AD — 0.5 unit
Touch Football
2.0 hours laboratory
Grading: letter grade
This course offers instruction in the rules, strategies and proper techniques required by the game of touch football.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 86AD — 1.0 unit
Touch Football
3.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of touch football.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 87AD — 0.5 unit
Track & Field
2.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of track and field.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 88AD — 1.0 unit
Track & Field
3.0 hours laboratory
Grading: letter grade
Instruction in the rules, techniques and strategies of track and field.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 89AD — 0.5 unit
Volleyball
2.0 hours laboratory
Grading: letter grade
This course is designed to provide instruction of the basic fundamentals of volleyball including setting, passing, hitting, and team play.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 90AD — 1.0 unit
Volleyball
3.0 hours laboratory
Grading: letter grade
This course is designed to provide instruction of the basic fundamentals of volleyball including setting, passing, hitting, and team play.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHYSICAL EDUCATION, OUTDOOR STUDIES (PEOS)

PEOS 5AD — 1.0 unit
Backpacking
4.0 hours laboratory
Grading: letter grade
This is a course in wilderness travel and living with three to nine days of field experience.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEOS 55AD — 0.5 unit
Cross Country (Nordic) Skiing
2.0 hours laboratory
Grading: letter grade
Instruction and practice in cross-country ski techniques, including an exercise program, dry land drills, proper ski equipment, clothing and accessories for ski tour, ski waxing, conditioning, nutrition, tour planning, wilderness hazards, safety and wilderness conservation.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEOS   56AD   **1.0 unit**

Cross Country (Nordic) Skiing
3.0 hours laboratory
Grading: letter grade
Instruction and practice in cross-country ski techniques, including an exercise program, dry land drills, proper ski equipment, clothing and accessories for ski tour, ski waxing, conditioning, nutrition, tour planning, wilderness hazards, safety and wilderness conservation.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEOS   58AD   **1.0 unit**

Basic Rock Climbing
3.0 hours laboratory
Grading: letter grade
An intro to basic rock climbing techniques with instruction and practice in rope handling, use of knots, protection, anchoring belays and rappels, emphasizing climbing safety. The elements of sound climbing judgment will be analyzed and stressed. Typically a nine-week course offered the first nine-weeks of the fall semester and the second nine weeks of the spring semester. Part of the instruction will be presented on a required weekend field trip which will provide the student with real climbing experience.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHYSICAL EDUCATION, PHYSICAL FITNESS (PEPF)

PEPF   2AD   **1.0 unit**

Monitoring and Developing Sports Skills
4.0 hours laboratory
Grading: letter grade
Selected field tests of physical fitness, joint flexibility, and muscular dexterity are administered before, during and after an assortment of prescribed physical drills and exercises. Programs to improve cardiovascular endurance, muscular strength and joint mobility are included. Focuses on individualized and group goals, including but not limited to demonstration of skill levels and measurement of increase in strength. Safe and sane approaches to exercise and diet and the effects of alcohol and drugs will be stressed.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPF   3AD   **0.5 unit**

Water Aerobics and Training
2.0 hours laboratory
Grading: letter grade
An aerobic physical fitness program employing water resisting exercises without the need of swimming skills.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   4AD   **1.0 unit**

Water Aerobics and Training
3.0 hours laboratory
Grading: letter grade
This is an introductory aerobic physical fitness program employing water resistance exercises without the need for swimming skills.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   5AD   **0.5 unit**

Dance Aerobics
2.0 hours laboratory
Grading: letter grade
Students will perform exercise and dance routines to music to enhance flexibility while emphasizing development of strength and endurance.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   6AD   **1.0 unit**

Dance Aerobics
3.0 hours laboratory
Grading: letter grade
The course will cover the development of strength, muscular endurance, cardiovascular endurance, flexibility, coordination and balance. This will be accomplished by utilizing various cross training activities and calisthenics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   8AD   **2.5 units**

Aerobic Circuit Training
1.0 hour lecture, 5.0 hours laboratory
Grading: letter grade
Cardiovascular and strength fitness training in a circuit setting. Ideal for normal, healthy people. Complete body conditioning.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   10AD   **1.0 unit**

Stretch & Relaxation
3.0 hours laboratory
Grading: letter grade
This course emphasizes the development of flexibility in muscles and joints to prevent injury and to improve body alignment and posture. Relaxation and stretching techniques will be used to improve general fitness.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPF   21AD   **0.5 unit**

Physical Fitness
2.0 hours laboratory
Grading: letter grade
A physical fitness program of jogging, running, conditioning and circuit training exercises.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   22AD   **1.5 units**

Physical Fitness
5.0 hours laboratory
Grading: letter grade
This course will include the fitness components of cardiorespiratory, strength training, and flexibility activities. Assessment testing will be done to determine levels of performance in the areas of muscular strength and endurance, aerobic fitness, flexibility, and body composition
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   41AD   **0.5 unit**

Swimming Fitness
2.0 hours laboratory
Grading: letter grade

Swim fitness is part of a physical fitness program. This course consists of swimming related circuit training exercises.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   42AD   1.0 unit
Swimming Fitness
3.0 hours laboratory
Grading: letter grade
Swim fitness is part of the physical fitness program. The program consists of swimming and related circuit training exercises.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   47AD   0.5 unit
Swim Fitness/Polo
2.0 hours laboratory
Grading: letter grade
An advanced fitness program combining the development of water polo and swimming skills.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   48AD   1.0 unit
Swim Fitness/Polo
3.0 hours laboratory
Grading: letter grade
An advanced fitness program combining the development of water polo and swimming skills.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   53AD   0.5 unit
Weight Training
2.0 hours laboratory
Grading: letter grade
Weight training classes are designed to present a variety of lifting techniques. Students will use these techniques and their understanding of basic anatomy to reach their weight lifting goals.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   54AD   1.0 unit
Weight Training
3.0 hours laboratory
Grading: letter grade
Weight training classes are designed to present a variety of lifting techniques. Students will use these techniques and their understanding of basic anatomy to reach their weight training goals.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF   70A   1.0 unit
Physical Fitness for Aviators
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Covers physical fitness and fit lifestyles for aviators and students preparing for FAA and airline medical exams. Emphasizes lecture and exercise to develop and maintain cardiovascular endurance, muscular strength and joint mobility. May be taken out of sequence.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPF   70B   1.0 unit
Physical Fitness for Aviators
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
Covers physical fitness and fit lifestyles for aviators and students preparing for FAA and airline medical exams. Emphasizes fitness testing and exercise. May be taken out of sequence.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPF   81AD   1.0 unit
Fitness and Wellness Center
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
Selected field and lab tests of physical fitness are administered before, during and after an assortment of exercise programs to improve cardiovascular endurance, local muscular endurance, muscular strength and joint mobility. Lectures focus on individualized goals and continuous self-evaluation, safe and sane approaches to diet and exercise, scientific information versus fallacy and weight control.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPF   83AD   2.0 units
Fitness & Wellness I
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Physical fitness tests are administered before, during and after exercise programs to improve reserve capacity in endurance, local muscular endurance, muscular strength and joint mobility. Lectures and assignments focus on individual goals and continuous self- evaluation, safe and sane exercise and scientific information versus fallacy.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPF   84AD   2.0 units
Fitness and Wellness Center II
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Physical fitness tests are administered before, during and after exercise programs to improve reserve capacity in endurance, muscular strength and joint mobility. Lectures and assignments focus on modifications of lifestyle to enhance the qualify of life and reduce health risks.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPF   629   0.0 unit
Physical Fitness
2.0 hours laboratory
Grading: LBCC Non-Graded Course
Emphasis is on individual programs, with the practical application in physical, emotional and social well-being. Endurance and flexibility exercises are included. Designed for senior citizens.

PEPF   681   0.0 unit
Human Performance Laboratory
0.5 hour lecture, 1.5 hours laboratory
Grading: LBCC Non-Graded Course
Selected field and lab tests of physical fitness taken before, during and after an assortment of exercise programs to check cardiovascular endurance, local muscular endurance, muscular strength and joint

mobility. Lectures focus on individualized goals and continuous self-evaluation, safe and sane approaches to diet and exercise and scientific information versus fallacy and weight control.

PHYSICAL EDUCATION, PROFESSIONAL PREPARATION(PEPP)

PEPP 1 **2.0 units**

Introduction to Physical Education
2.0 hours lecture
Grading: letter grade
A survey of physical education and its significance in the school program, an analysis of established standards of professional ethics, a discussion of personal qualities and interests necessary to successful leadership in this field. Required of physical education majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP 5 **3.0 units**

Sports Appreciation
3.0 hours lecture
Grading: letter grade
A survey of sports and its role in society with a special emphasis on spectator appreciation of football, basketball, baseball, ice hockey and soccer.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPP 7 (CAN REC 2) **3.0 units**

Intro to Community Recreation
3.0 hours lecture
Grading: letter grade
For recreation majors and non-majors, a general orientation to the field of recreation and parks services, including a history of the development of the recreation profession, a survey of recreation and leisure services, a description and interpretation of recreation as a form of community service and the nature, scope and significance of leisure and recreation as a social force in contemporary society. Emphasizes the role of the professional leader in a variety of settings.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPP 10 **3.0 units**

Prevention & Care of Athletic Injuries
2.5 hours lecture, 2.0 hours laboratory
Grading: letter grade
This course introduces the basic concepts of athletic training, including instruction for prevention, recognition, management and treatment of common injuries in an active population. The skills of basic strapping, bracing, padding and taping for the prevention and support of injuries will be presented and practiced in the laboratory setting.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP 13 **1.0 unit**

Dance Aerobics-Professional Preparation
0.5 hour lecture, 2.0 hours laboratory
Grading: letter grade

This course is designed to prepare students to teach dance aerobics. The teaching progression for dance aerobics, step aerobics, and cardio kick boxing are topics covered in this course.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPP 15 **3.0 units**

Sports Officiating (Fall)
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
The course offers theory and practice of officiating intramural, college, and high school football and basketball games. Students will participate as actual game officials during intramural competition. This class is open to all students.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP 17 **3.0 units**

Sports Officiating (Spring)
2.0 hours lecture, 3.0 hours laboratory
Grading: letter grade
The course offers theory and practice of officiating intramural college and high school softball and volleyball games. Students will participate as actual game officials during intramural competition. This class is open to all students.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP 19AD **2.0 units**

Theory of Football
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade
This course features elementary and intermediate instruction and practice in scouting, film analysis, use of equipment and safety procedures. It is an introduction to the organization and administration of a youth football program.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP 23 (CAN KINE/PE 8) **3.0 units**

First Aid and Safety Education
3.0 hours lecture
Grading: letter grade
This course safety covers techniques and the principles involved in rendering prompt and intelligent first aid when necessary. It includes practical demonstration and practice in those procedures essential to meet the requirements of the Standard First Aid and Personal Safety and Cardiopulmonary Resuscitation (CPR) Certificates granted by the American Red Cross.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP 23M1 **1.0 unit**

Child First Aid & SafetyEducation
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
This course covers safety techniques and the principles involved in delivering prompt and appropriate first aid to children. This class includes practical demonstration and practice in those procedures essential to meet the requirements of the standard First Aid for Children and Infants and Cardiopulmonary Resuscitation (CPR) Certificates granted by the American Red Cross.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   25   **1.0 unit**
Baseball (Men)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
This course teaches fundamental skills and knowledge of baseball for physical education majors and minors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   27   **1.0 unit**
Basketball (Men)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
This is an introductory course designed for instruction in the fundamentals of basketball. The semester course is designed to develop an appreciation and acquisition of basketball knowledge and skills.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   29   **1.0 unit**
Cross Country/Track and Field (Men)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
Fundamental skills in track and field events, including sprinting, middle distance and distance running, relay racing, hurdles, long jump, high jump, discus, javelin and shot put.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   31   **1.0 unit**
Football (Men)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
This course features instruction and practice in the basic skills and team play of football.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   35   **1.0 unit**
Soccer (Men)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
This course covers the rules, strategies and skills necessary to teach and coach soccer.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   37   **1.0 unit**
Volleyball (Men)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
This course provides conditioning and instruction in the rules, techniques and strategies of volleyball. The course is designed for students seeking the ability to prepare instruction and practices in the basic skills and team play of volleyball.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   41   **2.0 units**
Aquatics (Coed)
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade
Instruction and practice in the fundamental skills of all swimming strokes, diving, team and individual aquatic competitive events and pool maintenance and operation.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   51   **1.0 unit**
Golf (Coed)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
Provides instruction in the fundamental skills, rules and etiquette of golf.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   53   **1.0 unit**
Tennis (Coed)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
Fundamental skills and knowledge of tennis for physical education majors and minors. Students need not enroll concurrently in PEPP 1.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   55   **1.0 unit**
Basketball (Women)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
Instruction and practice in the basic skills and team play of basketball.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   61   **1.0 unit**
Soccer (Women)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
Instruction and practice in the basic skills and team play of soccer.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   63   **1.0 unit**
Softball (Women)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
Instruction and practice in the basic skills and team play of softball.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   65   **1.0 unit**
Track and Field (Women)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
Fundamental skills in track and field events, including sprinting, middle distance and distance running, relay racing, hurdles, long jump, high jump, discus, javelin and shot put.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   67   **1.0 unit**
Volleyball (Women)
0.5 hour lecture, 1.5 hours laboratory
Grading: letter grade
This course provides conditioning and instruction in the rules, techniques and strategies of volleyball. The course is designed for students seeking the ability to prepare instruction and practices in the basic skills and team play of volleyball.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPP   71AD   2.0 units

Work Experience: PE-Professional Prep.
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of learning experience through employment directly related to the recreation/physical education career of interest to the student.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPP   72AD   3.0 units

Work Experience: PE-Professional Prep
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of learning experience through employment directly related to the recreation/physical education career of interest to the student.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPP   73AD   4.0 units

Work Experience: PE-Professional Prep
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of learning experience through employment directly related to the recreation/physical education career of interest to the student.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHYSICAL EDUCATION,INTERCOLLEGIATE ATHLETICS(PEIA)

PEIA   1AD   3.0 units

Baseball (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This advanced course is designed for instruction with intended participation in baseball. The course includes in-season conditioning and training in preparation for competition. The course fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   1M1   1.5 units

Baseball (Men)
5.0 hours laboratory
Grading: letter grade
This course is preparatory instruction for participation in men's intercollegiate baseball. The course is designed for try outs, out-of-season conditioning and training.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   3AD   3.0 units

Basketball (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This class is offered as a diverse program of intercollegiate athletics for men and women of exceptional ability, which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   3M1   1.5 units

Basketball (Men)
5.0 hours laboratory
Grading: letter grade
This prepatory course is designed for instruction with intended participation in Men's Intercollegiate Basketball. The semester course is in preparation for try-outs, out-of-season conditioning, and training.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   5AD   3.0 units

Cross Country (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
A diverse program of intercollegiate athletics for men and women of exceptional ability which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   5M1   1.5 units

Cross Country (Men)
5.0 hours laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This course is designed to provide advanced preparatory instruction in Men's Intercollegiate Cross Country. The students will have multiple opportunities to apply running strategies to actual racing situations. Running performance will be assessed and evaluated by the students in order to improve performance. Try outs, out-of-season conditioning and training will be integral components of the class.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   7AD   3.0 units

Football (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This course offers a diverse program of intercollegiate athletics for men and women of exceptional ability. It also fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   7M1   1.5 units

Football (Men)
5.0 hours laboratory
Grading: letter grade

This course offers a diverse program of intercollegiate athletics for men and women of exceptional ability. It does fulfill the legal requirement for a physical education activity.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   9AD   **3.0 units**
Golf (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
Instruction in the rules, techniques and strategies of golf. Designed for men of exceptional ability who wish to participate in intercollegiate athletics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   9M1   **1.5 units**
Golf (Men)
5.0 hours laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This class is designed for men of exceptional ability who wish to compete in intercollegiate athletics. There will be advanced instruction in the rules, techniques and strategies of golf.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   13AD   **3.0 units**
Soccer (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This course offers instruction in the rules, techniques and strategies of soccer. The course is designed for men of exceptional ability who wish to participate in intercollegiate athletics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   13M1   **1.5 units**
Soccer (Men)
5.0 hours laboratory
Grading: letter grade
This course offers instruction in the rules, techniques and strategies of soccer. The course is designed for men of exceptional ability who wish to participate in intercollegiate athletics.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   15AD   **3.0 units**
Swimming (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This course provides specific conditioning, techniques, strategies and instruction in the rules of swimming. The course is designed for men of exceptional ability who wish to participate with the intercollegiate swimming team.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   15M1   **1.5 units**
Swimming (Men)
5.0 hours laboratory
Recommended Preparation: Admission limited to tryout

Grading: letter grade
This course provides specific conditioning, techniques, strategies and instruction in the rules of swimming. The course is designed for men of exceptional ability who wish to prepare to participate with the intercollegiate swimming team.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   17AD   **3.0 units**
Tennis (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
A diverse program of intercollegiate athletics for men and women of exceptional ability which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   17M1   **1.5 units**
Tennis (Men)
5.0 hours laboratory
Recommended Preparation: Admission is limited to tryouts.
Grading: letter grade
PEIA17M1 is offered as part of a diverse program of intercollegiate athletics for men and women of exceptional ability which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   19AD   **3.0 units**
Track & Field (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
A diverse program of intercollegiate athletics for men and women of exceptional ability which fulfills the legal obligation for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   19M1   **1.5 units**
Track & Field (Men)
5.0 hours laboratory
Grading: letter grade
Advanced preparatory instruction for participation in men's intercollegiate track and field. Designed for try outs, out-of-season conditioning and training.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   21AD   **3.0 units**
Volleyball (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This course provides conditioning and instruction in the rules, techniques and strategies of volleyball. The course is designed for men of exceptional ability who wish to prepare to participate in intercollegiate athletics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   21M1   **1.5 units**
Volleyball (Men)
5.0 hours laboratory
Recommended Preparation: Admission limited to tryout

Grading: letter grade
This course provides conditioning and instruction in the rules, techniques and strategies of volleyball. The course is designed for men of exceptional ability who wish to prepare to participate in intercollegiate athletics.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA2 3AD   **3.0 units**
Water Polo (Men)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This course offers instruction in the rules, techniques and strategies of water polo. The course is designed for men of exceptional ability who wish to participate in intercollegiate athletics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA 23M1   **1.5 units**
Water Polo (Men)
5.0 hours laboratory
Grading: letter grade
This course provides conditioning and instruction in the rules, techniques and strategies of water polo. The course is designed for male student-athletes who wish to prepare to participate with the intercollegiate water polo teams.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA 27AD   **3.0 units**
Basketball (Women)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
A diverse program of intercollegiate athletics for men and women of exceptional ability which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA 27M1   **1.5 units**
Basketball (Women)
5.0 hours laboratory
Grading: letter grade
Advanced preparatory instruction for participation in women's intercollegiate basketball. Designed for try outs, out-of-season conditioning and training.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA 29AD   **3.0 units**
Cross Country (Women)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This course is designed to provide advanced preparatory instruction in Women's Intercollegiate Cross Country. The students will have multiple opportunities to apply running strategies to actual racing situations. Running performance will be assessed and evaluated by the students in order to improve performance. Try outs, out-of-season conditioning and training will be integral components of the class.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA 29M1   **1.5 units**
Cross Country (Women)
5.0 hours laboratory
Grading: letter grade
This course is designed to provide advanced preparatory instruction in Women's Intercollegiate Cross Country. The students will have multiple opportunities to apply running strategies to actual racing situations. Running performance, conditioning and training will be integral components of the class.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA 31AD   **3.0 units**
Golf (Women)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
Instruction in the rules, techniques and strategies of golf. Designed for women of exceptional ability who wish to participate in intercollegiate athletics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA 31M1   **1.5 units**
Golf (Women)
5.0 hours laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
Instruction will include the USGA rules of golf, swing techniques, as well as strategies for course management. The course is designed for women of exceptional ability who wish to participate in intercollegiate athletics.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA 35AD   **3.0 units**
Soccer (Women)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This class is offered as part of a diverse program of intercollegiate athletics for women of exceptional ability which fulfills the legal requirement of a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA 35M1   **1.5 units**
Soccer (Women)
5.0 hours laboratory
Grading: letter grade
This course offers instruction in the rules, techniques and strategies of soccer. The course is designed for women of exceptional ability who wish to participate in intercollegiate athletics.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA 37AD   **3.0 units**
Softball (Women)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
A diverse program of intercollegiate athletics for men and women of exceptional ability which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   37M1   **1.5 units**

Softball (Women)
5.0 hours laboratory
Grading: letter grade
Advanced preparatory instruction for participation in women's intercollegiate softball. Designed for try outs, out-of-season conditioning and training.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   39AD   **3.0 units**

Swimming (Women)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
A diverse program of intercollegiate athletics for men and women of exceptional ability which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   39M1   **1.5 units**

Swimming (Women)
5.0 hours laboratory
Recommended Preparation: Admission limited to tryout.
Grading: letter grade
This course provides specific conditioning, techniques, strategies and instruction in the rules of swimming. The course is designed for women of exceptional ability who wish to prepare to participate with the intercollegiate swimming team.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   41AD   **3.0 units**

Tennis (Women)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
A diverse program of intercollegiate athletics for women of exceptional ability which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   41M1   **1.5 units**

Tennis (Women)
5.0 hours laboratory
Recommended Preparation: Admission is limited to tryouts.
Grading: letter grade
This class is offered as part of a diverse program of intercollegiate athletics for women of exceptional ability, which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   43AD   **3.0 units**

Track & Field (Women)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
A diverse program of intercollegiate athletics for men and women of exceptional ability which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   43M1   **1.5 units**

Track & Field (Women)
5.0 hours laboratory
Grading: letter grade
Advanced preparatory instruction for participation in women's intercollegiate track and field. Designed for try outs, out-of-season conditioning and training.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   45AD   **3.0 units**

Volleyball (Women)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
A diverse program of intercollegiate athletics for men and women of exceptional ability which fulfills the legal requirement for a physical education activity.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   45M1   **1.5 units**

Volleyball (Women)
5.0 hours laboratory
Grading: letter grade
This course is designed to provide the instruction and training for intercollegiate competition in women's volleyball for students of exceptional ability who wish to participate at this level of competition.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEIA   47AD   **3.0 units**

Water Polo (Women)
10.0 hour laboratory
Recommended Preparation: Admission limited to tryout
Grading: letter grade
This course offers instruction in the rules, techniques and strategies of water polo. The course is designed for women of exceptional ability who wish to participate in intercollegiate athletics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA   47M1   **1.5 units**

Water Polo (Women)
5.0 hours laboratory
Recommended Preparation: Admission limited to tryout.
Grading: letter grade
This course provides conditioning and instruction in the rules, techniques and strategies of water polo. The course is designed for women of exceptional ability who wish to prepare to participate in intercollegiate athletics.
Transfer Status: Transferable to CSU, see counselor for limitations.

