

LONG BEACH CITY COLLEGE
CATALOG 2009-2010
VOLUME LII



LONG BEACH COMMUNITY COLLEGE DISTRICT
LONG BEACH, CALIFORNIA



Welcome to Long Beach City College. On behalf of our faculty, staff and administrators, we are proud to offer an education and tradition known for academic excellence and superior training.

As a part of the California Community College System, we participate in one of the largest systems of higher education in the world. Long Beach City College serves over 30,000 students and offers a wide variety of educational options. Our range of ages, educational goals and diverse student population contribute to your outstanding education.

Long Beach City College offers one of the largest Associated Student Body (ASB) programs in the California Community College System, and we equip students with the ability to transfer to a four-year institution, or provide career and technical education and economic or workforce development.

At LBCC, we educate, engage and empower our students. We strongly believe that the future of our communities lies in an educated citizenry and that education begins here at LBCC.

Eloy Ortiz Oakley
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.

Sigrid Sexton
Academic Senate President

Summer Sessions 2009

June 1	First Summer Session Classes Begin
June 15	Second Summer Session Classes Begin
July 13	Third Summer Session Classes Begin
July 3	Holiday (Independence Day)

Fall Semester 2009

August 17	Begin Fall Classes
September 7	Holiday (Labor Day)
October 1	Deadline to Apply for December Graduation
November 13	Holiday (Veterans Day)
November 26-27	Holiday (Thanksgiving)
December 10-20	Final Exams -Refer to Fall Schedule of Classes
December 18	Fall Classes End
December 21-January 10	Winter Recess

Spring Semester 2010

January 11	Spring Classes Begin
February 12	Holiday (Lincoln's Birthday)
February 15	Holiday (Washington's Birthday)
February 25	Deadline to Apply for May Graduation
April 4-10	Spring Recess
May 17-25	Final Exams - Refer to Spring Schedule of Classes
May 31	Holiday (Memorial Day)
May 25	Spring Classes End
May 26	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 and Resource Development
3950 Paramount Boulevard, Suite 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(WASC), 10 Commercial Blvd, Ste 204 Novato, CA 94949 (415) 506-0234), 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, February 2009.

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

Since 1927, Long Beach City College has been at the heart of the community providing a culturally diverse, vibrant environment, with a commitment to excellence in student learning.

LBCC is a two-year community college that encompasses state of the art, technology-rich teaching and learning environments, traditional and non-traditional instructional programs, strong community partnerships, and economic and workforce development initiatives that prepares students to be successful in the world of the 21st century.

As one of the largest of the 109 community colleges in California, LBCC is governed by a five-member, elected Board of Trustees that serves the cities of Long Beach, Signal Hill, Lakewood and Santa Catalina Island. It offers two-year associate degrees and certificate programs which prepare students for transfer to four year institutions, career advancement and personal development.

With seven schools to house its instructional programs, LBCC promotes program offerings in the Creative Arts and Applied Sciences, Language Arts, Health, Science and Math, Physical Education and Athletics, Trades and Industrial Technologies, Business and Social Science and Learning Resources, Teaching and Technologies.

The 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.

Community College Week has reported that LBCC is one of the largest and most effective community colleges in the nation and *Cal-Hi Sports* has twice selected the Vikings as the best community college athletic program in the nation.

The college was 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 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 the state's top junior college debate team. Athletic honors included 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.

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.

In 1987, the college completed a decade of negotiations with the City of Long Beach to acquire the neighboring Veteran's Stadium. Through the sale of surplus land to another neighbor, McDonnell Douglas (now Boeing), the college was able to finance renovations required to upgrade the facility.

Within the last decade, the college celebrated completion of an all-weather track and redesigned athletic fields, a multi-million-dollar upgrade of its swimming pool and state-of-the-art math and science building at the Liberal Arts Campus.

Construction of new facilities and modernizations at both campuses began with the passing the Measure E Bond in 2002. Today, computer labs, multimedia classrooms and a host of non-traditional course offerings like online, teleweb and hybrid courses accommodate new communities of learners, allowing Long Beach City College to address a world both globally and, as it has done for the past 80 years, locally.

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. For further information, consult the schedule of classes or call (562) 938-4810.

Senior Studies Program

Long Beach City College Senior Studies Program offer credit and non-credit classes for career or educational development 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 help 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>). Online courses may include video content that can be accessed on the Web, through the LBCC cable station, or on DVDs.

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/> call (562) 938-4025 or email de@lbcc.edu.

Televised Instruction

Televised courses offer students an opportunity to take selected 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. Students can use the computers in the college's open access labs and watch the videos at the Learning and Academic Resources area in the Library Building. Six on-campus meetings are required for televised courses. Check the section notes in the schedule of classes or the e-courses directory at <http://de.lbcc.edu/e-courses>.

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>), call (562) 938-4025 or email de@lbcc.edu.

Hybrid Courses

Hybrid courses offer students an opportunity to take selected on-campus courses with some meetings scheduled over the Internet and accessed at home, off-campus public facilities, or at the college's open access labs. 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 Program 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 Scholarships

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 hundreds more scholarships open to all Long Beach City College Students. Scholarship applications are available in September at <http://scholarships.lbcc.edu>. 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	SAT	ACT
COMPOSITE	TOTAL	
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.

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 (LBCC Assessment & Orientation) 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. Assessment placement results are valid for two years. 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 (LBCC Assessment & Orientation) 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. Contract education classes.
4. 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, Assessment and Counseling** - 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 (LBCC Assessment & Orientation) after a five-month period has passed.
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. Student Rights and Matriculation

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 2009-2010

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 (2009)

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 \$215 per unit, the capital outlay fee is \$14 per unit, and the enrollment fee is \$20 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.

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

Apply 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 \$17,354 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 for the dates, times, and instructions for registration.

Students are responsible for officially dropping classes by the posted deadlines even if the student never attended the class. Please refer to the class schedule for drop deadlines.

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 \$174 per unit and the normal enrollment fee of \$20 per unit, for a total of \$194 per unit (rate subject to change without notice). International students are required to pay the \$174 non-resident fee, the \$20 normal enrollment fee, and a capital outlay surcharge of \$10 per unit, for a total of \$215 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 by the college. Some of these services include: scholarships, five percent discount on textbooks and supplies, 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 below:

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. 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. 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

Students are eligible for a refund only if they withdraw from classes during the first two weeks of instruction for a full-term class. See the schedule of classes for refund deadlines for classes less than full-term.