PHYSICS (PHYS)

PHYS   2A   (Part of CAN PHYS SEQUENCE A)   4.0 units

General Physics
4.0 hours lecture, 2.0 hours laboratory
Prerequisite: MATH 40
Grading: letter grade or credit/no credit
Phys. 2A is an algebra and trigonometry based general physics course for students not majoring in physics or engineering. It covers kinematics, dynamics, work and energy, momentum, rotational motion, properties of

fluids, simple harmonic motion, waves, temperature and ideal gases, heat and thermodynamics.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHYS 2B (Part of CAN PHYS SEQUENCE A) 4.0 units
General Physics
4.0 hours lecture, 2.0 hours laboratory
Prerequisite: PHYS 2A
Grading: letter grade or credit/no credit
Phys. 2B is an algebra and trigonometry based general physics course for students not majoring in physics or engineering. The course covers electric charge, Coulob's Law, electric field, electric potential, capacitance, electric current, D.C. circuits, magnetism, electromagnetic induction, A.C. circuits, electromagnetic waves, geometric optics, the wave nature of light, the Special Theory of Relativity and introduction to Quantum Theory and models of the atom.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHYS 3A (Part of CAN PHYS SEQUENCE B) 5.0 units
Physics for Sci. & Eng. — Mechanics
5.0 hours lecture, 2.0 hours laboratory
Prerequisite: MATH 60
Recommended Preparation: PHYS 2A
Grading: letter grade or credit/no credit
Physics 3A is the first course of a calculus based sequence for majors in physics, chemistry, mathematics, engineering, astronomy and certain other fields. Physics 3A covers kinematics, vectors, dynamics, energy, translational and rotational motion, static fluids, simple harmonic oscillations and mechanical waves.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHYS 3B (Part of CAN PHYS SEQUENCE B) 4.0 units
Physics for Sci. & Eng. — E & M
4.0 hours lecture, 2.0 hours laboratory
Prerequisite: PHYS 3A
Grading: letter grade or credit/no credit
Phys.3B is the second course of a calculus-based sequence for majors in physics, chemistry, math, engineering, astronomy and certain other fields. The course covers electric charge, Coulomb's Law, electric field, Gauss's law, electric potential, capacitance, electric current, D.C circuits, magnetic fields, electromagnetic induction, A.C circuits, Maxwell's equations and electromagnetic waves.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHYS 3C (Part of CAN PHYS SEQUENCE B) 4.0 units
Physics for Sci. & Eng. — Modern Physics
4.0 hours lecture, 2.0 hours laboratory
Prerequisite: PHYS 3A
Grading: letter grade or credit/no credit
Physics 3C is part of a calculus based sequence for majors in physics, chemistry, mathematics, engineering, astronomy and certain other fields. Physics 3C includes thermodynamics, electromagnetic waves, ray optics, wave optics, special relativity, basic quantum theory, wave mechanics, properties of atoms, nuclear structure and nuclear reactions.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHYS 10 4.0 units
Conceptual Physics
4.0 hours lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
Covers classical physics (mechanics, electricity, magnetism and light) and modern physics (relativity and quantum mechanics). Emphasizes understanding basic concepts and their application to explain natural phenomena. Both science and non-science students may take course. Extensive use of demonstrations will be made to teach the physics concept.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHYSIOLOGY (PHYSI)

PHYSI 1 (CAN BIOL 12) 5.0 units
Human Physiology
4.0 hours lecture, 3.0 hours laboratory
Prerequisite: ANAT 1, 41 or BIO 60
Recommended Preparation: CHEM 2 or one year of high school chemistry.
Grading: letter grade or credit/no credit
Develop a general understanding of the functioning of the human body and gain experience in the use of standard physiology equipment. Designed for pre-nursing, physical education, physical therapy, occupational therapy and life science majors as a background for advanced courses.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

POLITICAL SCIENCE (POLSC)

POLSC 1 (CAN GOVT 2) 3.0 units
Introduction to Government
3.0 hours lecture
Grading: letter grade
An intro to the principles and problems of government and the political process in a diverse society emphasizing the U.S. government and California state and local government. Satisfies the requirement for a course in the U.S. Constitution and the principles of state and local government, required by Title 5 of the California Administrative Code.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

POLSC 1H 3.0 units
Honors Introduction to Government
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade
An intro to the principles and problems of government and the political process, emphasizing U. S. government and California state and local government. Satisfies the requirement for a course in the Constitution of the United States and the principles of state and local government, as required by Title 5 of the California Administrative Code.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

POLSC 2 3.0 units
Comparative Government
3.0 hours lecture
Grading: letter grade or credit/no credit

Introduction to the comparative study of governmental institutions and political processes of selected governments of the world. Emphasis is on political and institutional development within countries. The course applies the logic and methods of comparative political analysis. Satisfies one social science requirement for majors in political science, history, sociology, humanities and life sciences at CSULB and UCLA.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

POLSC 3   3.0 units
Issues of American Government
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is an intensive study of current issues involving the basic concepts of American democracy, public policy, federalism, government finance, pressure groups, legislative, executive and judicial powers, civil rights and liberties, and international politics. This course is highly recommended for political science majors at CSU Long Beach.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

POLSC 4   3.0 units
World Politics
3.0 hours lecture
Grading: letter grade or credit/no credit
An intro to recent and contemporary international relations, foreign policy-making institutions and the politics of selected foreign states. Satisfies one lower division social science requirement for majors in political science, history, sociology, humanities, physical sciences and life sciences at UCLA.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

POLSC 9   3.0 units
The Constitution, Law and Society
3.0 hours lecture
Grading: letter grade or credit/no credit
A general survey of U.S. Constitutional law and its origins, emphasizing the legal system. The role of law in controversial political and social issues, in particular civil rights and liberties, is examined. Law is analyzed as an integral part of the political process, along with questions of morality.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

POLSC 10   3.0 units
Introduction to Political Science
3.0 hours lecture
Grading: letter grade or credit/no credit
This course introduces basic concepts and approaches in the discipline of political science. Theories of political institutions, systems and subsystems are examined. Methods and approaches of political analysis are developed in the study of classical and modern political problems.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

POLSC 11   3.0 units
Introduction to Political Theory
3.0 hours lecture
Grading: letter grade

This course is an introduction to Western political thought. It examines perennial issues of politics concerning justice, power, and the nature of the state. The course surveys the central political thinkers associated with the ancient, medieval, modern, and postmodern eras of Western political theory.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

POLSC 48   3.0 units
California Government and Politics
3.0 hours lecture
Grading: letter grade or credit/no credit
This course is a comprehensive survey of the forces shaping the governmental institutions and processes of the State of California and its cities, counties and special districts. This class satisfies the requirement for a course in the principles of state and local government as required by Title 5 of the California Administrative Code. A one-unit version of the course is available as POLSC48M1.
Transfer Status: Transferable to CSU, see counselor for limitations.

POLSC 48M1   1.0 unit
California State/Local Government
1.0 hour lecture
Grading: letter grade
This is a credit by examination course to satisfy the requirement for a course in the principles of state and local government as required by Title 5 of the California Administrative Code. The course will provide a survey of the forces shaping the governmental institutions and processes of the State of California and its cities, counties and special districts. Students are expected to guide themselves through course content based on required learning materials and objectives. The examination will be given in the latter part of the fall semester. A three unit, traditional course offering is available in the spring semester (POLSC 48).
Transfer Status: Transferable to CSU, see counselor for limitations.

PSYCHOLOGY (PSYCH)

PSYCH 1 (CAN PSY 2)   3.0 units
Introduction to Psychology
3.0 hours lecture
Grading: letter grade or credit/no credit
Introduction to human psychology and behavior. A survey of the historical, physiological, and social influences on behavior, emphasizing development, learning, motivation, perception, cognition, mental health, individual and cultural differences, as well as the cause, treatment, and prevention of mental disorders.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PSYCH 1H   3.0 units
Honors Introduction to Psychology
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
Intro to the fields of psychology through consideration of such topics as developmental processes, motivations, emotions, intelligence, learning, thinking, perception, individual differences and the healthy personality. An

honors course for superior students which includes extra term paper(s), field trip(s) and additional readings.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PSYCH 2 (CAN PSY 8)   4.0 units
Research Methods for Psychology
3.0 hours lecture, 3.0 hours laboratory
Prerequisite: PSYCH 1
Recommended Preparation: STAT 1
Grading: letter grade or credit/no credit
Provides a basic understanding of research designs and statistical techniques used in psychological investigation. During lab sessions, students collect and analyze data and write a research report.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PSYCH 4   3.0 units
Personal and Social Development
3.0 hours lecture
Grading: letter grade or credit/no credit
An application of psychology to one's everyday life, emphasizing the adjusting to life's challenges and growth toward one's potential. Stresses self-awareness, self-management, interpersonal communication and the quality of interpersonal relationships.
Transfer Status: Transferable to CSU, see counselor for limitations.

PSYCH 10   3.0 units
Human Sexuality
3.0 hours lecture
Grading: letter grade or credit/no credit
Intro to human sexuality from a psychophysiological perspective. Included are its historic development, cultural, religious and sociological influences, trends, variations, deviations and dysfunctions. Not open to students registered in or with credit in HLED 10.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PSYCH 11   3.0 units
Social Psychology
3.0 hours lecture
Grading: letter grade or credit/no credit
Learn how an individual's behavior, thoughts and feelings are affected or influenced by the presence, characteristics and actions of others. Explains social interaction, provides description and understanding of interpersonal behavior.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PSYCH 14   3.0 units
Abnormal Psychology
3.0 hours lecture
Recommended Preparation: PSYCH 1
Grading: letter grade or credit/no credit
A survey of maladaptive behaviors, including neurosis, psychosis, substance abuse, sexual deviation, retardation, sociopathology, mood, personality, anxiety and developmental disorders, cross cultural views of maladaptive behaviors, causes, treatment and prevention.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PSYCH 33   3.0 units
Psychology of Personality
3.0 hours lecture
Grading: letter grade or credit/no credit
The course will address questions such as: What factors influence the development of personality? How can we investigate the nature and cause of personality? How can we apply knowledge of personality theories and research findings to everyday situations? Can we predict behavior on the basis of personality?
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PUBLIC ADMINISTRATION (PUBAD)

PUBAD 1   3.0 units
Introduction to Public Administration
3.0 hours lecture
Grading: letter grade or credit/no credit
An intro to the principles and practices of public administration in national, state and local government agencies; basic organizational patterns, internal management, administrative functions and responsibilities, the bureaucracy and public policy, career opportunities in government service.
Transfer Status: Transferable to CSU, see counselor for limitations.

PUBAD 4   3.0 units
Fundamentals of Supervision
3.0 hours lecture
Grading: letter grade or credit/no credit
An intro to the principles of leadership and supervision in local, state and federal government agencies, the role of the supervisor in relation to management, subordinates and the public, basic procedures for planning, organizing and coordinating agency operations, techniques for analyzing and managing personnel and performance. Not open for credit to students registered in or with credit in INDRL41.
Transfer Status: Transferable to CSU, see counselor for limitations.

PUBAD 301M1   1.0 unit
Intro to PUBAD:Leadership Development
1.3 hours lecture
Grading: letter grade or credit/no credit
An intro to the principles and practices of public administration in national, state and local government agencies, basic organizational patterns, internal management, administrative functions and responsibilities, the bureaucracy and public policy, and career opportunities in public services.

PUBAD 301M2   1.0 unit
Intro to PUBAD:Executive Development
1.3 hours lecture
Grading: letter grade or credit/no credit
An intro to the role and functions of the public agency executive.

PUBAD 304M1   0.5 unit
Fund of Supervision: Management Train I
0.5 hour lecture
Grading: letter grade or credit/no credit

Orientation to role of the supervisor, supervisory functions and principles of organization in a public agency.

PUBAD   304M2   1.0 unit
Fund of Supervision: Management Train II
1.0 hour lecture
Grading: letter grade or credit/no credit
Orientation to the role of the supervisor, supervisory functions and principles of organization in a public agency.

PUBAD   304M3   1.0 unit
Fundamentals of Supervision: Management Train
1.3 hours lecture
Grading: letter grade or credit/no credit
Fundamentals of team building and planning for executives.

PUBAD   401   6.0 units
Problem Solving in Middle Management
6.0 hours lecture
Grading: credit/no credit
An intro to the principles and practices of problem solving in public service at the middle-management level, the role of middle-management supervisors, basic procedures for perceiving, identifying and defining problems; techniques for formulating, legitimizing and applying solutions to problems and skills for analyzing and evaluating results of problem solving.

PUBAD   404   2.0 units
Fundamentals of Supervision-Sgt Supervis
2.2 hours lecture
Grading: letter grade or credit/no credit
An intro to the principles of leadership and supervision in local law enforcement agencies. The role of the supervisor in relation to management, subordinates and the public, basic procedures for planning, organizing and coordinating agency operations and personnel are discussed. Designed for sergeants.

PUBAD   405   2.0 units
Supervisor Update
2.2 hours lecture
Grading: credit/no credit
Designed to update supervisory personnel on issues relevant to their agency-specific positions. This course is of particular significance and benefit to persons in supervisory positions in criminal justice agencies.

PUBAD   406   0.5 unit
Advanced Supervisory Course
0.6 hour lecture
Grading: credit/no credit
Discusses the principles of leadership and supervision in local agencies: the role of the supervisor in relation to management, subordinates and the public; basic procedures for planning, organizing and coordinating agency operations; techniques for analyzing and managing personnel and performance. Meets POST standards and is designed for police department supervisors and command staff.

PUBLIC AFFAIRS (PUBAF)

PUBAF   601   0.0 unit
Analysis of World Affairs
2.0 hours lecture
Grading: LBCC Non-Graded Course

A study of current affairs, contemporary moral issues and social communications to assist the older student in adjusting to a changing world and international relationships.

RADIO AND TELEVISION (R_TV)

R_TV1   3.0 units
Introduction to Broadcasting
3.0 hours lecture
Grading: letter grade
Evaluation of broadcasting as a medium of mass communication through exploration of its history, literature, creative techniques, relationship and impact on society.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   2   2.0 units
Intro to Careers in Radio & Television
2.0 hours lecture
Grading: letter grade
A survey of the various occupations in the radio and television field, including broadcast, cable, industrial and educational areas. Explore employment opportunities, as well as the required skills and personal qualifications necessary for employment.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   3   2.0 units
Using MacIntosh Comp Entertainment Indus
2.0 hours lecture, 2.0 hours laboratory
Grading: letter grade
Learn the Macintosh computer in the radio/television industry. No previous computer knowledge is necessary. Explore the basic operation of the Mac and the manipulation of words, numbers, sounds and graphics (or pictures) in industry applications. The use of spreadsheets, databases and some specialized R/TV applications will be explored.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   4   3.0 units
Writing and Production Planning
3.0 hours lecture
Grading: letter grade
Study of pre-production principles and procedures common to all producers, emphasizing scripting and other writing skills unique to the radio/television/film industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   6   3.0 units
Critical Television Viewing
3.0 hours lecture
Grading: letter grade or credit/no credit
Analyzes the power of television as a modern tool of mass communication. Among the issues studied will be: the process and effects of mass media on society, the persuasion theories that are used to create programming, the social and psychological implications of televised images on millions of people, the aesthetic dimensions of television and the relationship of this medium to its message. A variety of televised programs will be viewed to develop the ability to critically analyze the programming content that exists today, and this analysis

will reveal the limitations of the medium, its production values, its depth and its aesthetic features.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 8   3.0 units
Introduction to Media Production
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade
This course introduces students to the basic principles of production, including operation of equipment and the process of developing a program from the original idea to final editing.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 9   1.0 unit
Basic Camcorder Production Techniques
1.0 hour lecture
Grading: letter grade or credit/no credit
An intro survey of the basic operation of "camcorder" type video tape recorders; also covers production considerations unique to camcorders.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 12   2.0 units
Television Lighting
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
Students will study the practical application of the theories of television lighting. This course includes the following: 1) using lighting materials and equipment, 2) the aesthetics of light, 3) experimenting with light and color, 4) lighting for effects, 5) lighting for studio production, 6) lighting for field production, 7) lighting for single and multiple cameras.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 13AD   2.0 units
Television Production
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course allows the student the opportunity to participate in the creation and production of television program material. Students will produce, direct and crew a variety of projects, such as news, interviews, commercials, dramas, comedies and instructional programs.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 14AD   2.0 units
Electronic Field Production
2.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
The study and application of the technical aspects of video, film and multimedia production in the field. Special attention will be dedicated to successful production strategies necessary for the unique problems associated with shooting in the field, such as equipment selection, lighting, audio and the environment. Issues related to acquisition format, such as film versus tape and analog versus digital, will be explored. Students will shoot projects in the field as "stand-alone" productions and as elements for edited productions. Editing will be covered as it relates to field production.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 15AC   2.0 units
Advanced Television Production
1.0 hour lecture, 3.0 hours laboratory
Recommended Preparation: Audition
Grading: letter grade
This class explores the creation and production of television program material with an emphasis on the quality of the finished product. Projects which students produce, direct and crew will be largely of their own choosing.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 17AD   1.0 unit
Special Projects in Television
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade
Students will plan and execute their individual projects under the instructor's guidance. They may have an opportunity to work as part of a production team in a professional environment. Projects may involve scripting, research, program production or other areas of exploration. Production projects may be sports, news, entertainment, or documentaries.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 21   3.0 units
Radio Production
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade
Creation and production of radio program material. Projects include: disc jockey shows, news programs, interviews, commercials, editing, microphone set-up and audio board operation. Other aspects of radio station operation will be covered, such as management, sales, audience analysis and ratings.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 25AD   2.0 units
Radio Activity
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course provides the opportunity and responsibility to work in a variety of jobs involved in the operation of one of the college's two internet radio stations. Students will work "on air" and behind the scenes. Hours outside of the class time are arranged in consultation with the instructor.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 30AD   1.5 units
Broadcast Newswriting
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade
Students will learn to write, re-write and edit stories for radio, TV, or Internet distribution. Students will gain experience in discovering and researching news. Topics covered will include use of sound tracks, visuals, interviews, and the "local angle" or "human interest element." Some stories may be incorporated into the weekly student TV news show.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV 34AD   2.0 units
Music Video Production
2.0 hours lecture, 2.0 hours laboratory

Recommended Preparation: R_TV 14AD
Grading: letter grade or credit/no credit
This course provides an in depth exam of the components necessary to produce a music video, including completion of a camera ready production proposal and a script of selected projects. Selected projects may be produced.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   35AD   2.0 units
Television Activity
1.0 hour lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course provides an opportunity and responsibility to work in a variety of jobs involved in the video taping of various college events and/or projects or student selected projects in the television studio. Projects may be broadcast on the college cable channel and/or used in the student news show.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   36AD   3.0 units
Broadcast News Production
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
In this course, students will learn various aspects of producing a television newscast. Students will participate in gathering information, writing, editing and producing news, sports, editorials, and weather segments. Students will work as managing editors, operate equipment, and edit video packages.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   37   3.0 units
Radio/Television Management and Sales
3.0 hours lecture
Grading: letter grade
This course provides an overview of the basic elements of broadcast and cablecast management. Topics covered include: advertising and sales techniques, ratings, station promotion, budgets, FCC policies, franchise agreements and negotiations, scheduling, contest considerations, liability elements and people skills.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   40AD   2.0 units
On-Camera Performance
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade
This course involves the practical application of performance techniques as applied to working in front of a camera. Performances are video-taped and analyzed which will help the student understand what is necessary in the preparation of audition material. Students will gain knowledge about each area responsible for a TV production.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   71AD   2.0 units
Work Experience: Radio and Television
1.0 hour lecture, 4.2 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit

Vocational learning experiences through employment directly related to the industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   72AD   3.0 units
Work Experience: Radio and Television
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to the industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   73AD   4.0 units
Work Experience: Radio and Television
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
Vocational learning experiences through employment directly related to the industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

R_TV   216AC   2.0 units
Non-Linear Video & Film Editing
2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: R_TV 3
Grading: letter grade or credit/no credit
This course explores the process of non-linear video and film editing using Final Cut Pro. This is a "hands-on" course in which students will edit digital video and audio into finished clips or entire shows.

R_TV   304   1.0 unit
Writing & Prod Plan: Getting Started
1.0 hour lecture
Grading: letter grade
Study of pre-production principles and procedures common to all producers with an emphasis on scripting and other writing skills unique to the radio/television/film industry. Budgeting, casting, legal issues and other production problems are discussed.

R_TV   315A1   0.5 unit
Advanced TV Production (Field Production
0.3 hour lecture, 1.0 hour laboratory
Grading: letter grade
Technical aspects of television production in the field. Learn crew techniques, lighting, audio selection, and field problem solving.

R_TV   315A2   0.5 unit
Advanced TV Production (Editing)
0.3 hour lecture, 1.0 hour laboratory
Grading: letter grade
The study of basic editing technology, terminology and aesthetics, with special attention to successful production strategies.

R_TV   321   1.0 unit
Radio Production: Voice Over
1.0 hour lecture
Grading: letter grade
Creation and production of radio program material. Included may be such projects as disc jockey shows, news programs, interviews, commercials, and editing.

Voice exercises and concepts on voice use will be discussed/demonstrated. Voice character development will be covered.

REAL ESTATE (REAL)

REAL 78   **3.0 units**
Real Estate Economics
3.0 hours lecture
Grading: letter grade
Deals with trends and factors affecting the value of real estate, the nature and classification of land economics, the development of property, construction and subdivision, economic values and real estate evaluation, real estate cycles and business fluctuations, residential market trends, real property and special-purpose property trends.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 80   **3.0 units**
Real Estate Principles
3.0 hours lecture
Grading: letter grade
This course covers the basic laws and principles of California real estate. This class also provides understanding, background and terminology in preparation for advanced study in specialized real estate courses and assists those preparing for real estate license exams.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 81A   **3.0 units**
Real Estate Practices
3.0 hours lecture
Grading: letter grade
Operational practices in real estate roles and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward State's educational requirements for the broker's exam.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 83A   **3.0 units**
Legal Aspects of Real Estate
3.0 hours lecture
Grading: letter grade
A study of California real estate law and related legislation governing real estate transactions in California. Applied toward educational requirements for the broker's exam.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 84   **3.0 units**
Mortgage Brokering/Lending in California
3.0 hours lecture
Recommended Preparation: REAL 80
Grading: letter grade
This course covers an introduction to mortgage brokering operations, and orients students toward a career in the field. Topics covered include types of loans; loan processing; lending regulations; underwriting; loan submission; quality control, understanding credit information; loan packaging;and loan documents.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 85   **3.0 units**
Real Estate Appraisal
3.0 hours lecture
Grading: letter grade
Covers the purposes of appraisals, the appraisal process and the different approaches, methods and techniques to determine the value of various types of property. Emphasizes residential and single-unit property.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 87   **3.0 units**
Real Estate Finance
3.0 hours lecture
Grading: letter grade
This course is an introduction and analysis of real estate financing and lending policies. The course also introduces students to problems that may arise in the areas of financing residential, apartment, commercial and special purpose properties. The methods of financing properties are emphasized.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 90   **3.0 units**
Tax Aspects of Real Estate Transactions
3.0 hours lecture
Grading: letter grade
A comprehensive study of the influence of taxation on real estate transactions.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 91   **3.0 units**
Real Estate Update
3.0 hours lecture
Prerequisite: REAL 80 and any two other REAL estate courses from REAL 81A through REAL 254.
Grading: letter grade
An update in real estate which provides 45 hours of continuing education. Topics include finance, land acquisition and development, foreclosure procedures, trust deeds, market research techniques, escrow procedures, office management, syndication, advertising and sales techniques, mortgage update, leasing, contracts and closing procedures, title insurance, appraisal, ethics and investment analysis.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 92A   **3.0 units**
Escrows and Land Titles
3.0 hours lecture
Grading: letter grade
Learn to take, handle and close simple escrows, purpose and services of escrow, property and property rights, acquisition, descriptions, encumbrances, liens, charges against property, forms, deeds, transfer, recording system and title company practices.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 92B   **3.0 units**
Escrows and Land Titles
3.0 hours lecture
Prerequisite: REAL 92A
Grading: letter grade
Learn to take, handle and close simple escrows. Purpose and services of escrow, property and property rights, acquisition, descriptions, encumbrances, liens, charges

against property, forms, deeds, transfer, recording system and title company practices will be discussed.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL   93   3.0 units
Real Estate Investments
3.0 hours lecture
Grading: letter grade
Nature and scope of investments, brokerage, income property operations, taxation, cash flow analysis, measuring returns, financing and investment strategies. Qualifies for 45 hours of continuing education credit.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL   94   3.0 units
Office Management
3.0 hours lecture
Grading: letter grade
Designed to improve proficiency in serving consumers through real estate office management and organization.
Transfer Status: Transferable to CSU, see counselor for limitations.

REAL   253   3.0 units
Property Management
3.0 hours lecture
Grading: letter grade
This course in an introduction to the basic principles and practices of successful apartment house management.

REAL   271AD   2.0 units
Work Experience-Real Estate
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

REAL   272AD   3.0 units
Work Experience-Real Estate
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

REAL   273AD   4.0 units
Work Experience-Real Estate
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

SHEET METAL (SHMET)

SHMET   201   10.0 units
Sheet Metal 1
6.0 hours lecture, 12.0 hours laboratory
Grading: letter grade or credit/no credit
Includes material identification, measurement, basic shop math, intro to parallel line surface development and basic sheet metal projects. Intro to safety operations, hand and power machinery, oxy-acetylene and spot welding and soft soldering are also discussed.

SHMET   202   10.0 units
Sheet Metal 2
6.0 hours lecture, 12.0 hours laboratory
Grading: letter grade or credit/no credit
This course will include instruction on safety practices, radial line surface development, related metal project fabrication, advanced oxy-acetylene welding, an introduction to hard soldering and production shop machine set-up.

SHMET   203   10.0 units
Sheet Metal 3
6.0 hours lecture, 12.0 hours laboratory
Grading: letter grade or credit/no credit
This course will cover the topics of work place safety practices, an introduction to inert gas arc welding, to triangulation surface development, exotic metals fabrication and stainless steel work.

SHMET   204   10.0 units
Sheet Metal 4
6.0 hours lecture, 12.0 hours laboratory
Grading: letter grade or credit/no credit
This course instructs students in the safety practices and advanced live projects in sheet metal while incorporating surface development, fabrication and inert gas welding.

SHMET   220A   5.0 units
Surface Development & Fabrication 1
4.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed for people working in or wishing to enter the fields of air conditioning, refrigeration, heating, ventilating and aircraft or industrial fabrication. This course provides a comprehensive study of sheet metal layout, including radial line and triangulation. Individualized hands-on experience in tool set-up and job shop performance equal to industry standards will be included.

SHMET   220B   5.0 units
Surface Development & Fabrication 2
4.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed for people working in or wishing to enter the fields of air conditioning, refrigeration, heating, ventilating and aircraft or industrial fabrication. This course will provide comprehensive instruction in sheet metal layout, including radial line and triangulation. Individualized hands-on experience in tool set-up and job shop performance equal to industry standards is provided.

SHMET   220C   5.0 units
Surface Development & Fabrication 3
4.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit

This course is designed for people working in or wishing to enter the fields of air conditioning, refrigeration, heating, ventilating and aircraft or industrial fabrication. This is a comprehensive course in sheet metal layout, including radial line and triangulation. Individualized hands-on experience in tool set-up and job shop performance equal to industry standards will be provided.

SHMET   220D   5.0 units
Surface Development & Fabrication 4
4.0 hours lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed for people working in or wishing to enter the fields of air conditioning, refrigeration, heating, ventilating and aircraft or industrial fabrication. This is a comprehensive course in sheet metal layout, including radial line and triangulation. Individualized hands-on experience in tool set-up and job shop performance equal to industry standards is provided.

SHMET   420AD   3.0 units
Sheet Metal Fabrication
1.0 hour lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
Use hand and machine tools and equipment; perform layout and pattern development; use various types of sheet metal; demonstrate project forming, riveting, welding and soldering.

SOCIAL SCIENCE (SOCSC)

SOCSC   1   3.0 units
Comparative World Cultures
3.0 hours lecture
Grading: letter grade or credit/no credit
This course compares and contrasts major civilizations using interdisciplinary teams of faculty drawn from the Humanities and the Social Sciences. These teams study two or more major cultures to determine how these human communities met their basic biological, material, spiritual and intellectual needs, and experienced both continuity and change through time.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SOCSC   1H   3.0 units
Honors Comparative World Cultures
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
Describes how selected major cultures meet similar basic needs, such as establishing value systems, socialization of children, meeting material needs and perceiving persons in other cultures. An interdisciplinary approach drawing from both the humanities and social sciences. Seeks to respond to the current need for intercultural understanding in an interdependent world. Not open for credit to students registered in or with credit in HUMAN1 or 1H.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SOCSC   7   3.0 units
American Pluralism and Identity
3.0 hours lecture
Grading: letter grade or credit/no credit
This course explores the multicultural nature of American society from a Humanities and Social Sciences perspective. The course examines how ethnic groups in America have constructed artistic, literary, musical, philosophical and religious identities based on their traditions and experiences and seeks to understand the United States as a common culture. Using the Social Sciences to compare and contrast the origins, living conditions and experiences of Americas constituent populations, the course analyzes the complexity of the processes effecting the interaction of the American people.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SOCIOLOGY (SOCIO)

SOCIO   1   (CAN SOC 2)   3.0 units
Introduction to Sociology
3.0 hours lecture
Grading: letter grade or credit/no credit
Study human behavior through an understanding of social organization: the role of culture, the development of personality, the function of group life and social institutions, the social processes and social interaction, factors in social change and collective behavior.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SOCIO   1H   3.0 units
Honors Introduction to Sociology
3.0 hours lecture
Prerequisite: Qualification for the Honors Program
Grading: letter grade or credit/no credit
Study human behavior through an understanding of social organization: the role of culture, the development of personality, the function of group life and social institutions, the social processes and social interaction, factors in social change and collective behavior.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SOCIO   2   (CAN SOC 4)   3.0 units
Modern Social Problems
3.0 hours lecture
Prerequisite: SOCIO 1
Grading: letter grade or credit/no credit
The scope of the course will include identification and analysis of contemporary social problems in the U.S., using the theories and methodology of sociology. Among the topics considered are violence, crime, poverty, sexism, racism, social change, addiction, abuse and alienation. The role of social institutions will also be considered.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SOCIO   11   3.0 units
Race & Ethnic Relations in the U.S.
3.0 hours lecture
Recommended Preparation: Enrollment in or Completion of Socio 1
Grading: letter grade
The sociological study of diverse racial and ethnic groups in the U.S., including Latino, Asian American, African American and Native American sub-groups is covered. The course also includes an analysis of migration patterns, stratification, gender, social movements and inter- and intra-group relations. Also an

examination of how social, political, economic and historical forces affect contemporary race and ethnic relations will be included.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SOCIO 12   3.0 units

Crime and Delinquency
3.0 hours lecture
Recommended Preparation: SOCIO 1
Grading: letter grade
This course is an introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency, the criminal justice process, and the human process of law enforcement, the courts, probation, parole and institutions. The course also includes changes in crime control and treatment processes and the role of society. This course is not open for credit to students registered in or with credit in ADJUS12.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SOCIO 13   3.0 units

Sociology of Latinos
3.0 hours lecture
Grading: letter grade
A survey of the sociology of Latinos in the United States, with particular focus on the Mexican culture and experience. This course will include a review of the immigration experience of various Latino groups. Study will include the types and consequences of discrimination and prejudice as well as Chicano responses to racism.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SOCIO 40   (CAN FCS 12)   3.0 units

Sociology of the Family
3.0 hours lecture
Recommended Preparation: Socio 1
Grading: letter grade or credit/no credit
This course will examine micro and macro sociological influences on, preparation for and effects of contemporary family life, especially in the U.S. Considering options, problems and challenges of each, the following will be covered: mate selection, relationships, love, marriage, parenting, divorce, diversity, gender, sexuality, aging.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPANISH (SPAN)

SPAN 1   (CAN SPAN 2)   5.0 units

Elementary Spanish
5.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
SPAN 1 introduces the students to the four skills necessary for language acquisition: listening, speaking, reading and writing. Students will learn the sound system and basic grammatical structures. This course exposes students to everyday situations and cultural topics of the Hispanic world. It is not recommended for native speakers of Spanish nor students who have completed one year of high school Spanish with a grade of B or better.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN 1A   (Part of CAN SPAN SEQUENCE A) 3.0 units

Elementary Spanish 1A
3.0 hours lecture
Grading: letter grade or credit/no credit
Intro to the Spanish language, emphasizing listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure. Topics for conversation are everyday life situations and issues in the Hispanic world. Not recommended for native speakers of Spanish or students who have completed one year of high school Spanish with a grade of B or better or equivalent.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN 1B   (Part of CAN SPAN SEQUENCE A) 2.0 units

Elementary Spanish 1B
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: SPAN 1A
Grading: letter grade or credit/no credit
Intro to the Spanish language, emphasizing listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure of Spanish. Topics for conversation are everyday life situations and issues in the Hispanic world. Not recommended for native speakers of Spanish or students who have completed one year of high school Spanish with a grade of B or better.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN 2   (CAN SPAN 4)   5.0 units

Elementary Spanish
5.0 hours lecture, 1.0 hour laboratory
Prerequisite: SPAN 1 or SPAN 1A and 1B or recent completion of one year of High School Spanish.
Grading: letter grade or credit/no credit
Continuation of the study of basic grammar forms, emphasizing listening and speaking, reading and writing, based on modern topical material.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN 2A   (Part of CAN SPAN SEQUENCE A) 3.0 units

Elementary Spanish 2A
3.0 hours lecture
Prerequisite: SPAN 1 or SPAN 1A and 1B or recent completion of one year of High School Spanish.
Grading: letter grade or credit/no credit
Continuation of the study of basic grammar forms, emphasizing listening and speaking, reading and writing, based on modern topical material.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN 2B   (Part of CAN SPAN SEQUENCE A) 2.0 units

Elementary Spanish 2B
2.0 hours lecture, 1.0 hour laboratory
Prerequisite SPAN 2A
Grading: letter grade or credit/no credit
Continuation of the study of basic grammar forms, emphasizing listening, speaking, reading and writing, based on modern topical material.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN 3   (CAN SPAN 8)   5.0 units

Intermediate Spanish
5.0 hours lecture

Prerequisite: SPAN 2 or SPAN 2A and 2B or recent completion of two years High School Spanish.
Grading: letter grade or credit/no credit
Spanish 3 covers all past verb tenses and present and past subjunctive moods; idiomatic expressions and vocabulary, based on the reading of short articles, stories and situational dialogues which reflect Spanish culture; and the development of reading and listening comprehension as well as speaking and writing skills.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN   3H   5.0 units
Honors Intermediate Spanish
5.0 hours lecture
Prerequisite: SPAN 2 or 2A and 2B or recent completion of two years of High School Spanish and Qualification for the Honors Program.
Grading: letter grade or credit/no credit
Past verb tenses and present and past subjunctive moods; idiomatic expressions and vocabulary, based on the reading of short articles, stories and situational dialogues which reflect Spanish culture; and the development of reading and listening comprehension as well as speaking and writing skills.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN   4   (CAN SPAN 10)   5.0 units
Intermediate Spanish
5.0 hours lecture
Prerequisite: SPAN 3 or recent completion of three years of High School Spanish.
Grading: letter grade or credit/no credit
This course continues the review of Spanish grammar, emphasizing more advanced structures. Topics include comparison of verb tenses, expansion of vocabulary, development of reading and speaking ability and improvement of writing skills through the writing process.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN   8AD   2.0 units
Spoken Spanish
3.0 hours lecture
Prerequisite: SPAN 2 or 2A and 2B
Grading: letter grade or credit/no credit
Designed to improve comprehension, structure, oral expression and fluency in Spanish as used in travel, in the home, in school and in business. Emphasizes vocabulary, idioms and language patterns fundamental to an active use of Spanish.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN   9   5.0 units
Spanish for Spanish Speakers
5.0 hours lecture
Recommended Preparation: Fluency in spoken Spanish.
Grading: letter grade or credit/no credit
Covers Hispanic culture, values, art and language, using a variety of literary selections, film, music, newspaper and magazines by famous Spanish, Latin American and Latino authors in the U.S. Intensive reading, analysis, comparison and contrast of the cultural values, found in short stories, essays, articles, video, film and documentaries, will serve as a window into the Hispanic imagination. This exploration will reveal the intellectual and cultural connections and variations of the Hispanic culture in Spain, Latin America and the U.S. and will serve as a springboard to perfect the literary and oral skills of native Spanish speakers.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN   10   5.0 units
Spanish for Spanish Speakers
5.0 hours lecture
Recommended Preparation: SPAN 9 or fluency in spoken Spanish.
Grading: letter grade or credit/no credit
Continuation of SPAN 9; intensive study of Hispanic culture, values, art and language using a variety of literary selections, film, music, newspaper and magazines by famous Spanish, Latin American and Latino authors in the U.S. Continuation of the reading, writing process and grammar review. Emphasizes syntax and literary styles and techniques. Study not only the intellectual and cultural connections and variations of the Hispanic culture in Spain, Latin America and the U.S. but also the stylistic and ideological differences between contemporary writers. The cultural and reading material will serve to focus on the development and understanding of writing styles and techniques that will enable the Spanish speaker to apply these techniques to creative writing and use argument and debate skills in a novel situation.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN   25A   3.0 units
Advanced Spanish: Culture in Literature
3.0 hours lecture
Prerequisite: SPAN 4 or 10
Grading: letter grade or credit/no credit
Spanish 25A is a survey course that explores the relationship between culture and literature. The course will look at literary works of Latino authors from Latin America, Spain and the U.S. and will study the social-historical evolution of cultural norms as portrayed in literature.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN   25B   3.0 units
Advanced Spanish: History
3.0 hours lecture
Prerequisite: SPAN 4 or 10
Grading: letter grade or credit/no credit
Spanish 25B is a survey course that explores the historical and cultural evolution of the Spanish-speaking world, beginning with the origins of Spain to contemporary Spain, Latin America and the Hispanic communities in the U.S.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN   25C   3.0 units
Advanced Spanish: Politics, Current Event
3.0 hours lecture
Prerequisite: SPAN 4 or 10
Grading: letter grade or credit/no credit
Spanish 25C is a course that focuses on the current events of the Spanish-speaking world.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN   25D   **3.0 units**

Advanced Spanish: Literature
3.0 hours lecture
Prerequisite: SPAN 4 or 10
Grading: letter grade or credit/no credit
Spanish 25D is a literature survey course that studies major literary works from Spain and Latin America. The course will cover basic concepts of literary theory and literary criticism in Spanish.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SPAN   404   **3.0 units**

Spanish for Health Personnel
3.0 hours lecture
Grading: credit/no credit
Designed for those who need basic Spanish conversational skills and vocabulary in a health field. Provides awareness of Hispanic customs and culture.