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.

Interdepartmental Class 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 Class 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. 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.

Enrollment fees, Nonresident tuition, health fees, and materials fees will be automatically refunded to students who **officially** withdraw or transfer during the refund period. After this period, they will not be refunded.

In the case of a verified military withdrawal, enrollment fees will be refunded with no service charge.

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/Student Accounts Office to be eligible for a refund. Parking fees will be refunded by the Cashier's Office/Student Accounts 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 and/or Name

Change of address may be completed via the online student self-service, or in the Admissions and Records Office. Name changes must be completed in-person with legal documentation showing the new name. A

photo I.D. is required for all transactions. 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 campus rules, regulations and policies that affect your academic standing 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 responsibility 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 Rights and 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 or online at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/indez.htm>. FERPA provides the student with the right to review and challenge his/her record and the control of the release of their academic record.

1. Students may request access to challenge the correctness or appropriateness of any part of the record. Grades, though a part of the record, are considered final as assigned by the instructor. See change of grade section for further information.
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 FERPA, without signed permission of the student. The student may restrict the release of "directory information" online or by completing the appropriate form in the Admissions Office. In the absence of having this form on file, the college may release directory information. 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 complete the college dependent release form and 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 and other Federal mandated requirements. The student will be notified by mail to the last address on file in the event of a subpoena, 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://srtk.cccco.edu/index.asp>

Accuracy Statement

Long Beach City College has made every effort to assure the accuracy of the information in this catalog. Students and others who use this catalog should be aware that policies, rules, procedures, and regulations change and that these changes may alter the information contained in this publication. The college reserves the right to change policies, regulations, fees, and courses of instruction upon direction by the Governing Board. The most current and complete information is available from the appropriate campus administrative agencies and policies and regulations are available online at <http://www.lbcc.cc.ca.us/policymanual/index.cfm>. Students are protected by catalog rights. Catalog rights state that a student may continue with the requirements posted in a College Catalog for a given academic year if, and only if, that student maintains continuous enrollment from that year until the degree is finished. 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. A student may miss one semester and still maintain continuous enrollment. To report errors and omissions, make suggestions for better readability, or offer comments, please send an email to mfernandez@lbcc.edu.

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 assist students in developing an educational plan to achieve their stated goal. If a student has not identified a career goal, the Career and Job Services Center can help them through the decision making process. 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-Friday 7:00 a.m. – 5:30 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 938-4703.

Student Success/Transfer Services Center

The Student Success/Transfer Services Center offers assistance those in the process of transferring to a four-year university. Online Application assistance is available for CSU, UC, and private universities. Services available include university appointments, university tours, transfer fairs and transfer workshops. 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 are enhanced. Various events and programs are scheduled on a regular basis which gives 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, Student Activities and Clubs, Intramurals and Student Conduct and Discipline. For more information on how 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 in Building E of the Liberal Arts Campus 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 establishes, implements, and administers multiple economic development grants, contracts 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 projects focus on business expansion in six core industry clusters: small business development, international trade, information technologies, advanced transportation healthcare and green innovations. 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 development 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, support groups, crisis counseling, a student lounge and study area with a student dedicated computers 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). All students under 18 years of age will need a signed parent/guardian permission form in order to be seen in the Student Health Services department. Forms are available in the Student Health Centers on both campuses.

Your Mandatory student fees also cover 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 Anthem Blue Cross Prudent Buyer program. All claims are subject to a \$50 deductible.

The LAC Student Health Center is located in Q120. The PCC Student Health Center is located in the administration area in AA101. 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

Counseling provides 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. Personal counseling is provided by a clinical psychologist or LMFT. 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 and center of parking lot J, and lots E, F,H and Veterans Stadium'. The PCC Machines are located in lot 3 and lot 1. 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 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 \$4710. 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 twenty hours per week while school is in session. The pay rate for most Federal Work Study positions is currently \$8.00 per hour.

The Federal Perkins 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. Freshman students may borrow up to \$3,500 per year and sophomores (those who have completed 30 units) may borrow up to \$4,500 per.

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 met their educational costs at Long Beach City College

are encouraged to obtain the following information bulletins from the Financial Aid Office. Students are invited to visit the Financial Aid Office to talk to any of the staff members for further clarification and financial counseling. For more information about Financial Aid visit our website at www.Fina.lbcc.edu

Financial Aid Office Liberal Arts Campus 4901 E. Carson Street Long Beach, CA 90808 (562) 938-4257	Financial Aid Office Pacific Coast Campus 1305 E. PCH Long Beach, CA 90806 (562) 938-3955
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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 the free application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov

EOPS Eligibility: Students must be enrolled full-time, be eligible for the California Board of Governors’ Fee waiver (BOGFW-B) 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.)

Once a veteran has enrolled in classes, they must complete a request for VA Benefits, either at the PCC VA Office or it’s also available through our Lbcc.edu website under Financial- Veterans Affairs. Other information is available at the Veteran’s Affairs Office (in the administration wing at the PCC 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, 2007 and due December 15, 2007.

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. Registration assistance for students unable to negotiate regular registration procedures.
3. Specialized academic, personal and vocational counseling.
4. Special equipment for campus use such as visual enlarging machines, a talking calculator, assistive listening devices, and adaptive computer equipment.
5. Services of the State Department of Rehabilitation, such as vocational counseling and guidance, training and job placement.
6. Specialized instruction for students with physical, learning, psychological and/or developmental disabilities.
7. An innovative Special Learning Center for disabled students to provide self-pacing programs and vocational exploration packages, located at the Pacific Coast Campus.
8. 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.
9. Adapted physical education for physically limited students requiring specialized physical education.
10. Access to print in alternate formats.

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 the District Compliance Officer at (562) 938-4512.

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."

Anyone with a question or a discrimination complaint should contact the District Compliance Officer, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4512.

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 the District Compliance Officer, 4901 E. Carson St., Long Beach, CA 90808 at (562) 938-4512.

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 the District Compliance Officer, 4901 E. Carson St., Long Beach, CA 90808 at (562) 938-4512.

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 the District Compliance Officer, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4512.

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 el District Compliance Officer, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4512.

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 excluida 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 el District Compliance Officer, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4512.