SPEECH COMMUNICATION (SP)

SP   10   (CAN SPCH 4)   **3.0 units**

Elements of Public Speaking
3.0 hours lecture
Grading: letter grade or credit/no credit
The theory and practice of public speaking is explored through the analysis, construction and delivery of various types of speeches.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SP   19AD   **1.0 unit**

Speech Activity: Individual Events
10.0 hour laboratory
Grading: letter grade or credit/no credit
Through intercollegiate speech competition, perfect speaking skills, develop critical thinking and gain increased confidence.
Transfer Status: Transferable to CSU, see counselor for limitations.

SP   20   **3.0 units**

Elements of Interpersonal Communication
3.0 hours lecture
Grading: letter grade or credit/no credit
This course takes an experiential approach to the study of the process of communication at both the intrapersonal and interpersonal levels. Time will be devoted to both the study of recent theories and experiments within the field of speech communication and their practical applications as related to perception, listening, non-verbal, conflict resolution and one's self-concept.
Transfer Status: Transferable to CSU, see counselor for limitations.

SP   25   **3.0 units**

Elements of Intercultural Communication
3.0 hours lecture
Grading: letter grade or credit/no credit
Study of the relationship between culture and communication, emphasizing social, linguistic, psychological and non-verbal variables. Includes problems in the practice of intercultural communication.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SP   30   (CAN SPCH 10)   **3.0 units**

Elements of Group Communication
3.0 hours lecture
Grading: letter grade or credit/no credit
The theory and practice of basic principles and techniques of both small group and public group communication. Problem solving, critical thinking, creative thinking, conflict resolution, roles and skills for group interaction and leadership are employed.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SP   31   **3.0 units**

Elements of Leadership Communication
3.0 hours lecture
Grading: letter grade or credit/no credit
Explore definitions and theories of leadership, purposes and functions of leaders in various settings and provide opportunities for the practical application of the techniques of leadership toward understanding the role of leaders in organizational success.
Transfer Status: Transferable to CSU, see counselor for limitations.

SP   39AD   **1.0 unit**

Leadership Laboratory
3.0 hours laboratory
Grading: letter grade or credit/no credit
A practical application of leadership and parliamentary skills. Includes: discussions with leaders, weekly journals summarizing leadership experiences and problems.
Transfer Status: Transferable to CSU, see counselor for limitations.

SP   50   **3.0 units**

Elements of Oral Interpretation
3.0 hours lecture
Grading: letter grade or credit/no credit
The basic principles of oral communication are explored through oral reading of prose, poetry and dramatic literature.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SP   60   (CAN SPCH 6)   **3.0 units**

Elements of Argumentation and Debate
3.0 hours lecture
Grading: letter grade or credit/no credit
The fundamentals of research skills and reasoning are explored and applied to the debate of timely issues. An added appreciation for the role of advocacy and reasoning in a free society is examined.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

SP   69AD   **1.0 unit**

Speech Activity: Team Events & Debate
10.0 hour laboratory
Grading: letter grade or credit/no credit
Through intercollegiate debate and team event competition, perfect argumentation and debate skills, the ability to perform in groups and gain increased confidence as communicators.
Transfer Status: Transferable to CSU, see counselor for limitations.

SP 70   **3.0 units**

Voice and Articulation
3.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Intensive training in articulation, enunciation, projection and related oral skills, based on the physiology, anatomy and assessment of voice production.
Transfer Status: Transferable to CSU, see counselor for limitations.

SP 99AD   **1.0 unit**

Special Projects in Speech
3.0 hours laboratory
Recommended Preparation: Experience in a Speech related course/activity
Grading: letter grade or credit/no credit
Allows students to investigate an area of speech communication that is of special interest to them. The overall philosophy is to challenge each student to accomplish goals that could not be reached in other courses. Working on an individual basis, assignments will be tailor-made, thus providing personal attention and directly observable and measurable outcomes to the instructor.
Transfer Status: Transferable to CSU, see counselor for limitations.

SPEECH LANGUAGE PATHOLOGY ASSTISTANT (SLPA)

SLPA 10   **2.0 units**

Intro to Speech Language Pathology Asst
2.0 hours lecture
Grading: letter grade
Intro to Speech Language Pathology Assistant career. Professional standards and scope of responsibilities. Legal and ethical issues along with the requirements for management of individuals with speech-language and hearing disorders. Considerations for cultural, ethic and linguistic diversity. Includes interdisciplinary and supervisory relationships, public interaction, individual responsibilities and compliance with both governmental and industry regulations.
Transfer Status: Transferable to CSU, see counselor for limitations.

STATISTICS (STAT)

STAT 1 (CAN STAT 2)   **3.0 units**

Elementary Statistics
3.0 hours lecture
Prerequisite: MATH 130, 130B or one year high school intermediate algebra with a grade of B or better as reflected by the second semester grade or qualification through the math assessment process.
Grading: letter grade
This course will introduce students to the major concepts and tools for collecting and describing data (descriptive statistics), and drawing conclusions from data (inferential statistics).
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

STAT 1H   **3.0 units**

Honors Elementary Statistics
3.0 hours lecture
Prerequisite: MATH 130, 130B or high school intermediate algebra with a grade of B or better as reflected by the second semester grade, or qualification through the math assessment process, and qualification for the Honors Program.
Grading: letter grade
This course will introduce students to the major concepts and tools for collecting and describing data (descriptive statistics), and drawing conclusions from data (inferential statistics).
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TECHNOLOGY (TEC)

TEC 60AD   **3.0 units**

Computer Aided Design and Drafting (CADD)
2.0 hours lecture, 4.0 hours laboratory
Recommended Preparation: ARCHT 60 or 61 or DRAFT 51A
Grading: letter grade
Tec 60AD is an introductory course emphasizing the most current technologies utilized in Computer Aided Drafting and Design, CADD. The course is designed to upgrade the software and hardware skills of mechanical engineers, architects, interior designers and civil engineers. The class is designed to enhance employment opportunities as a CADD operator using AutoCAD software.
Transfer Status: Transferable to CSU, see counselor for limitations.

THEATRE ARTS (TART)

TART 1 (CAN DRAM 8)   **3.0 units**

Acting 1-Introduction to Acting
3.0 hours lecture, 1.0 hour laboratory
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Grading: letter grade or credit/no credit
Introduction to acting through the process of personalization. The actor discovers and explores in him/herself qualities and experiences which are legitimate dimensions of the role he/she is creating. Explores the concept of personalization through relaxations, concentration, sensory awareness, imagination and acting exercises as the student acquires basic insights into acting for the theatre.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 1B   **2.0 units**

Acting 1 — Movement
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 1 (may be taken concurrently)
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Grading: letter grade or credit/no credit
An introduction to the use of the human body as an instrument of expression. The study and application of the basic theories and principles of stage movement through the use of lecture and class exercise.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 1C — 2.0 units
Acting 1 — Voice
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 1 (may be taken concurrently)
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Recommended Preparation: TART 1B
Grading: letter grade or credit/no credit
Provides a lucid view of the voice as an instrument of human communication and through a series of exercises to free, develop and strengthen that voice so that the actor's unique sensibilities may be expressed through it.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 1D — 2.0 units
Acting 1 — Improvisation
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 1 (may be taken concurrently)
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Grading: letter grade or credit/no credit
Explore the various applications of theatrical improvisation. Drawing from both playwrights and imaginations, the actor will create fully realized characters, develop and analyze scenes. Mental agility, spontaneity, thinking on your feet and stage confidence will be emphasized.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 2 (CAN DRAM 22) — 3.0 units
Acting 2-Technique & Characterization
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 1
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Recommended Preparation: TART 1B, 1C, or 1D, and TART 25 or 30
Grading: letter grade or credit/no credit
This course is an investigation and development of a character by students that further strengthens techniques of personalization, role analysis and character motivation while including such disciplines as sense memory and improvisation. Additionally, investigation of the physical life of a character is emphasized, together with the technical and imaginative development of voice and body skills as a means of achieving fully realized characterizations (continued scene study, utilizing the works of major playwrights within the last hundred years).
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 2A — 2.0 units
Acting 2-The Spoken Text
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 1C
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Grading: letter grade or credit/no credit
This course prepares and presents a varied range of spoken texts to free, develop and strengthen the student actors voice so that the actors unique sensibilities may be fully expressed through it.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 2B — 2.0 units
Acting 2-The Spoken Text
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 2A
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Grading: letter grade or credit/no credit
Students will be engaged in the preparation and presentation of a varied range of spoken texts. The goal is to free, develop and strengthen the student actor's voice so that the actor's unique sensibilities may be fully expressed through it.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 2C — 2.0 units
Acting 2-Movement, Mime and Mask
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 1B
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Grading: letter grade or credit/no credit
Advanced application of the theory and principles of stage movement within specialized areas, such as mime, mask characterization and period movement styles are covered in this course which includes class exercises and lectures.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 2D — 2.0 units
Acting 2-Movement, Mime and Mask
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 2C
Corequisite: TART 51AD
Grading: letter grade or credit/no credit
This course is an advanced application of the theory and principles of stage movement within specialized areas, such as mime, mask characterization, period movement styles and stage combat.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 3A — 3.0 units
Acting 3-Scene Study
3.0 hours lecture, 1.0 hour laboratory
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Recommended Preparation: TART 2 and TART 25
Grading: letter grade or credit/no credit
While utilizing contemporary and classical scene selections, emphasizing international playwrights of the 19th and 20th century, develop specific performance skills and acting techniques to heighten the intensity of the acting experience for the serious theatre student.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 3B — 3.0 units
Acting 3-Scene Study
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 3A
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Grading: letter grade or credit/no credit

While utilizing contemporary and classical scene selections, this course emphasizes international playwrights of the 19th and 20th centuries. The focus is on the development of specific performance skills and acting techniques for the purpose of heightening the intensity of the acting experience for the serious theatre student.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 4   3.0 units
Acting Workshop-Style
2.0 hours lecture, 3.0 hours laboratory
Prerequisite: TART 3A or 3B
Grading: letter grade or credit/no credit
Individual studies and exercises to develop freedom and imagination in the preparation and performance of classical and contemporary dramatic material. Scenes, cuttings and short plays.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 12   3.0 units
Intermediate Acting
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 1
Grading: letter grade or credit/no credit
For the student for whom acting is an avocation: an investigation and development of character that further strengthens techniques of personalization, role analysis and character motivation while including such disciplines as sense memory and improvisation. Additionally, investigation of the physical life of a character is emphasized towards achieving fully realized characterizations. Scene study is continued, utilizing the works of major playwrights within the last hundred years.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 13A   3.0 units
Advanced Acting
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 12
Grading: letter grade or credit/no credit
For the student for whom acting is an avocation: developing specific performance skills and acting techniques to heighten the intensity of the acting experience. Exercises to develop freedom and imagination are also emphasized while utilizing contemporary and classical scene selections and international playwrights.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 13B   3.0 units
Advanced Acting
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 13A
Grading: letter grade or credit/no credit
For the student for whom acting is an avocation: developing specific performance skills and acting techniques to heighten the intensity of the acting experience. Exercises to develop freedom and imagination are also emphasized while utilizing contemporary and classical scene selections and international playwrights.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 25   (CAN DRAM 18)   3.0 units
Introduction to Theatre
3.0 hours lecture
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Grading: letter grade or credit/no credit
This course provides a critical analysis of theatre from an audience perspective. Elements of play production from the dramatic structure, style and historical perspective of the script to the final presentation before an audience will be explored. Topics include reading, lectures and discussions on the theory and practice of play writing, producing, acting, directing, criticism, theatre architecture, set design, costume design, lighting design and the use of props.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 30   3.0 units
Introduction to Dramatic Literature
3.0 hours lecture
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Grading: letter grade or credit/no credit
This introduction to the dramatic literature of the Western world, including American drama from early beginnings to present day, examines dramatic structures, concepts, styles and themes of a selection of representative plays. The influence of the theatre and dramatic literature as a social and cultural force of change through the ages is also explored.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 32AD   3.0 units
Stage and Screen Writing
3.0 hours lecture
Recommended Preparation: TART 25, FILM 1 or ENGL 26
Grading: letter grade or credit/no credit
Fundamentals of play and screenwriting and characterization for students interested in dramatic writing.
Transfer Status: Transferable to CSU, see counselor for limitations.

TART 39AD   1.0 unit
Theatre Practicum
3.0 hours laboratory
Grading: letter grade or credit/no credit
This course is a hands-on, practical introduction to the function of stage, costume/wardrobe and make-up technicians and their contribution to dramatic productions. This course includes organization of the stage, lighting and properties departments, costume and make-up departments in the running of a theatre production, including equipment use and maintenance, and the function of technical stage personnel in production work.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 40AD   (CAN DRAM 12)   2.0 units
Stage Scenery
2.0 hours lecture, 3.0 hours laboratory
Corequisite: TART 39AD and 51AD. You must enroll in the corequisite courses before enrolling in this course.
Grading: letter grade or credit/no credit

The theory and application of scenic design. Includes: painting, construction and manipulation of stage scenery.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART   42AD   2.0 units
Stage Lighting
2.0 hours lecture, 3.0 hours laboratory
Corequisite: TART 39AD and 51AD. You must enroll in the corequisite courses before enrolling in this course.
Grading: letter grade or credit/no credit
The practical application of the theories of stage lighting. Includes: using lighting materials and equipment, experimenting with light and color and lighting a stage for production.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART   43AD   2.0 units
Costume Crafts
1.0 hour lecture, 3.0 hours laboratory
Corequisite: TART 39AD and 51AD. You must enroll in the corequisite courses before enrolling in this course.
Grading: letter grade or credit/no credit
Techniques of construction of costumes and accessories for the stage, including use of fabrics, materials and equipment. Practical experience in construction of costumes and accessories for Theatre Arts Department productions.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART   44AB   2.0 units
Costume Design
1.0 hour lecture, 3.0 hours laboratory
Prerequisite: TART 43AD
Corequisite: TART 39AD and 51AD. You must enroll in the corequisite courses before enrolling in this course.
Grading: letter grade or credit/no credit
This course presents techniques and theories of designing costumes for the stage. Topics include design elements, execution of costume plates and costume plots, research and organization, clothing and theatrical costume history, patterns, budgets and development of costume portfolio.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART   47   3.0 units
Theatre Management
3.0 hours lecture
Grading: letter grade or credit/no credit
An intro to the phases of the administration, management and promotion of a producing theatre organization, focusing on the practical application of the principles learned in class, a "how to" course.
Transfer Status: Transferable to CSU, see counselor for limitations.

TART   49AD   1.0 unit
Rehearsal and Performance
8.0 hours laboratory
Prerequisite: TART 1 (may be taken concurrently)
Corequisite: TART 51AD. You must enroll in the corequisite course before enrolling in this course.
Grading: letter grade or credit/no credit
The focus of this course is on the application of acting and technical theatre theories through the preparation of plays for public performances.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART   50/1   0.5 unit
Major Production Performance
2.0 hours laboratory
Recommended Preparation: Audition
Grading: letter grade or credit/no credit
Provides study and lab exploration in all aspects of play production involving the performer to develop acting capabilities, skills and disciplines. The audition, preparation and presentational phases of the acting process will be explored under the supervision and guidance of a faculty director. Productions will be presented for public performance. Enrollment is for the duration of the audition, preparation and presentation phases of production.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART   50/2   1.0 unit
Major Production Performance
4.0 hours laboratory
Recommended Preparation: Audition
Grading: letter grade or credit/no credit
Provides study and lab exploration in all aspects of play production involving the performer to develop acting capabilities, skills and disciplines. The audition, preparation and presentational phases of the acting process will be explored under the supervision and guidance of a faculty director. Productions will be presented for public performance. Enrollment is for the duration of the audition, preparation and presentation phases of production.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART   50/3   1.5 units
Major Production Performance
6.0 hours laboratory
Recommended Preparation: Audition
Grading: letter grade or credit/no credit
Provides study and lab exploration in all aspects of play production involving the performer to develop acting capabilities, skills and disciplines. The audition, preparation and presentational phases of the acting process will be explored under the supervision and guidance of a faculty director. Production will be presented for public performance. Enrollment is for the duration of the audition, preparation and presentation phases of production.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART   50AD   2.0 units
Major Production Performance
8.0 hours laboratory
Recommended Preparation: Audition
Grading: letter grade or credit/no credit
Provides study and lab exploration in all aspects of play production involving the actor in order to develop his acting capabilities, skills and disciplines. The audition, preparation and presentational phases of the acting process will be explored under the supervision and guidance of a faculty director. Productions will be presented for public performance. Enrollment is for the duration of the audition, preparation and presentation phases of production. The appropriate class section in this sequence is assigned following skills assessment at initial class meeting.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 51AD — 0.5 unit

Theatre Forum
0.5 hour lecture, 0.5 hour laboratory
Grading: letter grade or credit/no credit
Participation as an audience member in weekly programs dealing with the art of theatre, including scene work, one-act plays, special presentations and full productions. Provides a supplement for the student to the theatre arts course(s) being taken concurrently that semester.
Transfer Status: Transferable to CSU, see counselor for limitations.

TART 55 (CAN DRAM 14) — 2.0 units

Stage Makeup
2.0 hours lecture, 1.0 hour laboratory
Corequisite: TART 39AD and 51AD. You must enroll in the corequisite courses before enrolling in this course.
Grading: letter grade or credit/no credit
This course serves as a study of the theory and application of stage makeup. It includes the design and application of stage makeup to actors for various theatre productions.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 56AD — 1.5 units

Advanced Stage Makeup
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 55
Corequisite: TART 39AD and 51AD. You must enroll in the corequisite courses before enrolling in this course.
Grading: letter grade or credit/no credit
In this course students will explore prosthetics, bald caps and wigmaking. As well, students will be exposed to experimentation with new products and advanced techniques and the design and rendering processes.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 60AD — 1.0 unit

Special Projects in Theatre Arts
3.0 hours laboratory
Grading: letter grade or credit/no credit
This course permits lower-division students with a generalized background in drama to explore in-depth a specific aspect of theatre arts in both theory and execution.
Transfer Status: Transferable to CSU, see counselor for limitations.