Americanos con Incapacidades-Acta De 1990

El Acta (ADA) de 1990 de Americanos con Incapacidades prohíbe 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 el District Compliance Officer, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4512.

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 solicitadas, peticiones de favores sexuales, u otra conducta verbal, visual o física, o comunicaciones que constityen el acoso sexual que se define y se prohíbe 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, District Compliance Officer, 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 el District Compliance Officer, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4512.

Libraries

Libraries at each of the two main campuses serve as vital information centers. The collections include books, electronic books, periodicals, DVD's, CD's, and other video and audio recordings, carefully selected to support the curriculum and information needs of the community of learners. The library website provides a portal to valuable resources, such as the online catalog, electronic databases, reliable websites, and instructional materials, accessible on campus and remotely over the Internet. During all hours the libraries are open, librarians are available to assist students in person and via E-mail and instant messaging. In addition, virtual-chat reference service is available over the Internet on a 24/7 basis. To help students develop information competency, the Library faculty at both campuses offer instruction in the form of courses, workshops, and orientations. For more information, please visit the Library website at <http://lib.lbcc.edu>.

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.

Academic Support and Development Department

PCC Multidisciplinary Student Success Center Multidisciplinary Success Center (LL-206)

The multidisciplinary Student Success Center at PCC provides supplemental learning assistance, tutoring and adult basic education courses. Students in a variety of courses at LBCC can come to the Center to complete supplemental learning requirements for their classes. We also provide tutoring in a variety of subjects and house a variety of course-related materials for student use in the center. Students can also enroll in BAE 601 in order to brush up on their basic reading, writing and math skills, prepare for the GED, CAHSEE, LBCC placement tests, or work-related tests, or just dip their toes in the waters of LBCC. Students can enroll in this free, 0-unit course and begin our program at any time. Students can also earn a **Certificate in Basic Skills for the Workplace** with a minimum of 45 hours of coursework and demonstration of proficiencies in reading, writing and math skills.

We provide a welcoming learning environment for students re-entering college or attending for the very first time. Students are assessed and provided with individualized learning paths designed to address the student's unique learning preferences, needs, and time table.

The center is open Monday through Thursday 7am-9pm, Friday 7am-2pm and Saturday 10am-2pm (please check for summer hours). The Center is located on the 2nd floor of the Library/Learning Resources building (LL Building) at PCC. For further information or to learn how the center can meet your needs, please call 9 562) 938-3991.

CTE Center PCC (MM-112)

The CTE Center provides supplemental learning assistance, workshops and basic skills assessment and remediation for students in the career technical Education programs at LBCC. Contextualized learning via trade-specific materials help students succeed in their classes and build necessary reading, writing and math skills for their chosen career program.

The CTE Center is located on the PCC campus in the MM building, room 112, but provides services to students & faculty on both campuses. The center is open Monday through Thursday, 8a.m. – 5p.m. and Friday, 8a.m.-4p.m (please check for summer hours). For further information or to learn how the center can meet your needs, please call (562) 938-3125.

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	
L Building 2 nd Floor	LL 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 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

Free 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 the lower level of the E Building at LAC or L211 at PCC, or by phone at 562) 938-4474.

Open Access Computer Lab

Both Macintosh and PC computers, software, laser printers and Internet access are available to students in a large open-access computer lab on the lower level of the E 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 L216 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 LAC-TT at the Liberal Arts Campus. Students can receive assistance with their computer-based projects. Macintosh 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 technology 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) offers organized group discussion sessions designed to help students master course concepts and improve relevant study skills in historically difficult courses. Regularly scheduled SI sessions are conducted by trained SI Leaders in selected course sections.

Computer Applications & Office Technology Self-Paced Classrooms

Instruction is offered in a supportive, self-paced environment to help students develop computer and office skills, build typing proficiency, and polish personal skills for employment. Register at designated times during the semester. Please see specific classes in the Schedule of Classes for dates of

instruction. Students may enroll in one or multiple levels of a course in one semester depending on the time they have available. Students also may enroll in the no-cost Computer & Office Technology Skills Center Class for short-term practice to prepare for an employer's typing test or receive help with their CAOT distance learning courses.

Computer Software Applications Instruction

See CAOTC in courses of instruction. Courses include Microsoft Windows Operating System (two course levels), Microsoft Office (two comprehensive levels that include Word, Excel, Powerpoint, Access, and the integration of those products), Microsoft Word for Office (four levels), Excel for Windows (three levels), Desktop Publishing-Small Business (two levels using Microsoft Publisher), Powerpoint for Windows (two Levels), Access for Windows (two levels), Microsoft Outlook, Electronic Records Management (computer filing), Internet for Office and Personal Use, OpenOffice.org, Adobe Acrobat for the Office, Financial Applications (TurboTax, Quicken, and QuickBooks), Data Entry (two levels), and Computer Transcription (creating documents from voice recordings using Microsoft Word).

Office Skills Instruction

See CAOTO in Courses of Instruction. Courses include Business Calculating Machines, Filing (two levels), Proofreading skills, Job Search Skills, Business Telephone Procedures, Business English, Professional Development, Customer Service, Call Centers, and Customer Conflict Management.

Typing/Keyboarding Instruction

See CAOTT in courses of instruction. Typing/Keyboarding courses in which students create office documents using Microsoft Word include Beginning Typing/Keyboarding, Intermediate Typing/Keyboarding, and Advanced Typing/Keyboarding. To build touch typing skill without document creation, see Beginning Typing/Keyboarding 200A, Computer Keyboarding (beginning level, includes number keypad) and Speed and Accuracy Building for Typists (intermediate level).

Pacific Coast Campus

Classroom AA202

Phone (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.-12 noon

Classroom AA205

Phone (562)

938-3035

Hours of Operation:

Monday-Friday	8 a.m.-2 p.m.
Monday, Tuesday, Wednesday Evenings	5-8 p.m.

Liberal Arts Campus

Classroom M109

Phone (562) 938-4904

Hours of Operation:

Monday- Friday	8 a.m.-3 p.m.
Tuesday and Thursday Evenings	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 D103 in the Mathematics Learning Center. Students can also use the computer labs for engineering courses, such as C++ and Engineering Graphics.

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 program. A variety of self-paced, print media, multimedia programs and skills equipment are available

The Learning center is located in Room C201 and is open during posted hours. For additional information, call (562) 938-4299.