TART 75AD — 1.0 unit

Summer Repertory Theatre: Performance
7.0 hours laboratory
Corequisite: TART 76AD
Recommended Preparation: Audition
Grading: letter grade or credit/no credit
Participation in an organized summer theatre program based on the procedures of the professional repertory theatre. Extensive experience in training, rehearsal and performance. Typically offered in summer only.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 76AD — 1.0 unit

Summer Repertory Theatre: Production
7.0 hours laboratory
Grading: letter grade or credit/no credit

This course is a hands-on practical introduction to the function of stage, costume/wardrobe and make-up technicians and their contribution to dramatic productions. Course topics include organization of the stage, lighting and properties departments, costume and make-up departments in the running of a theatre production, including equipment use and maintenance, and the function of technical stage personnel in production work.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

TART 201 — 1.5 units

Show Business Careers-How to Start
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 1
Grading: letter grade or credit/no credit
This course will examine primary and secondary show business career options available in the greater Los Angeles area, as well as other geographic regions. The course specifics will include, but not be limited to: On & off camera behavior, agenting, producing, unions, broadcasting and production trades.

TART 204 — 1.5 units

Marketing Yourself for Show Business
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 1
Grading: letter grade or credit/no credit
This course examines aspects of show business career self marketing. This course content will explain all avenues of options in a hands-on style. This course will include, but not be limited to: Photographs, websites, professional publications, union programs and guest lecturers.

TART 205 — 3.0 units

Auditions for: Theatre & Film
3.0 hours lecture, 1.0 hour laboratory
Prerequisite: TART 1
Recommended Preparation: TART 30 or TART 1B or TART 1C
Grading: letter grade or credit/no credit
This course prepares performers for the practical application of the professional audition process. Course exercises assist in developing an actors professional manner, concentration and awareness. Selection of material, analyzing the text, presenting the material, preparation of a resume with pictures and the presentation of self for maximum effect are covered in the course. Guest lecturers will be part of the class and a simulated audition will aid in the students learning process.

TART 206A — 1.5 units

Audition and Interview Skills-Beginning
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 1
Grading: letter grade or credit/no credit
This course will examine the beginning techniques for show business professional auditioning and interviewing. Course specifics will include but not be limited to: Live theatre, television, commercials and elements of broadcasting.

TART 206B — 1.5 units

Audition and Interview Skills — Advanced
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 206A

Grading: letter grade or credit/no credit
This course is an advanced and in-depth examination of techniques for show business professional auditioning and interviewing. The course specifics will include but not be limited to: Live theatre, television, and commercials.

TART   208A   1.5 units
Breaking into Commercials — Beginning
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 1
Grading: letter grade or credit/no credit
This course examines fundamental aspects of television commercials in the greater Los Angeles area, as well as other geographic regions. The course specifics will include, but not be limited to: national, regional, local and wild spots as well as auditioning, product copy, sponsors, pay tables, residuals, and headshots.

TART   208B   1.5 units
Breaking Into Commercials — Advanced
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 208A
Grading: letter grade or credit/no credit
This course explores further aspects of television commercials in the greater Los Angeles area, as well as other geographic regions. The course specifics will include, but not be limited to: Advanced audition techniques, product copy, sponsors, pay tables, residuals and headshots.

TART   210A   1.5 units
Voice-Over Techniques — Beginning
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 1
Recommended Preparation: TART 1C
Grading: letter grade or credit/no credit
This course is an examination of preliminary techniques for commercial and theatrical voice-overs. Course topics will include but not be limited to feature film additional dialogue recording, animation, looping techniques and network promotionals.

TART   210B   1.5 units
Voice-Over Techniques-Advanced
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 210A
Recommended Preparation: TART 1C
Grading: letter grade or credit/no credit
This course will examine the advanced techniques of theatrical and commercial voice-overs. Course topics will include but not be limited to, feature film additional dialogue recording, animation, looping, character and network promotionals.

TART   212A   1.5 units
Acting in Film — Beginning
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 1
Grading: letter grade or credit/no credit
This course is an examination of beginning techniques for acting in film. Course topics will include but not be limited to, studio format, on location, tracking, steady-cam, multiple camera and digital aspects.

TART   212B   1.5 units
Acting in Film — Advanced
1.0 hour lecture, 2.0 hours laboratory
Prerequisite: TART 212A
Grading: letter grade or credit/no credit

This course is an examination of multiple aspects and advanced techniques for acting in film. topics will include but not be limited to, studio, on location, multi-camera, steady-cam and digital aspects.

TOURISM, HOTEL MANAGEMENT (THRH)

THRH   16   3.0 units
Introduction to Hospitality Management
3.0 hours lecture
Grading: letter grade
Traces the growth and development of the lodging industry from early inns to modern high-rise commercial hotels and highway motels. Discusses the organization of operations, opportunities and future trends, the "Hospitality Attitude," competitive business in the free enterprise system and types of lodging establishments. Study the growth and improvement of the industry as related to management demands, the organization of hotel operations, including all departments and the social, personal and financial growth of a hotel career.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   22   3.0 units
Front Office Procedures
3.0 hours lecture
Grading: letter grade
Presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with check-out and settlement. Examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and personnel management. Front office procedures and management are placed within the context of the overall operation of a hotel.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   24   3.0 units
Hospitality Accounting
3.0 hours lecture
Grading: letter grade
Provides basic knowledge of hotel and motel record keeping concepts and techniques. Examines front office procedures and the functions of the night auditor. Text material will be provided for record keeping procedures for revenues, expenses, payrolls and financial statements.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   25   3.0 units
Hospitality Law
3.0 hours lecture
Grading: letter grade
Creates an awareness of the responsibilities and rights that the law imposes upon and grants to the innkeeper-restaurateur and illustrates the consequences caused by failure in these responsibilities. The attitudes of the courts toward the innkeeper-restaurateur involved in litigation are also discussed. Not only provides the essential information needed to comply with the law that is applicable to its operation, but also a grounding in preventive tactics to avoid a lawsuit and identify areas of potential trouble.

Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   26   3.0 units
Hospitality Supervision
3.0 hours lecture
Grading: letter grade
Designed to teach procedures in the areas of supervising concepts and practices, the mutual expectations of workers and management, hiring, training, coaching, counseling and other qualities important in providing the necessary leadership and guidance of workers.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   28   3.0 units
Convention Management & Meeting Planning
3.0 hours lecture
Grading: letter grade
Defines the scope and various segments of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs and explains methods and techniques to meet those needs as part of meeting and convention service.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   29   3.0 units
Facilities Management
3.0 hours lecture
Grading: letter grade
Offers a complete approach to the operation and management of the physical plant of a hotel or restaurant. Details are presented in property management and related costs, leasing and contracts, equipment planning and working effectively with the engineering and maintenance department.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   30   3.0 units
Hospitality Sales and Marketing
3.0 hours lecture
Grading: letter grade
Provides a solid background in hospitality sales, advertising and marketing. Discusses effective marketing plans, targeting and selling to the most appropriate markets, networking and producing marketing and sales materials that deliver benefits to the hospitality operation.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   31   3.0 units
Resort Operations
3.0 hours lecture
Grading: letter grade
Complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning, development, financial investment management and marketing that deal with the unique nature of resort business. Also examines the future and the impact of the condominium concept, time-sharing, technological change and the increased cost of energy and transportation.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   33   3.0 units
Housekeeping & Security Management
3.0 hours lecture
Grading: letter grade
An overview of the fundamentals of housekeeping management and the functions, tools and practices required in today's lodging and institutional housekeeping departments. Course offered less than once a year.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   39   3.0 units
Hospitality Industry Computer Systems
2.5 hours lecture, 1.5 hours laboratory
Grading: letter grade
Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software and generic applications; focuses on computer-based property management systems of both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer application, revenue management strategies and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRH   271AD   2.0 units
Work Experience — Hotel/Restaurant Mgmt
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

THRH   272AD   3.0 units
Work Experience — Hotel/Restaurant Mgmt
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student.

THRH   273AD   4.0 units
Work Experience — Hotel/Restaurant Mgmt
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
This course consists of discussions regarding work experience objectives, career goals, employment adjustments and issues encountered on the job. It also involves vocational learning experiences through

employment/internship directly related to occupational goal or career of interest to the student.

TOURISM, RESTAURANT/CATERING (THRFB)

THRFB   17   3.0 units
Introduction to Food and Beverage
3.0 hours lecture
Grading: letter grade
Includes orientation to food services operations, history of the industry, menu planning, food and beverage service, bar operations, budgeting, pre-control, operational analysis, equipment layout, selection and maintenance and industry safety.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRFB   18   3.0 units
Introduction to Culinary Preparation
3.0 hours lecture
Grading: letter grade
This course provides basic knowledge to understand and become skillful in basic food preparation and production, while studying the science of why ingredients are used. Topics include hot and cold food preparation, baking, sanitation, proper storage and handling of foods, and creative presentation of foods.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRFB   19   3.0 units
Food/Beverage Purchasing/Plan/Control
3.0 hours lecture
Grading: letter grade
Learn to develop and implement an effective purchasing program, focusing on issues pertaining to supplier relations and selection, negotiation and evaluation. Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control and computer applications.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

THRFB   27   3.0 units
Bar and Beverage Management
3.0 hours lecture
Corequisite: THRH 273AD
Grading: letter grade
Provides students with the practical knowledge needed to manage a bar or beverage operation for the small sole proprietor or bar and beverage service in a restaurant and/or hotel. Also presents principles and theories to support and reinforce the practical aspects.
Transfer Status: Transferable to CSU, see counselor for limitations.

THRFB   32   3.0 units
Introduction to Catering Management
3.0 hours lecture
Grading: letter grade
Provides practical skills and knowledge for effective management of food and beverage catering in locations ranging from homes to restaurants, clubs, gardens, hotels, water craft and other sites. Discusses designing menus, food and beverage purchasing, storage, transport and sanitation, site inspections, equipment rentals, and

hiring, training and managing a staff, while emphasizing the special needs of guests.
Transfer Status: Transferable to CSU, see counselor for limitations.

TOURISM, TRAVEL AND TOURISM (THRT)

THRT   210   3.0 units
Introduction to the Travel Industry
3.0 hours lecture
Grading: letter grade
This course is designed to provide the student with a basic understanding of travel and tourism and insights into the development and operation of various components of the Travel Industry. Emphasis will be placed on introducing the concepts regarding travel as an industry and different industry practices.

THRT   212   3.0 units
Travel Career Employment
3.0 hours lecture
Grading: letter grade
This course is a critical examination of the employment possibilities in the Travel/Tourism Industry. The course emphasizes employment standards and hiring practices leading towards employment in all aspects of the Tourism Industry.

THRT   214   3.0 units
Travel Marketing and Sales Techniques
3.0 hours lecture
Grading: letter grade
This course provides techniques and skills of selling and a working knowledge of the methods of merchandising and advertising travel used by airlines, tour operators, retail travel agents and other Tourism Industries.

THRT   215   3.0 units
Travel Operations & Risk Management
3.0 hours lecture
Grading: letter grade
An intro to the realistic travel industry procedures and activities which provides meaningful application materials for students interested in the travel industry. Introduces the concept of risk management in the travel industry and provides some basic concepts for the management of risk.

THRT   216B   3.0 units
Travel Destinations-North/Centr/South Am
3.0 hours lecture
Grading: letter grade
The student will study the location and physical description, history, form of government, documentation, languages, culture, currency, internal transportation, cities and major points of interest in North, Central and South America.

THRT   216C   3.0 units
Travel Destinations-Europe and Africa
3.0 hours lecture
Grading: letter grade
Topics of this course include the location and physical description, history, form of government, documentation, languages, culture, currency, internal transportation, cities and major points of interest in Europe and Africa.

THRT   216D   **3.0 units**

Travel Dest.-Pacific, Asia & Middle East
3.0 hours lecture
Grading: letter grade
The student will study the location and physical
description, history, form of government,
documentation, languages, culture, currency, internal
transportation, cities and major points of interest in Asia,
the South Pacific and the Middle East.

THRT   218   **3.0 units**

Transportation and Tours
3.0 hours lecture
Grading: letter grade
This course will explore all forms of ground
transportation, including rail, motor coach and car
rentals. Topic of this course include the methods of
costing a complete itinerary and the comparisons per
diem for the various forms of transportation, hotel and
sightseeing for individuals and groups. Research
materials such as hotel, rail guides, car rental
information and tour packages are reviewed, as well as
customer service.

THRT   219   **3.0 units**

Cruise Specialization
3.0 hours lecture
Grading: letter grade
Topics of this course include ship and cruise line
terminology, applications and selling techniques. The
cruise lines ships and their selling destinations are
identified, as well as their individual and group booking
procedures.

THRT   220   **3.0 units**

Travel and Tourism Workshop
3.0 hours lecture
Grading: letter grade
Provides a working knowledge of the travel industry.
Use all related travel courses in applying knowledge to
mock situations.

THRT   222A   **3.0 units**

Travel Agency Computer Operations-SABRE
2.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: THRT 230 or equivalent
Travel/Tourism industry knowledge and/or experience.
Grading: letter grade
Provides a working knowledge of the computer terminal,
including flight availability, schedules, passenger data
and itineraries and fare information.

THRT   222B   **3.0 units**

Travel Agency Computer Operations-APOLLO
2.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: THRT 230 or equivalent
Travel/Tourism industry knowledge and/or experience.
Grading: letter grade
Provides a working knowledge of the computer terminal,
including flight availability, schedules, passenger data
and itineraries and fare information.

THRT   222C   **3.0 units**

Travel Agency Computer Operat-WORLDSPAN
2.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: THRT 230 or equivalent
Travel/Tourism industry knowledge and/or experience.

Grading: letter grade
Provides a working knowledge of the computer terminal,
including flight availability, schedules, passenger data
and itineraries and fare information.

THRT   222D   **3.0 units**

Travel Agency Computer Opr-Conversion
2.5 hours lecture, 1.5 hours laboratory
Recommended Preparation: THRT 222A, 222B or 222C
or equivalent travel industry knowledge and/or
experience.
Grading: letter grade
Provides a working knowledge of the computer terminal
for those trained in APOLLO who wish to convert to
SABRE and for those trained in SABRE who wish to
convert to APOLLO. Flight availability, schedules,
passenger data, itineraries, fare information, car and
hotel bookings are covered in each conversion.

THRT   224   **3.0 units**

Meeting and Special Event Planning
3.0 hours lecture
Grading: letter grade
Provides the skills necessary to successfully plan
meetings and special events by supplying a
comprehensive overview of meeting design and
objectives, site selection, negotiation tactics, program
planning, food and beverage, room setup, using support
services, budgeting and financial planning, exhibit
management, booth design, promotion, risk factors and
evaluations.

THRT   226   **3.0 units**

Travel Industry Accounting & Reporting
3.0 hours lecture
Grading: letter grade
This course is a basic introduction to travel industry
accounting, focusing on the steps in the accounting
cycle. The course emphasizes the understanding of the
preparation of financial statements. Consideration is
also given to accounting for expenses, fixed assets,
inventory, equities, sales and payroll.

THRT   228   **3.0 units**

Corporate Travel Management
3.0 hours lecture
Grading: letter grade
An intro to the activities and responsibilities of the
corporate travel arranger and manager. Operational
techniques and financial plans and management are
identified, proposals and contracts are discussed and the
complete corporate travel process is presented.

THRT   230   **3.0 units**

Travel Industry Fares & Ticketing
3.0 hours lecture
Grading: letter grade
This course provides a basic understanding of airline
fares, ticketing, the issuance of air tickets and other
accountable documents. Actual case studies in the
Travel Industry will be used.

THRT   234   **3.0 units**

Tour Management & Escorting
3.0 hours lecture
Grading: letter grade

This course introduces the roles and expectations of a tour manager and escort. The student will learn to research, plan and incorporate itineraries, promote the "package", attract clients, and manage the operational aspects of a group. The responsibilities and characteristics of a tour escort will also be discussed.

THRT   240   **3.0 units**
Travel Industry Proficiency Preparation
3.0 hours lecture
Recommended Preparation: THRT 210, 218 and 230 or equivalent travel industry knowledge and/or experience.
Grading: letter grade
Preparation for the Travel Agency Proficiency Test (TAP) certified by ASTA (the American Society of Travel Agents) and ICTA (the Institute of Certified Travel Agents). This advanced course reviews the skills essential to a productive travel industry career.

THRT   271AD   **2.0 units**
Work Experience-Travel Industry
1.0 hour lecture, 4.1 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment in work experience directly related to the occupational goal or career for which the student college program is designed. One unit of credit shall be granted for every 75 hours per semester. Maximum of twelve units.

THRT   272AD   **3.0 units**
Work Experience-Travel Industry
1.0 hour lecture, 8.3 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment in work experience directly related to the occupational goal or career for which the student college program is designed. One unit of credit shall be granted for every 75 hours per semester. Maximum of twelve units.

THRT   273AD   **4.0 units**
Work Experience-Travel Industry
1.0 hour lecture, 12.5 hours laboratory
Corequisite: Enrollment in at least seven units including this course.
Grading: letter grade or credit/no credit
An extension of vocational learning experiences through employment in work experience directly related to the occupational goal or career for which the student college program is designed. One unit of credit shall be granted for every 75 hours per semester. Maximum of twelve units.

VIETNAMESE (VIET)

VIET   1   **5.0 units**
Elementary Vietnamese
5.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
Incorporating theories of language acquisition and principles of whole language learning, this course provides an introduction to the Vietnamese language,

emphasizing listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure of Vietnamese. Topics for conversation are everyday life situations and issues in the Vietnamese world including a comparison and contrast with other cultures. It is not recommended for native speakers of Vietnamese.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

VIET   1A   **3.0 units**
Elementary Vietnamese
3.0 hours lecture
Grading: letter grade or credit/no credit
The course is the first half of VIET 1. Incorporating theories of language acquisition and principles of whole language learning, this course provides an introduction to the Vietnamese language, emphasizing listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure of Vietnamese. Topics for conversation are everyday life situations and issues in the Vietnamese world including a comparison and contrast with other cultures. This course, in combination with VIET 1B, is equivalent to VIET 1. It is not recommended for native speakers.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

VIET   1B   **2.0 units**
Elementary Vietnamese
2.0 hours lecture, 1.0 hour laboratory
Prerequisite: VIET 1A
Grading: letter grade or credit/no credit
This course is the second half of VIET 1. Incorporating theories of language acquisition and principles of whole language learning, this course provides an introduction to the Vietnamese language, emphasizing listening, comprehension, conversation, reading and writing skills to develop control of the basic sounds, forms and structure of Vietnamese. Topics for conversation are everyday life situations and issues in the Vietnamese world including a comparison and contrast with other cultures. This course, in combination with VIET 1A, is equivalent to VIET 1. It is not recommended for native speakers.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

WELDING (WELD)

WELD   50   **3.0 units**
Welding for Technicians
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed to give the student an overview of beginning arc, gas, and gas tungsten arc welding processes. It is also designed for students who wish to advance their knowledge and skills in welding. Topics include: safety practices, welding machines, and basic metal identification. It also covers correct equipment set up, safety practices and general related information. Good health, manual dexterity and corrected or uncorrected 20/20 vision are necessary to be employable in the welding industry.
Transfer Status: Transferable to CSU, see counselor for limitations.

WELD   211   **9.0 units**
Fundamentals of Welding & Tools of Trade
5.0 hours lecture, 13.3 hours laboratory
Grading: letter grade or credit/no credit
An intro to welding, emphasizing oxy-acetylene welding, oxy-acetylene cuttings, braze welding and pipefitting. Suitable for students majoring in other occupational areas, such as auto body repair, auto mechanics, machine tool or aircraft maintenance. Good health, manual dexterity and corrected or uncorrected 20/20 vision are necessary to be employable in the welding industry.

WELD   212   **9.0 units**
ARC Welding & Fabrication
5.0 hours lecture, 13.3 hours laboratory
Grading: letter grade or credit/no credit
This is an introductory course to arc welding fundamentals. Topics include: safety practices, welding machines, basic welding symbols, metal identification (ferrous, non-ferrous, corrosion resistant and cast iron), inspection and testing procedures and welding codes. Skills learned will include flat, horizontal, vertical, overhead fillet welds and flat V-groove butt welds. It also covers correct equipment set up, safety practices and general related information. Good health, manual dexterity and corrected or uncorrected 20/20 vision are necessary to be employable in the welding industry.