Life Science Learning Center

The Life Science Learning Center is a general study room hosting a collection of audiovisual and reference materials designed to help students master fundamental concepts taught in Biology, Anatomy, Physiology and Health Education courses. Activities are essentially student-driven with additional assistance provided by a knowledgeable staff member.

The Life Science Learning Center offers a “hands-on” learning experience through the availability of scientific models, bones, plant and animal specimens currently used in classrooms. Students may check out microscopes and various histology slides to review for exams and quizzes. Macintosh computers with CD-ROM drives offers ready-to-run software currently used in various classes. Students enrolled in specific courses may check out answer keys, sample tests and lecture outlines to prepare before class and to assess mastery of lecture topics. In addition, the center hosts a collection of reference books for use, in the Learning Center.

The Life Science Learning Center at the Liberal Arts Campus is located in room D214, on the second floor of the Science Building (D) facing Carson Street.

Hours of operation are posted on the door and may vary each semester.

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.-9:00 p.m., Fridays, 8:00 a.m.-5:00 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 Success Center provides supplemental learning assistance, tutoring, course material and computer access in an open, inviting, learning environment. Some Math classes require students to complete various supplemental learning assistance activities as part of their class grade. These activities can be completed at the Math success center at LAC under the direct supervision and interaction of Math faculty.

Additionally, the Center provides 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 Success 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 allows students to see filmed lectures on most math topics that are mentioned in their textbooks. DVD's, CD's and Videos are also available.

The Math Success Center is located in D103 on the first floor of the Math and Science Building near the corner of Clark and Carson Streets. Students may use the Math Success Center facilities on a Walk-in basis throughout the semester. They must register for M650 a 0 unit course, and be concurrently enrolled in any math course. **Hours of operation are from 7:00 a.m.-10:00 p.m. Monday through Thursday, from 9:00 a.m.-4:00 p.m. Friday, and from 10:00 a.m. - 4:00 p.m. Saturday.** For further information please call 938-4228.

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 weeks in a row 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 participation in an audited class is subject to the 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 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 are accessible through the online self service system. 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; "P," pass (at least satisfactory-units awarded not counted in G.P.A.); "NP," no pass (less than satisfactory-units not counted in G.P.A.); "RD", report delayed means a grade has not been submitted by the instructor. 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 the timeline given on the incomplete grade contract. The grade must be "A," "B," "C," "D" or "F" except that "P" and "NP" grades may be assigned where the course provides for grading on this basis and the student has elected to be graded on the P/NP 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. Once an Incomplete is assigned by the instructor a student is not eligible to enroll in the same class until the incomplete is resolved.

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.

Withdrawal - The grade of "W" shall be assigned for withdrawal from a class or classes in accordance with the 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,” “P” or “NP.” The grade assigned shall be based on the total semester requirements for the course.
2. **Full semester in length Classes** - If the date of last attendance is within the first two weeks of the class a grade is not recorded. 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. Classes that are less than full-term please see current semester class schedule for withdrawal deadlines.
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 grades as follows: for each unit of credit, the grade of “A” is assigned 4 points; “B,” 3 points; “C,” 2 points; “D,” 1 point; “F,” 0 points. P (pass) and NP (no-pass) units are not counted in one’s GPA.

Change of Grades

All grades are 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 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 a grade will not be recorded. 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.”

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. Unit credit is allowed only once. No credit or grades shall be allowed for unauthorized repeats. All courses except those indicated in section B below, may be repeated only **once** and only under one of the following conditions:
 1. A course may be repeated when a grade of D, F or NC has been recorded. The grade of the repeated course whether higher or lower, will be used for determining the grade point average. Unit credit will be based on the repeated grade only. 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 extenuating 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. 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 repeated courses in which a grade of A, B, C or CR or P has been recorded, the grade of the repeated course shall not be counted in 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. Courses repeated under this criterion will not be used for determining financial aid, scholarship and/or athletics. Unit credit is allowed only once. Neither credit nor grades shall be allowed for unauthorized repeated courses.

- 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. All grades earned for the authorized repeats shall be counted toward the grade point average and are not subject to the repeat rules of Section A. These courses are designated by a suffix. The letters following the course number indicate the number of times the course may be taken: "AB" = twice, "AC" = three times, "AD" = 4 times. 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. Repetition of courses with a grade of A, B, C, or CR, and P shall be permitted when necessary to meet legally mandated training requirement(s), condition of continued paid or volunteer employment.
Enrollment under this provision is limited. Documentation supporting the legal mandated training is required. Please submit the required documentation to the Admissions and records Office.
- D. 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.
- E. Credit by examination is not subject to the course repetition rules.
- F. 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 disregard a portion of a student's prior substandard academic work. Students wishing to disregard prior work must complete the Academic Renewal Petition and submit it to the Admissions and Records Office. Academic Renewal is subject to the following:

- A. The student must have completed 24 units at Long Beach City College with at least a 2.0 cumulative GPA subsequent to the term to be disregarded.

- B. At least (1) calendar year must have elapsed from the time grades to be disregarded were earned.
- C. Courses to be disregard shall be on a semester (or term) basis. All courses in the designated semester will be ignored in determining the requirements for graduation, including GPA, field of concentration, honors, general education and units. Any courses thus ignored, which would otherwise meet a particular requirement, will have to be fulfilled by retaking a course or by other alternative educational means.
- D. Only a maximum of two semesters (or terms) may be disregarded.
- E. All courses 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 disregarded.
- F. Academic Renewal by Long Beach City College does not guarantee that other institutions will honor this action. It is the student's responsibility to insure that his/her transfer institution will approve of academic renewal from Long Beach City College.
- G. Once a certificate or degree is posted at Long Beach City College, academic renewal will not be available.

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, NP and I are counted as incomplete work while entries of A, B, C, D, F and CR and P 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.

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 classes with grades of “A,” “B,” “C,” “D” or “F.” A class taken for a grade of “CR,” “P,” “NC,” “NP” does not count in computing the number of units attempted.

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 shall be dismissed.

Academic dismissal requires the student to complete at least three units during the semester with a semester grade point average of at least 2.0.

Progress dismissal requires the student to enroll in at least three units during the semester. If enrolled in 3 to 5.5 units, the student must complete all units. If enrolled in six or more units, the student must 80% of the course.

Academic and Progress dismissals are recorded at the end of the Spring semester.

Readmission After Dismissal

A dismissed student will not be readmitted to the college for at least one full year, consisting of Fall, Spring and Summer, unless the student has completed the Counseling Intervention and petitioned for readmission by the posted deadline in the Admissions and records Office.

Students desiring to return after one year of dismissal must submit an application and a readmission petition to the Admissions and records Office. The Readmission Committee reviews all petitions.

A dismissed student who is readmitted will be placed on probation and may be subject to further enrollment restrictions.

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 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:

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.

Pass/No Pass Courses and Grading

Some courses allow the student to change the grading option to Pass/No Pass instead of a letter grade. Students may change the grading base option online via student self-service, or by completing and submitting a Pass/No Pass form in the Admissions and Records Office. This process must be completed prior to the thirty percent point of the course. The deadline can be found in the class schedule.

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 pass/no pass grading basis. All courses not applicable to the degree (courses in the 800-band) shall be graded credit/no-credit.

Courses taken on pass/no pass grading 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.

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. Minimum full-time unit load: 18 units
- D. 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 6 units. See high school concurrent application form for specific requirements.

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. Students are required to order official copies of their College Board transcripts with the appropriate Advanced Placement scores and have the transcripts sent to Long Beach City College's office of Admissions and Records. 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 not 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
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.

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. It is up to the Department to determine how many times credit by examination is offered to an individual student per semester and how many times students are allowed to attempt to pass the exam.

1. In addition, the department concerned also determines specific standards of student eligibility.
2. 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.
3. 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.
4. A fee will be charged to take Credit by Examination. The fee will be waived for participants in the High School Articulation Project.

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.

Transfer Credit from other Colleges, Universities and Institutions

It shall be the policy of the Long Beach Community College District to accept unit transfer credit from other appropriately accredited academic and professional institutions, provided that the student establishes residency at Long Beach City College, and satisfies any other curricular or academic limitations imposed by the District.

Responsibilities

- A. The Vice President, Academic Affairs, shall be responsible for the establishment of appropriate standards for the acceptability of transfer credit.
- B. The Dean of Admissions shall be responsible for the enforcement of the standards of acceptability and for maintaining appropriate records on all transfer credit.

Institutions Within the United States

- A. Transfer credit, if otherwise appropriate, shall only be accepted from colleges and universities which have been properly accredited by one of the regional Associations of Schools and Colleges.
- B. The acceptable accrediting associations are the Middle States Association of Colleges and Schools; North Central Association of Colleges and Schools; Southern Association of Colleges and Schools; New England Association of Schools and Colleges; Northwest Association of Schools and Colleges; and the Western Association of Schools and Colleges.

Foreign Institutions

Acceptance of transfer credit from foreign schools shall be subject to the student obtaining, or his or her own expense, a transcript evaluation from a Credentials Evaluation Service as designated by the Dean of Admissions.

Acceptable Credit

- A. Only lower division credit will generally be accepted. An upper division course will only be accepted if the specific course is substantially the same as the corresponding course at Long Beach City College.
- B. Second party credits will not be accepted. Example: School A, whose credits we would normally accept, has itself accepted credits from School B. We will not accept credits from School B through School A, but only directly from School B if otherwise acceptable.
- C. Credits from other schools which are equivalent to one or more of our course offerings, or which may be used in lieu of one or more of our course offerings, may be applied to our degree and certificate requirements as if the coursework were taken here. If not equivalent, transfer credits may only be used for elective credit toward our degree and/or certificates.
- D. Where equivalency of transfer credits is questionable, the Records Office shall solicit the assistance of the School and College Relations Office and the appropriate Instructional Dean or Department Head in determining whether or not a transfer credit is equivalent to our coursework.
- E. Credit for six units, four in Physical Education and two in Health Education, will be granted to any student who supplies proper proof of at least one year of service in the armed forces of the United States.
- F. No credit will be granted for seminars or other instruction conducted by private or public agencies even though the academic level can be shown to be equal to ours. Students in these situations may apply for credit by examination.

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 learning, while working on their job.

Measurable learning objectives are created that the student must successfully accomplish prior to the completion of the semester. This process involves the employer directly and helps identify the learning outcomes of the student employee. The work experience instructor visits each job site to validate the learning environment and working conditions and to ensure good communication between the employer and the college.

The student must enroll in **two** courses: The first course Work Experience (1-3 units) represents the actual “on-the-job” learning and does not involve class time. The second course is the coordination class, Work Experience Issues (1 unit), which meets once a week. The student will enroll in **one** class number which will automatically enroll him/her in both courses. The only exception to this is Fashion Design and Interior Design which do not have the Work Experience and Issues class combined under one class number. Students in these programs must enroll in **two** designated class numbers to be correctly registered

Number of Work hours required for course 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

While successfully completing both the **Work Experience** class and the **Work Experience Issues** class, a student may earn up to four units per semester, not to exceed a total of 16 units (or four semesters) at Long Beach City College. In some circumstances an exception to the General Repetition Rule may be made if only the two or three unit Work Experience class in a

given discipline is offered. In this instance the student would be allowed to exceed the maximum four semester limit. It may be possible for the student to earn the maximum sixteen VCWEE units in the discipline in which the two or three unit classes are offered.

Students must enroll in a minimum of one additional course in the same discipline which the Work Experience/Issues is assigned.

International Students who want to enroll in Vocational Cooperative Work Experience Education in must get a release from the International Student Office prior to enrolling in Work Experience. The office is located at the Liberal Arts Campus, building “O”, room 100. Telephone: (562) 938-4783

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 a veteran.

Additional information on the program and enrollment is available at the Cooperative Work Experience Education Office, located on the Liberal Arts Campus, building “F” Room 106, 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.

Academic Freedom

In the spirit of academic inquiry and in keeping with the code of ethics adopted by the Academic Senate of Long Beach City College, it is the policy of the Board of Trustees that the professional staff shall be free to define and discuss relevant information and concepts in the classroom or any other appropriate forum and shall be free to select materials and methods of presentation.

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 learning 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 to class 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 footwear.
9. Skateboarding, skating and bike riding are prohibited on campus grounds, officers will cite 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 2009-2010

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

PRIOR TO ENROLLMENT at LBCC, students are encouraged to take the LBCC Assessment Test. Submit high school and college transcripts and any Advanced Placement (AP) test scores to Admissions and Records.