WELD   213   **9.0 units**
Advanced ARC Welding
5.0 hours lecture, 13.3 hours laboratory
Grading: letter grade or credit/no credit
This is an advanced course to arc welding fundamentals. This class prepares students to take the Los Angeles City certification test in structural steel and or sheet metal welding and to advance knowledge and skills in arc welding. It also includes correct equipment setup, safety practices, general related information, code specifications, blueprint reading, inspection procedures, and basic welding metallurgy. Good health, manual dexterity and corrected or uncorrected 20/20 vision are necessary to be employed in the welding industry.

WELD   214   **9.0 units**
Inert Gas Welding (Heliarc, MIG)
5.0 hours lecture, 13.3 hours laboratory
Grading: letter grade or credit/no credit
This course teaches inert gas welding skills, including GTAW (TIG-heliarc) welding of carbon steel, stainless steel, aluminum, and GMAW (MIG) of steel and aluminum and intershield welding. The student will learn the skills necessary for a career as an aerospace industry worker. This class also covers correct equipment setup, safety practices and general related information. Good health, manual dexterity and corrected or uncorrected 20/20 vision is necessary to be employed in the welding industry.

WELD   220   **6.0 units**
Structural Arc Welding
3.0 hours lecture, 9.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed to give the student an introduction into structural steel and /or sheet metal welding. It is also designed for students who wish to advance their skills in welding and the use of the AWS D1.1 code book. Topics include: safety practices, welding machines, and basic metal identification. It also covers correct equipment set up and general related

information. Good health, manual dexterity and corrected or un corrected 20/20 vision are necessary to be employable in the welding industry.

WELD   221   **4.0 units**
Arc Welding Structural Certification
2.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed to prepare students to take the Los Angeles City Certification test in structural steel and / or sheet metal welding. It is also designed for students who wish to advance their knowledge and skills in welding. The course includes safety, electrode identification, welding code applications and basic welding metallurgy, and basic pipe welding techniques.

WELD   230   **4.0 units**
Fundamentals of Inert Gas Weld (Heliarc)
2.0 hours lecture, 6.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed for those students who are seeking welding skills in the inert gas welding process (G.T.A.W., G.M.A.W.) on aluminum. It is also designed for students who wish to advance their knowledge and skills in aluminum welding. Topics include: safety practices, welding machines, and basic metal identification. It also covers correct equipment set up, and general related information.

WELD   400AD   **2.0 units**
Welding (General)
1.0 hour lecture, 3.0 hours laboratory
Grading: letter grade or credit/no credit
This course teaches the basic oxygen acetylene, inert gas including GTAW (TIG-heliarc), and arc welding processes. The student will learn welding of carbon steel, stainless steel, aluminum, and GMAW (MIG) of steel and aluminum. This class' instruction also covers correct equipment setup, safety practices and general related information.

WELD   410AD   **2.0 units**
Welding (ARC)
6.0 hours laboratory
Grading: letter grade or credit/no credit
Techniques of arc welding of steels, cast iron, aluminum, hard facing, cutting, safety practices and related information. May take a maximum of four semesters of WELD 410AD and 411AD.

WELD   411AD   **1.0 unit**
Welding (ARC)
3.0 hours laboratory
Grading: letter grade or credit/no credit
Practice arc welding procedures on various types of metal and learn safety practices.

WELD   412AD   **3.0 units**
Shielded Metal Arc Welding (ARC)
9.0 hours laboratory
Grading: letter grade or credit/no credit
This course will address the techniques of arc welding of steels, cast iron, aluminum, hard facing, and cutting. It also covers correct equipment setup and safety practices. This class is an open entry/open exit program, and it requires the completion of 162 lab hours.

WELD   413AD   **2.0 units**
SMAW Flat/Horz Groove Welds with Backing
6.0 hours laboratory
Grading: letter grade or credit/no credit

This course will address the techniques of arc welding of steels, cast iron, aluminum, hard facing, and cutting. It also covers correct equipment setup and safety practices. This class is an open entry/open exit program, and it requires the completion of 108 lab hours.

WELD 414AD   2.0 units
SMAW Vert & OV/HD Grv Welds w/ Backing
6.0 hours laboratory
Grading: letter grade or credit/no credit
This course will address the techniques of arc welding of steels, cast iron, aluminum, hard facing, and cutting. It also covers correct equipment setup and safety practices. This class is an open entry/open exit program, and it requires the completion of 108 lab hours.

WELD 415AD   2.0 units
SMAW Flat/Horz Open Root Groove Welds
6.0 hours laboratory
Grading: letter grade or credit/no credit
This course will address the techniques of arc welding of steels, cast iron, aluminum, hard facing and cutting. It also covers correct equipment setup and safety practices. This class is an open entry/open exit program, and it requires the completion of 108 lab hours.

WELD 416AD   2.0 units
SMAW Vert & O/H Open Root Groove Welds
6.0 hours laboratory
Grading: letter grade or credit/no credit
This course will address the techniques of arc welding of steels, cast iron, aluminum, hard facing, and cutting. It also covers correct equipment setup and safety practices. This class is an open entry/open exit program, and it requires the completion of 108 hours.

WELD 460AD   2.0 units
Welding (Acetylene Gas)
6.0 hours laboratory
Grading: letter grade or credit/no credit
Techniques of oxy-acetylene gas welding of steels and aluminum, hard facing, flame cutting, brazing and oxy-hydrogen welding. Safety practices and general related information. May take a maximum of four semesters of WELD 452AD and 453AD.

WELD 461AD   1.0 unit
Oxygen Acetylene Welding
3.0 hours laboratory
Grading: letter grade or credit/no credit
Learn techniques of oxy-acetylene gas welding of steels and aluminum, hard facing, flame cutting brazing, oxy-hydrogen welding and safety practices.

WELD 480AD   2.0 units
Welding (Inert Gas)
6.0 hours laboratory
Grading: letter grade or credit/no credit
This course teaches inert gas welding skills, including GTAW (TIG-heliarc) welding of carbon steel, stainless steel,aluminum, and GMAW (MIG) of steel, aluminum and intershield welding(FCAW). The student can learn the skills necessary for a career as an aerospace industry worker. Course instruction also covers correct equipment setup and safety practices.

WELD 481AD   1.0 unit
Welding (Inert Gas)
3.0 hours laboratory
Grading: letter grade or credit/no credit
Techniques of metallic and tungsten inert gas welding, welding of steels, aluminum, magnesium, cast iron and safety practices are covered.

WELD 482AD   2.0 units
Gas Tungsten Arc Welding Basic Joints
6.0 hours laboratory
Grading: letter grade or credit/no credit
This course will address the techniques of Tungsten Inert Gas arc welding (TIG) of steels, cast iron, aluminum, hard facing, and cutting. It also covers correct equipment setup and safety practices. This class is an open entry/open exit program and it requires the completion of 108 lab hours.

WELD 483AD   2.0 units
Gas Metal Arc/Flux Core Arc Welding
6.0 hours laboratory
Grading: letter grade or credit/no credit
This course will address the techniques of Gas Metal Arch Welding (GMAW) and Flux Core Arc Welding (FCAW) of steels, cast iron, aluminum, hard facing, and cutting. It also covers correct equipment setup and safety practices. This class is an open entry/exit program, and it requires the completion of 108 lab hours.

WELD 601   0.0 unit
Basic Vocational Education
1.0 hour laboratory
Grading: LBCC Non-Graded Course
This course offers the student additional assistance in a vocational field or helps improve mastery of specific vocational fundamentals. Students who plan to enroll in regular courses, or who are presently enrolled in classes and need to improve their basic vocational education knowledge can benefit from this program. Also a student can use this course to practice for a practical performance test.

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CBIS, CAOT, CLAS

HELDBERG, FREDERICK W.
Forklift

HELLER, ROSEANNE
Food & Nutrition

HENDRICKS, GRETA R.
English as a Second Language

HENDRIX, DAWNE
English

HENDRIX, JEFFREY G.
Dance

HERNANDEZ, WILLIAM
Spanish

HERRERA, JILL M.
Child Development

HILBORN, LISA L.
Physical Education

HILL, GLEN P.
Auto Mechanics

HILL, ROBERT H.
Political Science

HINDMAN, ELIZABETH A.
English

HINTON, MARIE-LAURE H.
Spanish, French

HOANG, THU-HANG T.
Mathematics

HOBBICK, CHARLES
Aviation Maintenance

HOFFERD, RICHARD J.
English as a Second Language

HOLBROOK, NANCY
Nursing

HONER, RUTH
Italian

HOOPER, LAWRENCE S.
German

HOOTEN, DANA R.
Learning & Academic Resources

HOOVLER, PATRICIA J.
English

HOPE, CLIFFORD E.
English as a Second Language

HOPKINS, ALAN
Mathematics

HUMES, D. ANN
English, Reading

HUNTER, ELLA M.
English

HUNTER, SUSAN V.
Real Estate, Marketing

IBANEZ, CRAIG G.
Fire Science

IMBARUS, AURA
English

ISAIAH, ANGELA
Computer Applications & Office
Technology

ITO, MANAMI
Japanese

IZANIAN, ARA A.
Electricity

JACKSON, CHARLOTTE A.
French

JACKSON, TRIMEKA W.
Physical Education

JACOBS, CARIN S.
Fashion Design

JACOBSEN, VICTOR G.
Physical Education

JAHANSHAHI, POUYA
Art

JEFFRIES, GRANT
Emergency Medical Technology

JENSEN, KARIN
Physical Education

JERVEY, ANNIE A.
Physical Education

JINBO, JANELLE
Anatomy, Biology

JOHNSON, DANIEL J.
History

JOHNSON, GARY T.
Architecture

JOHNSON, KURT D.
Fire Science

JOHNSON, MARY B.
Computer Applications & Office
Technology

JOHNSON, MARY M.
Vocational Nursing
Allied Health

JOHNSON, ROGER R.
Music

JOLLY, JEFFRY
English

JONES, GABRIELLA
Speech Communication

JONES , JOHN F.
Theatre Arts

JONES, KRIS D.
Physical Geography

JONES, SHERYL
Computer & Business
Information Systems

JOSEPH, CASSANDRA J.
English as a Second Language

JOSEPH, SUSAN
Art

KAKOVITCH, SAMUEL
English as a Second Language

KANEMARU, WENDA L.
Basic Adult Education

KANER, WILMA
English as a Second Language

KANG, CHAN
Mathematics

KAPOOR, VINOD K.
Computer & Business
Information Systems

KASA, DAVID P.
Physical Education

KAUFMAN, DALTON
Physical Education

KEARNEY, KEVIN M.
Music

KELLEY-KUHN, NANCY M.
Child Development

KENAH III, WILLIAM H.
English

KENDALL, CELIA A.
English

KEYS, WILLIAM J.
Computer & Information Science

KHALILI, MAHNAZ
Center for Learning Assistance

KHATIBI, HOUSHANG
Sociology

KIMBALL, JANE C.
Nursing

KINDWEILER, MARIA
English as a Second Language

KINRADE, KATHLEEN A.
Vocational Nursing

KIRKMAN, GEORGE F.
Physics

KLUNE, ANTHONY J.
Physical Education

KNIGHT, JAY H.
Geology

KOBA, DEAN N.
Music

KOENIG, ROBERT A.
Management

KOIKE, JUDITH M.
Library

KOLISNYK, CHRISTINE A.
Fashion Design

KOLOKOTRONES, ALEXIA
Speech Communication

KOMNINOS, JACQUELINE
English

KOONS, KENNETH G.
Public Affairs

KORTZ, VERONICA L.
Reading, Writing-Reading Center

KOTTAB, FARSIO
Center for Learning Assistance

KOVEN, MARLENE
Spanish

KRADJIAN, CLAYTON R.
Philosophy

KRAMER, LIESKE J.
Vocational Nursing
Allied Health

KRAUSERT, SANDRA
English as a Second Language

**KREMENETSKI,
KONSTANTIN V.**
Physical Geography

La MONTIA, MELODY L.
Art & Photography

LAMAR, JANE
Fashion Design

LAMBROS, THEODORE
Architecture/Drafting

LAMKINS, JENNIFER
Computer Applications & Office
Technology

LANCER, JARED R.
Sociology

LANDON, HAROLD F. JR
Theatre Arts

LANGEVIN, DELORES M.
Mathematics

LANGLOIS, KRISTINA
Speech Communication

LANOIX, TIFFANY R.
Sociology

LANSDOWN, ERICA L.
English as a Second Language

LaPORTA, MICHELE
English

LARIOS, ROCIO
Sociology

LaROSE, PAULA S.
Human Services

LAUT, DONALD
Physical Education

LAVARINI, CAROLEE
Photography

LAWLER, JEFFREY
History

Le BARBU, ANNE Y.
French

LE, DUC
Mathematics

LE, HELEN T.
Sociology

LEBRUN, STEWART J.
Anatomy, Biology

LEE LIN, JEAN S.
Chemistry

LEE, BETTY
English, Reading

LEICHER, HAROLD F.
Aviation Pilot

LEO, WILIAM
Administration of Justice

LEONGSON, JAIME A.
Mathematics

LEVINE, MICHAEL A.
Business, General /Accounting

LEVY, CHARLES S.
Sociology

LEWIS, EVERETT D.
Film

LEWIS, LINDA A.
Dance

LEWIS, NICOLE B.
Art

LEWIS, WINFRED I.
Radio & Television

LINDEN, RONALD E.
Art

LITHERLAND, LARRY P
Electricity

LITZINGER, PAUL D.
Photography

LO, JOSEPH
Economics

LOBLINER, ROBERT H.
Chemistry

LONNER, MARA J.
Art

LOONEY, NORMAN C.
Art

LOUIS, IRIS G.
Spanish

LOW, SANDRA
Art

LUCA, NANCY J.
Music

LUCHTMAN, ALANA L.
English as a Second Language

MACIAS, SUSAN E.
English as a Second Language

MACKOWIAK, JAMES F.
Computer & Business
Information Systems

MADSEN, RODNEY A.
Economics

MAJOLI, MONICA
Art

MALEVITZ, PAUL J.
English as a Second Language

MALONEY, MICHAEL S.
Physical Education

MANDY, LIONEL K.
History

MANLOWE, MELINDA A.
Speech

MAPES, SUZANNE
Photography

MARCH, JAMES S.
Accounting

MARIOTTI, CHRISTINE
Fashion Design

MARKSBURY, GARY
History

MAROT, JOHN E.
History

MARQUEZ, PHILLIP A.
Art

MARRUJO, LUCIENNE
Physical Education

MARSHALL, MARY C.
Food and Nutrition

MARTIN, ELIZABETH R.
Library

MARTIN, GREGORY
Music

MARTIN, MELANIE A.
English

MARTIN, PAMELA L.
Vocational Nursing

MARTINDALE, CYNTHIA L.
Human Services

MASSIE, SANDRA C.
Theater Arts

MAURO-ATKINSON, LUANNE
Child Development

MAZUREK, NANCY A.
Child Development

Mc ANDREWS, ROBERT B.
Carpentry

McMILLAN, DONALD P.
Business Administration

McKEOWN, KEVIN
Music

McMILLEN, ROXANNE S.
Computer Applications & Office
Technology

MEADE, EVELYN M.
Speech Communication

MEDINA, GLORIA
Spanish

MEDINA, JOHN L.
Auto Mechanics

MEGAS, EUTIHIA J.
Speech Communication

MEIER, PATRICIA A.
Allied Health

MENACHEM, ISRAEL
Mathematics

MENARY, JOHN A.
Geography

MENDOZA, JAVIER M.
Journalism

MERCADANTE, MICHAEL J.
Chemistry
Environmental Science

MEYERS, ROBROY
History

MICKLER-SEARS, WILMA
Theater, Dance & Film

MIKELAT, MARK R.
Business, International

MILLER, DANNY G.
Computer & Business
Information Systems

MILLER, ROBERT A.
Art

MILLS, MICHAEL D.
Physical Education

MITCHELL, DANIEL E.
History

MITCHELL, DOROTHY B.
Human Services

MITZNER, RITA
English

MIYAGAWA, JENNIFER A.
Food & Nutrition

MOCHIZUKI, SHUNSUKE S.
Japanese

MOGAN, JIMMY
Auto Body

MONAUS, MARIE A.
Computer Applications & Office
Technology

MONGE, J. MICHAEL
Philosophy

MONTAGNE, LISA L.
English

MOORE, ALEXIS M.
Art

MOORE, ROBIN D.
Child Development

MOORE, SCOTT P.
Photography

MOORHEAD, CHRISTINA L.
Speech Communication

MORAGA, PETE
Architecture/Drafting

MORAN, CHRISTINA
English

MORENO, ERNESTO J.
Fire Science

MORIARTY, CYNTHIA
Computer Applications & Office
Technology

MORRIS, KENT H.
Anthropology

MORRISON, MICHAEL S.
Business, Law

MORTENSEN, GREGORY L.
Theatre Arts

MOSS, BRIAN C.
Art

MUCCI, JAMES A.
International Business

MUNICH, CHRISTINA
Theater, Dance & Film

MURPHY, DIANE O.
Fashion Design

MURPHY, JAMES M.
Physical Education

MUSZYNSKI, BETTY A.
Child Development

MYERS, MELISSA R.
Physical Education

MYERS, ROBERT R.
Physical Education

NABULSI, ABEER AKRAM
French

NABULSI, AKRAM
Mathematics

NAKAMURA, DAVID S.
Welding

NASH, ELIZABETH T.
Biology

NEAL, SHIRLEY E.
English as a Second Language

NEBBIA, GERARDO
Economics

NEU, HEIDI A.
Basic Adult Education

NEUBAUER, SHARON A.
Psychology

NEUWALDER, JANET A.
Art

NEWTON, JOHN THOMAS JR.
Geography

NGO, MINH V.
French

NGUYEN, ANN T.
English

NIKOLAOU, URSULA J.
Spanish

NIKOLETICH, CLAIRE S.
Allied Health

NORCLIFFE, HILARY
Art

NORDEE, ROBIN T.
Library

NORMAN, DENISE
Psychology, Human Services

NORTON, THOMAS
Geology, Physical Geography

NOYES, PATRICK
Physical Education

NUNEZ, MARIA TERESA C.
Spanish

NUNO, HAYDEE J.
Nursing

NUSBAUM, LINDA J.
Radio/Television

NYE, HEIDI
Journalism

OCHOA, JORGE
Horticulture

O'CONNELL, TINA L.
Registered Nursing

OH, HAEKWON
Music & Radio/Television

OLDENBURG, RANI K.
Biology

OLMSTED, JOHN E.
Anthropology

O'NEIL, BRIAN P.
History

O'ROURKE, NICOLE A.
Food & Nutrition

OSBORN, CAROLYN J.
Vocational Nursing

OWENS, MICHAEL D.
Physical Education

PACLEB, ELISA
Nursing

PADBORG, KNUD H.
English as a Second Language

PADGETT, DONNA
English, Reading & Writing
Center

PAGE, TERESA V.
Psychology

PAIK-SCHOENBERG, JEAN
English, Journalism

PANTO, DANIELLE D.
English

PAREDES, LUIS H.
Spanish

PARIKH, JALPA N.
Anthropology

PARKER, SHAWN M.
Emergency Medical Technology

PARKS, DANIELLE A.
Speech Communication

PARODI, CLAUDIA
Spanish

PARRAGA, KORI ANNE
Administration of Justice

PASS, JIM
Sociology

PAYNE, RICK L.
Carpentry

PAYSAN-MODINA, MICHELLE
Vocational Nursing

PECHARICH, JOSEPH C.
Electricity

PEDREGON, DIANN F.
Food & Nutrition

PENATE, JUDITH A.
Spanish

PEPRAH, EBENEZER
Geography

PETKE, RON
Radio/Television

PHAM, LIEN B.
Psychology

PHAM, NHA-ANH
Library

PHILLIPS, CHRISTINE L.
Physical Education

PIANE, GINA A.
Health Education

PIKE, KARI A.
Speech Communication

PITTS, DENNIS M.
Computer & Business
Information Systems

PITTS, MICHAEL E.
English as a Second Language

POLISCHUK, DEREK K.
Music

PORTILLO, ROSARIO
Sociology

POSTON, CLARK
Business, Law

POTTS, GRETCHEN N.
Art

PRATT, JOYCE R.
English as a Second Language

QUATRO, AVERY L.
English as a Second Language

QUEEN-FUENTES, DENISE D.
Computer Applications & Office
Technology

RAE, MIKE
Physical Education

RAMI, KIRAN
English as a Second Language

RAMIREZ, FRANK JR.
Cabinet Making/Carpentry

REACH, CARRIE P.
Child Development

REDDINGIUS, ELLEN A.
English as a Second Language

REMETA, ROBERT W.
Electricity

RENO, ANDREW B.
Emergency Medical Technician

RENTERIA, DELIA
Spanish

RICE, JUDITH A.
Health Education

RICHARD, BRIGITTE B.
Physical Education

RIGGINS, LAWRENCE D.
Film

RIOJAS, VINCENT L.
English as a Second Language

RIOS-ELLIS, ENRIQUE
Music

ROBERTS, KAREN L.
Art

ROBERTSHAW, THEODORA
Art

ROBIDOUX, KENNETH H.
English

ROBIE, HONOR V.
Family & Consumer Studies

RODRIGUEZ, RODNEY A.
Reading & Writing Center

RODRIGUEZ, ROXANA
Floral Design

ROEMER, CAROL K.
Art

ROESSLER, MARK F.
Political Science

ROGERS, WELLINGTON S.
Physical Education

ROHRBACKER, CARRIE C.
English, Reading

ROMITO, SUSAN J.
English as a Second Language

ROSEN, LARRY L.
Tourism

ROSILLO, ZOILA M.
Computer Applications & Office
Technology

ROSS, PATRICK S.
Aviation Maintenance

ROSSMANNEK, FRED H.
Learning Assistance

RUBOTTOM, JENESE M.
Nursing

RUJANAWECH, GORDON
English

SABET, MARK
Computer & Business
Information Systems

SABHA, FAYRUZ
English as a Second Language

SABOL, CAROLINE M.
Mathematics

SADIS, IRA
English as a Second Language

SAINT, SHAILA
Child & Adult Development

SALAZAR, ANTHONY
Diesel Mechanics

SALAZAR, KATHLEEN A.
Child Development

SALIM, LINDA
English as a Second Language

SALIM, PETER
English as a Second Language

SAMET, PETER D.
Radio & Television

SAMMUT, NOREEN A.
Nursing

SAMSAMY, KAVEH
Social Science

SANBORN, ERROL R.
English

SANCHEZ, VICTORIA
Photography

SAPOSNEK, LIYOD E.
Human Services

SAPRA, LISA M.
English, Reading

SAREEN, SUDEEPA
English as a Second Language

SARGENT, MARK E.
Philosophy

SATO, DEEANN
Biology

SATO, HAO YUN
English as a Second Language

SAVINA, JELENA
English as a Second Language

SAYED, SAFOUH
Mathematics

SAYED, SAFWAN A.
Mathematics

SAYLOR, PATRICIA R.
English

S-BEAURECUEIL, C.S.
French

SCHAUWEKER, JOHN
Computer Applications & Office
Technology

SCHENDEL, KELLY R.
English

SCHROEDER, ARNOLD L. JR.
Mathematics

SCHROEDER, DENISE L.
Diagnostic Medical Imaging

SCOTT, GARY THOMAS
Music

SCOTT, NORM R.
Fire Science

SEATON, SHARYN L.
History

SEETHARAMAN, GAYATHRI
Statistics

SEIFERT, ROGER G.
Sociology

SEIGLE, JENNIFER ANNE
Dance

SEITZ, JASON M.
Political Science

SERR, RUSSELL A.
Physical Education

SHACKELFORD, STEPHAN M.
Aviation Pilot

SHAPERO, MINDY L.
Art

SHARMA, DEEPAK
Mathematics

SHELKEY, RHONDA A.
Physical Education

SHELLEY, TRUMAN E.
English as a Second Language

**SHERNELL-BANKS,
DEATRICE.**
Sociology

SHERTICK, RITA L.
Nursing

SHIHABI, AZZAM M.
Mathematics

SHIM, CASEY
Basic Adult Education

SHISHIM, LESLI S.
English as a Second Language

SILVERSTEIN, CAROLE
Art

SJOBERG, ERIC
Political Science

SKAAR, SUZAN K.
Art & Photography

SKARR, GEOFFREY
Physical Education

SKORHEIM, SUZANNE J.
Floral Design

SLOCUM, LISA D.
Diagnostic Medical Imaging

SMEDES, CATHERINE M.
Computer Applications & Office Technology

SMITH, CHARLES D.
English as a Second Language

SMITH, DOUGLAS A.
German

SMITH, JAMES
Computer Applications & Office Technology

SMITH, JAMES B.
Public Administration

SMITH, LINDA A.
Family & Consumer Studies

SMITH, MELINDA M.
Health Education

SMITH, SEAN
History

SMURTHWAITE, LORI F.
English, Reading & Writing Center

SOKHOM, SOVATHANA
International Business

SOMERVILLE, TRACEY H.
Political Science

SONIDO, ELEANOR
Library

SORENSON, BARBARA J.
Creative Arts

SORENSON, BERTRUM N.
Administration of Justice

SPANGLER, PAMELA
Creative Arts, Music

SPANU, LUISA
Italian

SPARKS, JAMIE
Speech Communication

SPRADLIN, NANCY
English as a Second Language

SRAGOVICZ, LISA
Center for Learning Assistance

STEELE, DONETTE A.
Human Services

STEVENS, CARLYS A.
Library

STEWART, CATHY SUE
Family & Consumer Studies

STEWART, CHRISTINE L.
CISCO

STEWART, DONNA M.
English

STONE, LYLE D.
Music

STROMQUIST, ANNIE
Art

SUH, JUNG SOOK KY
Psychology

SULAHIAN, ROBERT S.
Aviation Pilot

SUN, JOSEPH A.
Allied Health

SWANSON, SUSAN G.
Real Estate

SWENSON, CAROLYN S.
Child Development

TAKACS, MARCIA
English as a Second Language

TAYLOR, JAMES H.
Real Estate

TEGART-WORSHAM, SHIRLEY
Travel & Tourism

TENNESEN, MARGARET
Art

TERAN, LOUIE A.
Music

TERAOKA, ADAM Z.
Art

TERRY, LADD J.
Art, Creative Arts

TESSIER, HOLLY M.
Child Development

THARP, LOUIS B. JR.
Philosophy

THOITS, MARY
Public Affairs

THOMPSON, ANGELA R.
German

THOMPSON, SCOTT A.
Physical Education

THORNTON, SHANTEL L.
Psychology

TIGHE, BARBARA J.
Basic Adult Education

TILESTON, THOMAS R.
Economics

TIM, ROATANA C.
Music

TOKUSATO, DANNY M.
Psychology

TOTORP, RANDY S.
Physical Education

TRAN, TAMMIE M.
Vietnamese

TRAN, TRI C.
Spanish

TRAPP, ELIZABETH B.
Spanish

TRICKETT, DAWN L.
Speech Communication

TROTT, RUBY S.
Computer & Information Science

TRUITT, JAMES D.
Journalism

TUCCIARONE, JOSEPH D.
Mathematics

TUCKER, JAZMINE S.
English as a Second Language

TURLO, MATTHEW A.
Electricity/CISCO

TURNBALL, LARA D.
Health Education

UKPO, THERESA M.
Health Education

VALENZUELA, JOHN R.
Tourism

VAN HOOK, ROGER E.
Speech Communication

VAN HOOTEN, JOSEPH E.
Art

VAN STYGEREN, CORNELIS
Sociology

VAN VOOREN, MARIE
Computer Applications & Office Technology

VELOSO, RAMON C.
History

VERONE, TERRI L.
Food & Nutrition

VERTULLO, KATHY M.
English

VIGILANT, KAREN A.
Physical Education

VINCI, SARAH G.
Art

VISSER, LISA M.
Vocational Nursing

VIVIAN, SIGRID P.
English as a Second Language

VOGEL, KAREN
Library

WAECHTER, CAROL N.
Communicative Disorder

WALCZAK, KATHARINE L.
Center for Learning Assistance
Basic Adult Education

WALKER, CHERYL
Art

WALKER, STEPHEN L.
Accounting

WALLECH, MEGUMI
Art

WALSH, RUTHE L.
Food & Nutrition

WAN, THEODORE
English as a Second Language

WANG, JANE SHIH
English as a Second Language

WARD, A. JUDITH
Physical Education

WARKEN, THOMAS C.
English

WARNIMONT, KELLY
Physical Education

WARREN, GREGORY P.
Social Science

WATTS, JOHN T.
Administration of Justice

WAWRZYNSKI, PAUL A.
Emergency Medical Technology

WEBB, WILLIAM C.
Physical Education

WEISS, ERIC E.
Cabinet Making/Carpentry

WELLS, MELINDA L.
Child Development

WELLS, SCOTT J.
Economics

WEST, BARBARA
English

WETSMAN, MICHAEL
Aviation Pilot

WHALEN, SAMANTHA A.
Biology

WHITE, CHARLES J.
Theatre Arts

WIEGAND, ROBERT H.
Library

WIENCEK, JEROME J.
Fire Science

WILKINSON, RICHARD A.
History

WILLIAMS, SHERYL R.
English

WILLIAMSON, KISHA P.
Child Development

WILLIAMS-ROBINSON, CHARISE I.
Architectural Design

WILLIS, JASON D.
Aviation Maintenance

WILSON, RICHARD C.
Human Services

WILSON, RONNELL A.
Nursing

WILSON, THOMAS J.
Computer & Business
Information Systems

WINCHELL, JILL E.
Music

WINIARSKI, CATHERINE E.
English Writing/Reading Center

WISWELL, MARIOLA T.
Computer Applications & Office
Technology

WITKIN, LEONARD
Mathematics

WOOD, SUZANNE
Library

WRANIC, ANGELA
Environmental Science

WRIGHT, FRIEDA L.
Vocational Nursing

WURTZ, JEFFREY L.
Business, General

WYATT, ROGER, W.
Basic Adult Education

WYLIE, JAYNE R.
Vocational Nursing
Allied Health

WYNNE, PAUL R.
Art

WYSZPOLSKI, JON J.
Computer Applications & Office
Technology

YANAGIHARA, GREGORY M.
Geology

YANG, CATALINA E.
Mathematics

YANG, RUIXUE
English as a Second Language

YEMUT, EMAD B.
Mathematics

YOON, YONG
English as a Second Language

YOUNG, MAX O.
Electricity

YSAIS, MELISSA S.
Child Development

YUNKER, TERESA M.
English Writing & Reading
Center

ZAMOYSKA, CELINE C.
English as a Second Language

ZAMPELLI, SHERI O.
Human Services

ZONKOSKI, JOHN
Music

ZUGATES, MICHAEL
Mathematics

ZUKOSKI, MICHAEL J.
Drafting

ZUNIGA, LIZBETH R.
Computer Applications & Office
Technology

ABAIR, RUTH C.
Career Development Technician

ABE, ROBERT Y.
Computer Operator

ACOSTA, ADELINO R.
Admissions & Records Tech II

AGUERO, JOSE E.
Custodian

AGUERO, LUZ L.
Custodian

AGUILAR, MAYRA
Multi-Media Equipment Tech

AGUIRRE, DIANA A.
College Information Assistant

AJA, MARY E.
Sports Therapist

ALARCON, PETER
Custodian

ALVARADO, MARTHA J.
CalWorks Program Manager

ALVARADO, MONICA B.
Child Development Assoc. Spec.