CHANGES TO THE GENERAL EDUCATION PLANS (The ABC Guide): The ABC Guide (this handout) is reviewed and updated annually by the Associate Degree/General Education Subcommittee (AD/GE) to incorporate curriculum changes and pertinent information. The ABC Guide is available in the LBCC Catalog, the Schedule of Classes, the LAC and PCC Student Success/Transfer Services Centers, and on the web at <http://osca.lbcc.edu/genedplan.cfm>. Students are responsible for securing an updated copy of the ABC Guide at the beginning of the fall semester. Due to printing deadlines, changes to the ABC Guide may be required after publication of the catalog. If the ABC Guide requires changes after catalog publication, the revised version will be posted on the web at <http://osca.lbcc.edu/genedplan.cfm>.

CERTIFICATION: the process whereby Long Beach City College approves lower-division general education coursework for CSU/UC transfer. Only courses taken from approved lists are eligible for certification of CSU GE-Breadth and/or IGETC. Long Beach City College requires that students must complete a minimum of 12 general education units in residence for certification of CSUGE-B (Plan B). For additional information on certification and residency for Plans A, B, or C, see the CERTIFICATION and RESIDENCY sections on the following pages.

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

CURRICULUM GUIDES: There are two types of curriculum guides; the LBCC Curriculum Guide and the Transfer Curriculum Guide. The LBCC Curriculum Guides contain information on specific fields of concentration and list courses required for the Associate Degree or certificate for that field. The Transfer Curriculum Guides contain lower-division major preparation courses required at specific CSUs, UCs, or privates. The information on the Transfer Curriculum Guide derives from various college catalogs and articulation agreements posted on the www.assist.org web site. To view the LBCC Curriculum Guides and/or the Transfer Curriculum Guides, visit the LBCC web site at <http://osca.lbcc.edu>. To view the most current articulation agreements, visit www.assist.org. The ASSIST database is the official repository of articulation and transfer for the State of California.

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 and meet with a counselor. Students may also find information for private universities through The Association of Independent California Colleges and Universities (AICCU) web site at www.aiccu.org. A counselor may assist students with developing 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.

- PLAN A -

ASSOCIATE DEGREES (AA/AS)

These general education (GE) requirements are designed for students planning to obtain an Associate Degree. The GE requirement is only a component of the Associate Degree. Refer to "Degrees and Programs-Plan A" in the LBCC catalog for complete degree requirements.

NOTE: Effective Fall 2009, all California Community Colleges have established new graduation proficiency requirements in Math and English. The new requirements are reflected below in the Plan A PROFICIENCIES section. These changes apply to all students who begin courses at LBCC in Fall 2009 and students who may have a break in enrollment at LBCC who resume courses in Fall 2009 or later.

Associate Degrees (AA/AS) General Information Preparing for Graduation: Fill out the "Request for Graduation" form and submit it to the Records Office no later than the seventh week of the last semester of the program.

Dual Majors: See a counselor for information.

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 effect at the time work for the second degree is started.

- PLAN B -

CALIFORNIA STATE UNIVERSITY (CSU GE-Breadth)

These requirements are designed for students planning to transfer to the *California State University (CSU) System*. Courses on this pattern are lower-division general education breadth requirements specific to the California State University System and used to obtain full or partial certification.

California State University

On-Line Application at www.csumentor.edu

Priority Application Filing Periods:

Fall Quarter/Semester: October 1 - November 30
Winter Quarter/Semester: June 1 - 30
Spring Quarter/Semester: August 1 - 30
Summer Quarter: February 1 - 28

- PLAN C -

UNIVERSITY OF CALIFORNIA & CALIFORNIA STATE UNIVERSITY INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

These requirements are designed for students transferring to the *University of California (UC) System* or the *California State University (CSU) System*. Courses on this pattern are lower-division general education requirements unique to IGETC and established by the UC and CSU. Students **MUST** meet with an LBCC counselor to initiate and complete the IGETC Certification process.

University of California

On-Line Application at www.ucop.edu/pathways

Priority Application Filing Periods:

Fall Quarter/Semester: November 1 - 30
Winter Quarter: July 1 - 31
Spring Quarter: October 1 - 31
(except Berkeley)
Spring Semester -
UC Merced: July 1 - 31