ALVAREZ, LISBETH
ESL Office Coordinator

AMADOR, RUBEN E.
Lead Library Technician

ARCHILA, FABIOLA
Library Technician II

ARJONA, JAVIER
Student Center Facilitator

ASTON, STEVEN W.
Creative Arts Production
Coordinator

ATKINSON, CARMEL C.
Child Development Specialist

ATWOOD, KATHIE A.
Secretary

AVILA, JASON S.
Financial Aid Specialist

AXUP, PAMELA S.
Sr. Human Resources Analyst

AZEVEDO, PAULO H.
Grounds Maintenance Worker

BAILEY, CATHY L.
Child Development Specialist

BAKER, CINDY J.
Supervisor Accounting Special
Projects

BAKER, JANE E.
Accounting Technician III

BAKKEN, SANDRA L.
Instructional Assistant

BALDWIN, FRANCINE D.
Accounting Assistant I

BANGS, DIANE C.
Human Resources Specialist

BARATIE, MYRIAN A.
Records Specialist

BARBER, COLLEEN T.
Special Program Technician

BARNES-GREEN, ADRIENNE
Clerk

BARNUM, ALBERT D.
Custodian

BARRY, ANTIONETTE M.
Senior Clerk

BARTZ, JENNIFER L.
Admin Secretary/Mandated Cost
Specialist

BAUTISTA, JANE M.
Instructional Assistant

BERGEN, PATRICIA J.
Senior Clerk

BERRY, JANICE L.
Executive Secretary

BERRY, MARSHALL
Custodial Supervisor

BIRDWELL, JILL G.
Senior Clerk

BLACK, KATHLEEN M.
Child Development Specialist

BLEDSOE, VIRGINIA I
Instructional Aide-Foods Lab

BLINCOE, DANIEL J.
Senior Locksmith

BLOMBERG, CYNTHIA M.
Nurse

BOWERS, ALISON
Instructional Assistance
Coordinator

BOWERS, SARAH
Senior Clerk

BOWSER JR, CLYDE C.
Custodian

BOYKIN, TALMADGE
Skilled Maintenance Worker

BOYLE, DEBORAH L.
EOP&S Program Specialist

BRACKMAN, PAMELA A.
Admissions & Records Tech II

BRETON, JOANNE W.
Schedule Specialist

BRINKER, ROSEMARY A.
Senior Clerk

BROOKS, CAREY V.
Custodian

BROWN, CYNTHIA J.
Office Assistant

BROWN, EILEEN T.
Admissions & Records Tech II

BROWN, MICHELE M.
Secretary

BROWN, ROGER K.
Lead Custodian

BROWN, SHIRLEY M.
Intermediate Clerk

BRYANT, KELLI
Special Program Assistant

BUHAIN, ALLAN E.
Supplies Clerk, Warehouse

BUI, CHAU M.
User Support Network
Coordinator

BURTON, SOLEDAD
Accounting Technician I

BUTCHER, JOHN E.
Grounds Maintenance Worker

CAO, CAMTU
Library Technician II

CAPONE, NANCY
Buyer

CARPIO, RAUL
ESL Office Coordinator

CARR, JOAN M.
Payroll & Benefits Manager

CARROLL, SEAN W.
Media Technical Specialist

CARTER, JERI L.
Manager, Student Life

CASKEY, MARIA E.
Senior Clerk

CHAN, HO C.
Custodian

CHAO, JULIE
Accounting Technician II

CHAO, SEM
Internal Auditor

CHAVEZ, LARRY
College Center Attendant

CHESTNUT, CARMEN L.
Web Coordinator, Instructor
Tech/Distance Learning

CHU, TANG P.
PeopleSoft Programmer Analyst

CHUKWUDIRE, HURTICINE J.
Senior Clerk

CLARK, SONYA K.
Senior Clerk

CLAUSEN, JEANETTE A.
Intermediate Clerk

CLAY, KAREN E.
Child Development Associate
Specialist

**CLEMONS-HARDEN,
LaTONYUA V.**
Accounting Technician I

CLEVELAND, SANDRA D.
Instructional Aide

COLEMAN, KEVIN D.
Custodian

COMPIAN, JOHNNY
Skilled Maintenance Worker

COMPIAN, LAURA L.
Academic Administrative
Secretary

CONDON, SUZANNE M.
Administrative Secretary

COOK, RASHANDA
Child Development Specialist

COSTA, ALTA M.
Secretary

COVARRUBIA, ROBERT A.
HVAC Mechanic

**CRAWFORD-DILLARD,
ROSLYNN D.**
Instructional Aide-Foster Care

CREASON, PAUL
Director, Grants

CROOK, HEATHER L.
Instructional Aide-Foster Care

CRUZ, JAIMARIE T.
College Information Assistant

CULPEPPER, AARON D.
Custodian

DANG, WILSON K.
PeopleSoft Programmer Analyst

DANIELS, DOUGLAS B.
Science Laboratory Technician

DANIELS, JULIE S.
Intermediate Clerk

DAVIS III, HOMER R.
Custodian

DAVIS, LONDA S.
EOP&S Support Assistant

DAVIS, PATRICIA
Comptroller/Assistant Director,
Fiscal Operations

DAVIS, TAMI L.
Instructional Aide

De la RAMA, CURIE C.
Academic Administrative
Secretary

De SANTIAGO, DARIO JR.
Studio Lab Assistant

DELGADO, MARIA N.
Intermediate Clerk

DIETRICK, PATRICIA W.
Instructional Associate I

DIXON, MARY E.
Instructional Aide

DOMINGUEZ, SEAN R.
Instructional Aide

DORFMAN, ANDRIUS
Peoplesoft Database & Systems
Administration

DORSEY, CHRISTOPHER J.
Fiscal Operation System Analyst

DOSS, JOHN L.
Radio/TV Equipment Technician

DOYLE, MARY M.
Custodian

DUCKWORTH, LISA K.
DSPS Support Services Assistant

DUNCAN, YVONNE S.
Project Manager

DURAN, SUSANA
Financial Aid Specialist

EACH, KATHRYN S.
Senior Clerk

ECKMAN, JONATHAN E.
Custodian

EKHSIGIAN, ARDA
Associate Director, Financial
Aide

ELGUIRA, MARIA T.
Special Program Specialist

ENGEL, ANNE E.
User Support Network
Coordinator

ESLAVA, MARGARET E.
Child Development Specialist

ESTACIO, RICHARD R.
Lead Custodian

ESTACIO, RONALD J.
Warehouse Receiving Clerk

FALTADO, EXVIMIN A.
Academic Administrative
Secretary

FAN, CICY
Senior Clerk

FEENSTRA, DARREN J.
Vehicle & Small Equip Mech

FENDERSON, MARIE E.
Intermediate Clerk

FERNANDEZ, MONIQUE
Curriculum Technician

FERNANDEZ, YOLANDA C.
Senior Clerk

FINLEY, BRENDA J.
Instructional Toolroom
Maintenance Mechanic

FLORES, LEAH N.
Accounting Technician II

FLOWERS, JIMMIE R.
Athletic Equipment Assistant

FLOYD, JONATHAN
Deputy Director, Facilities

FOOT, HAROLD
Instructional Associate

FORD, VIRGINIA R.
Custodian

FORD-PANEK, EMMA C.
Administrative Contract Tech

FOUNTAIN, DONNA E.
Lead Library Technician

FOWLKES, ANGELA
Special Program Technician

FRANCE, NEIL A.
Photo Lab Technician

FRANCO, DOLORES
International A&R Technician

FREIBURGER, STEVEN
Computer Laboratory Technician

GAFFNER, CAROL A.
Reading Assessment Technician

GAGNE, COLLEEN M.
Media Technical Specialist

GAITAN, SHARONNAC
Accounting Assistant I

GALVAN, KAREN
Instructional Aide/Assistant

GALVAN, STEPHANIE
Library Assistance

GARBER, MARK D.
HVAC Mechanic

GARCIA, CLAUDIA N.
Special Program Manager

GARCIA, DEBRA T.
Intermediate Clerk

GARCIA, KELLY A.
Administrative Secretary

GARCIA, PEDRO
Custodian

GARCIA, SYLVIA
Intermediate Clerk

GARNER, CARL M.
DSPS Adaptive Computing
Specialist

GARRISON, PAMELA
Senior Clerk

GARY, STEPHEN S.
Custodian

GIBBINS, ANITA L.
Manager, Women's Center

GILLILAND, SHANNON D.
Accounting Technician II

GLOVER, CHERYL M.
Curriculum/Schedule Technician

GLOVER, CHRISTOPHER S.
Instructional Associate

GOLDSMITH, LEWIS W.
Painter

GONZALES, GLORIA
Intermediate Clerk

GONZALEZ-WILSON, GLORIA
Payroll Technician

GRIFFIN, NICOLE L.
Special Program Assistant

GUIDAS, MARK C.
Network Services Manager

GULLEY, NEEDHAM Y.
Theatre Production Asst

GUSTIN, PHILIP J.
Locksmith

GUTIERREZ, DOROTHY J.
Financial Aid Advisor

GUTIERREZ, ERICKA O.
EOPS Program Specialist

GUTIERREZ, IVAN
Instructional Aide

HALL, STEVEN P.
Stadium Maintenance Technician

HAMILTON, THOMAS E.
Instructional Toolroom/
Maintenance Mechanic

HAMMAN, BILLY R
Locker Room Attendant

HANCOCK, SANDRA I.
Instructional Assistant I

HANKS, CYNTHIA
Manager, ACIT & Systems
Services

HANN, JACKIE B.
Board Secretary

HARADA, KAREN M.
Executive Secretary

HARRIS, RICARDO B.
Warehouse/Logistics Supervisor

HARVESTON, RANDY G.
Lead Library Technician

HARVEY, BRIAN P.
Senior Mail Services Worker

HASAN, MUMTAZ
Science Lab Technician

HASTIE, BRIAN M.
Instructional Toolroom
Maintenance Mechanic

HAUSE, PATRICIA A.
Senior Clerk

HAYES, BRENDAN J.
Manager, Support Services

HEBER, LESLIE A.
Educational Technologist

HEDBERG, KAREN R.
Assistant Buyer

HEFFERN, TIMOTHY J.
User Support Network
Coordinator

HEISERMAN, BETTY J.
Executive Secretary

HELDBERG, FREDRICK W.
Instructional Toolroom
Maintenance
Mechanic/Equipment Tech

HELLER, KEVIN A.
Custodian

HENRY, ROBERT P.
Photo Laboratory Assistant

HERNANDEZ, ISRAEL
Studio Lab Assistant

HERNANDEZ, JOSE L.
Custodian

HERNANDEZ, LYNN A.
Graphic Designer

HERZOG, BARBARA B.
Tutorial Program Coordinator

HICKS, PATRICIA L.
Accounting Technician III

HIDALGO, CARLA N.
Library Assistant

HILL, ROBERT H.
Manager, Student Life

HIVELY, STUART E.
Instructional Equipment Tech

HOANG, CALVIN T.
PeopleSoft Programmer Analyst

HOFFLAND, CECILIA
Library Technician I

HOYO, RENE
Instructional Assistant

HUBBARD, LORI
Human Resource Specialist

HUERTA, MAGDALENA M.
Financial Aid Specialist

HUTCHINGS, PETER H.
Performance Accompanist

ISASLAZO, ROGELIO
User Support Network
Coordinator

JACKSON, CYNTHIA D.
Intermediate Clerk

JARRETT, HERMAN N.
Mailroom Manager

JARVI, THOMAS J.
Grounds Maintenance Worker

JEFFERSON, JAMES W.
Custodian

JOHNSEN, JUSTIN B.
Human Resources Systems Tech

JOHNSON, KAREN P.
Intermediate/Senior Clerk

JOHNSON, MARY B.
Administrative Secretary

JOHNSON, PATRICIA
Senior Clerk

JOHNSON, ROBERT
Instructional Toolroom
Maintenance Mechanic

JOSEPH JR., RAYMOND G.
Lead Library Technician

JURA, CAROLYN G.
Child Development Specialist

KALUHIWA, MARY
Health Services Assistant

KEA, DEBORAH J.
Instructional Assistant I

KEARNEY, KEVIN M.
Performance Accompanist

KECKEISEN, DEBORAH C.
Accountant

KHAN, BRITTANY S.
Accounting Assistant I

KHAT, MON
Accounting Assistant II

KHONG, NONG
Instructional Aide

KIEBLER, THOMAS
Instructional Toolroom
Maintenance Mechanic

KINSELLA, DENISE L.
Manager, International Student

KLINGBEIL, CYNTHIA N.
Child Development Site
Supervisor

KOTTAB, FARSIO
Instructional Assistant

KRUIZENGA, ALICIA M.
Associate Director, Foundation

KRUSE, JANICE M.
Child Development Specialist

KWON, JENIFFER
Financial Aid Specialist

KYLE, JEFF
Grounds Maintenance Worker

LABARBA, MARY H.
Instructional Aide

LAM, HUE K.
Office Assistant

LANG, EDWARD
Custodian

LANG-WILVERS, JACQUELINE
Grants Development Specialist

LASHOWER, KAREN L.
Instructional Aide

LAWRENCE, KERRY D.
Telecommunications Technician

LAWRENCE, SHERRI L.
Computer Operator

LEBFROM, RONALD M.
Web Coordinator

LeGAULT, JESSICA
Senior Clerk

LEMLE, BARBARA
Intermediate Clerk

LEON, CYDNEY M.
Administrative Assistant

LERCH, VICKI A.
Campus Support Secretary

LESPRON, TAMMY J.
EOP&S Support Specialist

LIEBRECHT, CATHERINE T.
Admissions & Records Tech II

LIM, JANICE H.
Financial Aid Specialist

LIM, RENA K.
Vehicle Attendant

LIN, TZU SHENG
Instructional Associate II

LITTLEJOHN, ROSE
Senior Clerk

LOPEZ, DANA C.
Instructional Assistant

LOPEZ, PRISCILLA A.
Project Manager

LORENCE, ELLEN K.
Senior Clerk

LOWE, DUANE
Director, Fiscal Operations

LOWER, LINDA D.
Administrative Secretary

LUDKA, MARY JO
Child Development Associate
Specialist

LUUGA, AUGUST
Systems/Programming Manager

LUUGA, LYNDA G.
Registrar

LY, BOUNRITH
User Support Network
Coordinator

LY, THAI K.
Instructional Assistant

LYLES, STEPHANIE L.
Custodian

Mac CULLEN, RUTH E.
Associate Registrar

MACINTOSH, BLAKE W.
Media Producer

MADERA, ELIZABETH
Administrative Secretary

MADRIGAL, CHARMINE C.
Library Assistant

MAGDALENO, CORINNE
Administrative Secretary

MAJOR, ELLA L.
Accounting Technician III

MALAGA, BENIGNO T.
Custodian

MALONEY, MICHAEL S.
Student Athlete Success
Coordinator

MAMARIL, MARK
Office Assistant

MARCY, DONALD J.
Stage Technician

MARIOTTA III, MARIO
Stage Technician

MARTIN, MARLIN
Offset Press Operator

MARTINEZ, LESLIE S.
Child Development Associate
Specialist

MARTINEZ, MELISSA
Child Development Specialist

MARTINEZ, TIMOTHY M.
Custodian

MASON, RYAN S.
EOP&S Support Assistant

MATHEWS, JESSE W.
Custodian

MATHIS, SANDRA L.
Contracting/Procure Analyst

MAYS, VICTORIA
Special Program Assistant

Mc ELDOWNEY, MARY L.
Executive Secretary

MCELROY, MARY A.
Child Development Associate
Specialist

McFARLAND, JEFFERY D.
Accountant

McGLOTHAN, APRIL
DSPS Technical Assistant

McQUEEN, ROBERT D.
Custodian

MEAK, SAVOUN
Office Assistant

MEAKER, CHRISTY
Instructional Toolroom
Maintenance Mechanic

MEDLEY, STEPHEN D.
Deputy Director, Bond Impl.

MEJIA-GAYTAN, GEORGIANA
Human Resources Assistant

MELIN, CONNIE M.
Human Resources Specialist

MELTON, JENNIFER P.
Instructional Associate I

MENDOZA, DAVID C.
Custodian

MENDOZA, GRACIELA D.
Academic Administrative
Secretary

MENJIVAR, JUAN F.
Financial Aid Specialist

MERCADANTE, MICHAEL J.
Science Laboratory Technician

MERRILL, VICTOR F.
Plumber

MEYER, JOHN R.
Parking Services Technician

MEZA, MARSHA
Records Specialist

MICLAT, PERLITA
Student Administration Business
Functional Manager

MILKES, SHARON B.
Admissions & Records Tech II

MILLER, DONNIE D.
Custodian

MILLER, EDWARD C.
Mail Service Worker

MILLER, JANICE L.
Research Systems Analyst II

MILLER, LAURA J.
Accountant

MILLER, MARGARET A.
Admissions & Records Tech II

MIYAO-MOORE, NANCY Y.
Curriculum/Schedule Technician

MONAUS, MARIE A.
Instructional Assistant I

MONGILLO, PERLA A.
Records Specialist

MONTGOMERY, GREGG K.
Multi-Media Equipment Tech

MOORE, BRADLEY G.
Intermediate Clerk

MOORE, CHANDRA Y.
Workforce Development
Coordinator

MOORE, ROBERT A.
Accounting Technician I

MORALES, BLANCA E.
Clerk

MORALES, DEMETRIA
Intermediate Clerk

MORALES, ELIZABETH
Upward Bound Program Spec

MORALEZ, SALVADOR C.
Grounds Maintenance Worker

MORGAN, BRUCE E.
Electrician

MORGAN, MICHAEL S.
Lead Custodian

MRAVEC, MONIKA
Educational Technologist

NACHREINER, RONALD L.
Office Assistant

NAPOLILLO, ANTHONY W.
Custodian

NEJAD, SHADI
Student Support Project
Coordinator

NEWMAN, JOANNE
Human Resources Analyst

NGO, LOAN T.
Web Coordinator

NGUYEN, CINDI T.
Benefits Technician

NGUYEN, HUE X.
Financial Aid Specialist

NGUYEN, LISA J.
Payroll Technician

NGUYEN, TAI D.
ESL Office Coordinator

NORBERG, BEVERLY J.
Administrative Secretary

NORMAN, DENISE L.
Academic Administrative
Secretary

NORTH, MEGAN A.
Intermediate Clerk

NYSTROM, ARNE F.
Network Systems Analyst

NYSTROM, MARCIA L.
Intermediate Clerk

OCHOA, JOHNNY
Custodian

OGU, CHINYERE M.
Library Assistant/Intermediate
Clerk

OH, HANNAH
Research Analyst

OLSEN, MARY L.
Accounting Technician III

OLSEN, SHARON A.
Accounting Assistant I

OLSON, JACQUE L.
Academic Administrative
Secretary

ORIEE, DEREK
Student Activities Advisor

OSEWE, SAMWEL O.
Custodian

OWENS, ANNETTE C.
Distance Learning Program
Specialist

OWENS, MICHAEL D.
Sports Therapist

PARLE, GLORIA M.
Senior Clerk

PARSCH, TIMOTHY J.
Recording Specialist

PEARCE, SHARON L.
Records Specialist

PEARSON, ANTHONY C.
Stage Technician

PENG, HONG W.
Office Assistant

PEREZ, JOSEPH A.
Special Program Assistant

PEREZ-FLORES, MARIA J.
Planning Assistant

PETTIT, MARCIA R.
Associate Registrar

PHAM, NHA-ANH
Lead Library Technician

PHILLIPS JR., MALCOLM J.
Truck Driver

PHUORNG, MARA
Instructional Toolroom/
Maintenance Mechanic

POLLY, IRENE L.
Financial Aid Specialist

POPE, MICHELE M.
Financial Aid Specialist

POUNCIL, MATAIS D.
Upward Bound Program
Specialist

POWELL, DIANNE C.
GAIN/GROW Assessment
Coordinator

QUACH, LAVENIA H.
Senior Clerk

QUINN, TARCARA R.
Intermediate Clerk

RALEY, LINDA M.
Athletic Equipment Assistant

RAVEN, SHARON C.
Athletic Secretary

RAY, KARREN J.
Executive Secretary

RECHARTE, CHRISTINE
Intermediate Clerk

REECE, M'SHELLE K.
Administrative Secretary

REEDER, DANIEL
Prop Maker

REMETA, ROBERT W.
Instructional Toolroom
Maintenance Mechanic

RIOS, REFUGIO M.
Custodian

RIVERS, STANLEY J.
Skilled Maintenance Worker

ROBERTS, LYNDA M.
Child Development Specialist

ROBINSON, PATRICIA L.
Dispatcher

ROBINSON, STACEY L.
Accounting Technician III

RODRIGUES, JOY
Admissions & Records Tech II

RODRIGUEZ, VERONICA
Special Programs Technician

ROGERS, PAMELA J.
Child Development Specialist

ROSETH, DARLENE LINDA
Administrative Secretary

ROSS, PATRICK A.
Instructional Multi-Media Web
Programmer

ROSSMANNEK, FRED H.
Media Production Manager

RUALO, DANILO C.
Lead Custodian

RUALO, EMMANUEL G.
Custodian

RUBALCAVA, MARIA
Records Specialist

RUBIO, ROY
Grounds Equipment
Operator/Irrigation Specialist

RUELAS, GUADALUPE
Admissions & Records Tech II

RUIZ, CHRISTOPHER J.
Sports Information Specialist

RUMAGUIRA, PABLO
Custodian

RUSSELL, NICOLE C.
Accounting Technician III

SABO, RUDY C.
Skilled Maintenance Worker

SADLER, CECILIA M.
Educational Technologist

SAFFELL, SAMMANTHA A.
Office Assistant

SAKAMOTO, MAE
Director, PeopleSoft
Development & Maintenance

SANCHEZ, SANDRA
Project Manager

SANTOS, RODOLFO S.
Custodian

SANTOSCOY, OSCAR
Computer Laboratory Technician

SATELE, TAUASOSI M.
Admissions & Records Tech II

SAUMURE, NORMAND F.
Plumber

SCHLICK, DAVID
User Support Network
Coordinator

SCHMALZRIED, M. YVONNE
Senior Clerk

SCHNEIDER, LOIS M.
Administrative Secretary

SCRUGGS, TINA
Academic Administrative
Secretary

SEGOVIANO, HELEN M.
Human Resources Assistant

SEGOVIANO, LOIS
Custodian

SHAHEEN, CYNTHIA A.
Nurse

SHAYEGH, MEHRDAD
Computer Laboratory Technician

**SHERNELL-BANKS,
DEATRICE**
EOP&S Program Coordinator

SIMECEK, LINDA G.
Supplies Clerk

SKILLE, STEVEN D.
Accounting Technician II

SLATER, WENDY I.
Academic Administrative
Secretary

SLOAN, SHENEUI
Director, Technology Education

SMITH, CYNTHIA M.
Risk Services Specialist

SMITH, STACEY J.
Child Development Site
Supervisor

SNOW, SCOTT H.
Custodian

SORENSON, BARBARA J.
College Center Coordinator

SORG, DARON L.
Costume Technician

SPANN, RHONDA M.
CalWorks Childcare Res/Ref
Specialist

SPARKS, ROBERT W.
Office Assistant

SPARKS, SHIRLEY J.
Accounting Technician III

SPENCER-WATKINS, DENISE
Director, Contracting &
Procurement

STEVENS, JASON A.
Instructional Assistant

STEVENS, MARLIN O.
Instructional Toolroom
Maintenance Mechanic

STEWART, LISA A.
Admissions & Records Tech II

SWEET-KELLY, DEBORAH L.
Intermediate Clerk

SYBESMA, KAREN K.
Senior Clerk

TAYLOR, MARKESHA
Child Development Specialist

TERAOKA, ADAM Z.
Powertools Lab Technician

THEISEN, DAN J.
Instructional Associate I

THIM, MONICA
Financial Aid Specialist

THOEURB, TEP
DSPS Technical Aide

THOITS, MARY
Manager, Senior Studies

THOMAS, JEROME
Media Producer

THOMAS, SHARILYN L.
Special Program Technician

THOMPSON, DANA P.
HVAC Mechanic

THORPE, MARY L.
Accountant

THRIFT-VIVEROS, LOURDES
Child Development Specialist

TILLMAN, STEVEN
Buyer

TIM, RAOTANA C.
Secretary

TO, DANIEL C.
Lead Custodian

TORRES, SANDRA Q.
Payroll Technician

TOUCH, MICH T.
Instructional Aide/Library
Assistant

TOUCH, SUNLENG
User Support Network
Coordinator

TRAN, CHRISTINE
Admissions & Records Tech II

TRAN, THOMAS Q.
Instructional Assistant

TRANSUE, NICHOLAS F.
Instructional Aide

TRASK, SUSAN E.
Grounds Maintenance Worker

TREJO, OSCAR A.
Electrician

TRUITT, JAMES D.
Instructional Associate I

UYEHARA, DIANE A.
Instructional Aide--Nutrition

VALENCIA, SANDRA
Child Development Associate
Specialist

VALLADOLID, NOE
Instructional Assistant

VASQUEZ, MICHAEL R.
Instructional Associate I

VAUGHAN, ADRIENE L.
Special Program Specialist

VAUGHN, DARA E.
Financial Aid Specialist

VENABLE, TERANCE T.
Plant Manager

VERDUZCO, SONIA C.
EOPS Program Specialist

VIRAMONTES, RICHARD
Custodian

VOELKER, SCOTT H.
Web/Database Systems
Supervisor

VOS, RONALD
Grounds Maintenance Worker

VU, THOMAS H.
Offset Press Operator

WADE, CHERRI L.
Admissions & Records Tech II

WARE, BARBARA A.
Locker Room Attendant

WATSON, GABRIEL E.
User Support Network
Coordinator

WATTS, DEBRA J.
Child Development Specialist

WEBB, LEVI M.
Custodian

WEBB, WILLIAM C.
Student Activities Advisor

WEEKS, JULIE M.
Secretary

WHEELER, STEPHEN D.
Plant Manager

WHITEMAN, DAVID L.
Custodian

WHITFIELD, MICHELLE E.
Assistant Director, Workforce
Development

WILDER, CAROL J.
Senior Clerk

WILLIAMS, CHERYL D.
Custodial Supervisor

WILLIAMS, GARY J.
Student Resources/Program
Specialist

WILLIAMS, GLORIA P.
Deaf Services Specialist

WILLIAMS, SAMANTHA L.
Custodian

WILLIAMSON, LUCINDA
Child Development Specialist

WILSON, LINDA K.
Special Program Specialist

WILSON, THOMAS J.
CBIS Instructional Lab Support
Network Coordinator

WOLFE, KARON A.
College Articulation Specialist

WOLFSLAU-BRETT, LINDA S.
Senior Clerk

WOODWARD, JANNA R.
Senior Clerk

YARBROUGH, CHARLOTTE A.
Admissions & Records Tech II

YBARRA JR., ANTONIO
User Support Network
Coordinator

YENTCH, RICHARD D.
Associate Director, Financial Aid

YOUNG, DAMON R.
Grounds Maintenance Worker

YURKSITIS, HILDA
Assessment Technician

ZAMARRIPA, MAGDALENO
Truck Driver

ZEILINGER, WILLIAM E.
Graphic Design Specialist

ZORN, KATHY
Mentor Coordinator

ZORN, LARRY M.
Skilled Maintenance Worker

ZUBIA, ANGIE M.
Human Resources Assistant

ZUNIGA, LIZBETH R.
Instructional Assistant

ABBOTT, SUSAN M.
B.A., M.A., California State
University, Long Beach

ALBERT, RONALD E.
A.A., College of the Sequoias
B.A., California State University,
Long Beach
M.L.S., University of California,
Los Angeles

ALEXANDER, LEAMON
A.A., Trade Technical College,
Los Angeles

ALEXANDER, MARIAN R.
A.B., M.A., University of
Southern California

ALLEN, MYRON S.
B.S., M.E., Tufts College
M.A., Ed.D., University of
Southern California

ANDREASEN, GRANT
B.S., Utah State University
M.A., California State University,
Long Beach

ARMSTRONG, GEORGE A.
B.S., O.D., Pacific University
M.A., California State University,
Long Beach

ATWOOD, WRIGHT M.
B.A., Whittier College
M.A., California State University,
Long Beach

BAIRD, THEODORE A.
B.A., University of California, Los
Angeles
M.A., California State University,
Long Beach

BALINT, MARILYN G.
B.S., M.S., California State
University, Los Angeles
Ed.D., Nova University

BALLARD, ELLEN
B.S., M.A., University of Southern
California

BARGER, BOB D.
B.A., Augustana College
M.A., University of Iowa
Ph.D., University of Southern
California

BARNES, C. DOUGLAS
B.S., M.S., University of Utah
Ph.D., University of California

BARNES, HELEN M.
A.S., Cypress College
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