**- PLAN A -
ASSOCIATE DEGREES (AAVAs)**

**- PLAN B -
CALIFORNIA STATE UNIVERSITY (CSU GE-Breadth)**

**- PLAN C -
UC & CSU
INTERSEGMENTAL GENERAL EDUCATION
TRANSFER CURRICULUM (IGETC)**

<p>CONTINUOUS ENROLLMENT AND ATTENDANCE</p>	<p><input type="checkbox"/> CONTINUOUS ENROLLMENT is enrollment in and receiving a grade (A, B, C, D, F, P or NP) 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 <u>Degrees and Programs</u> section of the Catalog.</p>	<p><input type="checkbox"/> CONTINUOUS ENROLLMENT AND CONTINUOUS 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.</p> <p>Note: Please check with a counselor regarding major admissions requirements.</p> <p>STUDENTS WHO HAVE NOT ATTENDED COLLEGE FOR A SEMESTER (NOT INCLUDING SUMMER) MAY STILL MEET THE REQUIREMENTS OF <u>CONTINUOUS ENROLLMENT & CONTINUOUS ATTENDANCE</u>. REFER TO <u>DEGREES AND PROGRAMS</u> SECTION OF THE CATALOG.</p>	<p><input type="checkbox"/> CONTINUOUS ENROLLMENT AND CONTINUOUS ATTENDANCE required to insure catalog rights.</p> <p>Note: Please check with a counselor regarding major admissions requirements.</p>
<p>RESIDENCY</p>	<p><input type="checkbox"/> For the field of concentration (LBCC Major), 50% of the requirements as defined by the appropriate curriculum guide must be completed at LBCC.</p> <p><input type="checkbox"/> And, one of the following must be met:</p> <p>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.</p>	<p><input type="checkbox"/> A MINIMUM OF 12 GENERAL EDUCATION UNITS MUST BE COMPLETED IN RESIDENCE 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.</p>	<p><input type="checkbox"/> 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 may be used for certification. Students who begin their college work at any UC may NOT use the IGETC to transfer back to the same UC.</p>
<p>GRADE POINT AVERAGE (G.P.A.) REQUIREMENT</p>	<p><input type="checkbox"/> 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.</p>	<p><input type="checkbox"/> FOR ADMISSION: Generally, 2.0 overall G.P.A. in CSU transferable units. (LBCC courses numbered 1-99 are CSU transferable). Majors may require a higher G.P.A. (See application and major requirements for more information).</p>	<p><input type="checkbox"/> FOR ADMISSION: A minimum 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 application and major requirements for more information). For CSU, see Plan B.</p>
<p>CERTIFICATION</p>	<p>Not applicable</p>	<p><input type="checkbox"/> A grade of "C" or better is required for each class in Areas A1, A2, A3 & B4. The "C" grade must be equivalent to a 2.0 G.P.A. to qualify.</p>	<p><input type="checkbox"/> A grade of "C" or better is required in each class.</p>
<p>UNITS</p>	<p><input type="checkbox"/> FOR GRADUATION: Minimum of 60 AAVAS applicable units (courses numbered 1-599). Some fields of concentration may require more units; consult appropriate curriculum guide for information.</p> <p>Note: Courses numbered 600-899 are NOT applicable to the 60 unit minimum required for graduation. Examples of this include: English 801A-B, 895AB, Math 805.</p>	<p><input type="checkbox"/> 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 CSUs.</p> <p>A maximum of 70 transferable semester units earned at a California community college will be accepted by a CSU toward a Bachelor's Degree.</p>	<p><input type="checkbox"/> 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. All LBCC/UC transferable courses are listed at www.assist.org. Only 14 UC transferable units may be completed on a P/NP basis.</p> <p>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.</p>
<p>PROFICIENCIES</p>	<p>A.A.S. GRADUATION PROFICIENCY REQUIREMENTS:</p> <p><input type="checkbox"/> MATHEMATICS: A qualifying score on the LBCC Assessment Test which places a student in Mathematics 37, 37H, 40, 45, Statistics 1, 1H, or higher; or successful completion with a grade of "C" or better in a college math course at the level of Mathematics 120 or 130A or 130 or higher.</p> <p><input type="checkbox"/> WRITING: Complete English 1 or 1H with a grade of "C" or better.</p> <p><input type="checkbox"/> READING: Satisfying this proficiency may be achieved by any one of the following:</p> <ul style="list-style-type: none"> A qualifying score achieved 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. <p><input type="checkbox"/> INFORMATION COMPETENCY: (Information Competency replaced Computer Proficiency in Fall 2006) 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: (Courses must be completed with a grade of "C" or better)</p> <p>INFORMATION: English: 1, 1H, 3, 3H Library: 1, 3</p> <p>AND</p> <p>TECHNOLOGY: Computer & Business Information Systems: 6A Computer Applications: 34, 35, 44D, 44E, 47A, 47A, 211 Computer/Typing Keyboarding: 200, (200B+200C)+ Computer and Information Science: 1 Computer Proficiency for Academic Success: 1, 10</p>	<p>There are NO proficiencies required by the California State Universities.</p>	<p><input type="checkbox"/> 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:</p> <ul style="list-style-type: none"> 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: <p>Chinese: 2 Communicative Disorders: 2B, 3A, 3B French: 2, (2A+2B)+, 3, 4 German: 2, (2A+2B)+, 3, 3H, 4, 4H Italian: 2, (2A+2B)+, 3 Japanese: 2 Spanish: 2, (2A+2B)+, 3, 3H, 4, 9, 10</p> <p>+ -Both courses must be completed to satisfy the requirement.</p>

2009-10 LONG BEACH CITY COLLEGE GENERAL EDUCATION PLANS

- PLAN A -

ASSOCIATE DEGREES (AA/AS) GENERAL EDUCATION REQUIREMENTS

These are the General Education (GE) requirements for the Associate Degree at LBCC. A minimum of 24 GE units is required in Plan A for the A.A. degree. A minimum of 18 GE units is required in Plan A for the A.S. degree.

- PLAN B -

CALIFORNIA STATE UNIVERSITY (CSU GE-Breadth)

This plan is for any of the California State Universities LBCC requires students to complete a minimum of 12 general education units in residence for certification of CSUGE-B.

Note: Students must see a counselor to apply courses from other schools to this plan.

- PLAN C -

UC & CSU INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

This plan enables a student to fulfill the lower-division general education requirements for either the California State University (CSU) or University of California (UC) systems. A "C" grade minimum is required for each course.

ENGLISH COMPOSITION	<p>One Class Required (3 Units Minimum) English: 1, 1H</p>	<p>Area A2--One Class Required English: 1, 1H</p>	<p>Area 1A--One Class Required for UC & CSU English: 1, 1H</p>
COMMUNICATION AND ANALYTICAL THINKING	<p>One Class Required (3 Units Minimum) Computer & Business Information Systems: 8B, 216A Computer Science: 11, 21 Electricity: 225 English: 3, 3H or Reading: 82, 83, 84 Library: 3 Mathematics: 27, 28, 37, 37H, 40, 45, 47, 50, 60, 70, 80, 84, 120, 130, 130A, 130B Philosophy: 11, 12 Speech: 10, 20, 25, 30, 60 Statistics: 1, 1H</p>	<p>FOR CSU ADMISSION: • 60 CSU transferable units • 30 units of GE (part of 60 units) • Areas A1, A2, A3, and B4 with a grade of "C"/"P" or better (AKA: Golden 4) • 2.0 overall minimum transfer GPA for non-impacted majors (actual competitive GPA could be higher)</p>	<p>Area 1B--One Class Required for UC & CSU English: 3, 3H</p> <p>Area 1C--One Class Required (CSU ONLY) Speech: 10, 30, 60</p>
MATHEMATICS	<p>No class required, but proficiency must be met. For more information, see Mathematics Proficiency section below.</p>	<p>Area B4 One Class Required (3 Units Minimum) Mathematics: 27, 28, 37, 37H, 40, 45, 47, 50, 60, 70, 80, 84 Statistics: 1, 1H</p>	<p>Area 2--One Class Required (3 Units Minimum) Mathematics: 37, 37H, 45*, 47*, 50, 60*, 70, 80, 84 Statistics: 1, 1H</p>
NATURAL SCIENCES	<p>One Class Required (3 Units Minimum) Physical Sciences: Astronomy: 1, 1L Chemistry: 1A, 1B, 2, 3, 12A, 12B Environmental Science: 1 Geology: 1, 1H, 2, 2F, 2L, 3, 3H, 4, 5, 7AD, 16, 17, 18 Physical Geography: 1, 2 Physics: 2A, 2B, 3A, 3B, 3C, 10 Biological Sciences: Anatomy: 1, 41 Biology: 1A, 1B, 2, 5, 11, 18, 20, 20H, 22, 25, 28, 30, 31, 37, 41, 41H, 41L, 60, 60L, 61 Physiology: 1</p>	<p>Areas B1, B2, and B3 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 Sciences Astronomy: 1, 1L* Chemistry: 1A*, 1B*, 2*, 3* Environmental Science: 1 Geology: 1*, 1H*, 2*, 2F, 2L*, 3, 3H*, 4*, 5, 7AD, 18 Physical Geography: 1, 2 Physics: 2A*, 2B*, 3A*, 3B*, 3C*, 10* AND One Class Required From Area B2: Biological Sciences Anatomy: 1*, 41* Biology: 1A*, 1B*, 2*, 5*, 11, 20*, 20H*, 22, 25, 30*, 41, 41H, 41L*, 60, 60L*, 61 Physiology: 1*</p>	<p>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 Sciences: Astronomy: 1, 1L* Chemistry: 1A*, 1B*, 2**, 3* Geology: 1*, 1H*, 2*, 2L*, 3, 3H*, 5, 18 Physical Geography: 1, 2 Physics: 2A*, 2B**, 3A**, 3B**, 3C**, 10** AND One (3 Units Minimum) Class Required: Biological Sciences: Anatomy: 1**, 41** Biology: 1A*, 1B*, 2*, 5**, 20*, 20H*, 30**, 41*, 41H*, 41L*, 60*, 60L**, 61* Physiology: 1**</p>
AMERICAN HISTORY	<p>One Class Required (3 Units Minimum) History: (8A+8B)*, (8AH+8BH)*, 10, 10H, 11, 11H, 25, 27A, 27B (Not required for the AS Degree)</p>	<p>(For CSU Graduation Only) 3 Units Minimum Required History: (8A+8B)*, (8AH+8BH)*, 10, 10H, 11, 11H</p>	<p>Area 7 (For CSU Graduation Only) 3 Units Minimum Required History: (8A+8B)*, (8AH+8BH)*, 10, 10H, 11, 11H</p>
POLITICAL SCIENCE	<p>One Class Required (3 Units Minimum) Political Science: 1, 1H, 3 (Not Required for AS Degree)</p>	<p>(For CSU Graduation Only) One Class Required (3 Units Minimum) Political Science: 1, 1H</p>	<p>Area 7 (For CSU Graduation Only) One Class (3 Units Minimum) Required Political Science: 1, 1H</p>
PHYSICAL EDUCATION ACTIVITY	<p>3 Units Minimum (complete option A OR B): Option A: Two P.E. activity classes (a minimum of 1 semester unit) AND one of the following: (Health Education 2) or (Biology (60 + 61) + Psychology 1)* or (Anatomy 41 + Diagnostic Medical Imaging 60 + Psychology 1)* or (Anatomy 1 + Physiology 1 + Psychology 1)* OR Option B: One class chosen from: Health Education 3, 4, 5, or Food and Nutrition 20 Note: Completion of this requirement also satisfies the Health Education requirement listed below.</p>	<p>One Unit required if Health Education 2 option is chosen in Health Education requirement below.</p>	<p>No specific Physical Education requirement.</p>

<p>HUMANITIES AND ARTS</p>	<p>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, 43AD, 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, 49, 49H, 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*, 7* Interior Design: 80, 90 Italian: 1, 1A, 1B Japanese: 1, 1A, 1B, 2 Music: 6, 30A, 30B, 31, 32, 33B, 35, 40, 40H, 89 Philosophy: 3*, 6, 6H, 7, 7H, 8, 9, 14 R/TV: 1 Spanish: 1, 1A, 1B, 2, 2A, 2B, 3, 3H, 4, 4H, 8AD, 9, 10, 25A, 25B, 25C, 25D Speech: 50 Theater Arts: 1, 25, 30 Vietnamese: 1, 1A, 1B</p>	<p>Area C--Three Classes Required (9 Units Minimum) NOTE: Students must complete one class from both Areas C1 and C2 and a second course from either Area (for a total of 3 classes). 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, 32, 33B, 35, 40, 40H, 89 R/TV: 1 Speech: 50 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, 49, 49H, 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*, 10H*, 11*, 11H*, 18, 25, 27A, 27B Social Science: 1*, 1H*, 7* Humanities: 1*, 1H*, 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)*</p>	<p>Area 3--Three Classes Required (9 Units Minimum) NOTE: Students must complete one class from both the Arts and Humanities lists and a second course from either list (for a total of 3 classes). 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, 32, 33B, 35, 40, 40H, 89 Theater 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, 49*, 49H*, 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*, 10H*, 11*, 11H*, 18, 25, 27A, 27B Humanities: 1*, 1H*, 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</p>
<p>PROFICIENCIES</p>	<p>See Reverse</p>	<p>Area D--Three Classes Required (9 Units Minimum) NOTE: Courses must be taken in at least two different disciplines (D1-D0). D1 Anthropology: 1, 1H, 2, 2H, 3, 10 D2 Economics: 1A, 1AH, 1B, 1BH, 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 Economics 5*, Geography 5*, Humanities: 1*, 1H*, 7*, Philosophy 3*, Social Science: 1*, 1H*, 7*, Speech: 25; Child Development: 45 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, 40</p>	<p>Area 4--Three Courses Required (9 Units Minimum) NOTE: Courses must be taken in at least two different disciplines (4A-4J). 4A Anthropology: 1, 1H, 2, 2H, 3, 10 4B Economics: 1A, 1AH, 1B, 1BH, 4 4E Geography: 2, 40 4G Economics 5*; Geography 5* Humanities: 1*, 1H*, 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, 40</p>
<p>SOCIAL SCIENCES</p>	<p>See Reverse</p>	<p>3 Units Minimum (complete option A OR B): Option A: One class chosen from: Health Education 3, 4, 5, or Food and Nutrition 20 OR Option B: Two P.E. activity classes (a minimum of 1 semester unit) AND one of the following: Biology (60 + 61) + Psychology 1* or (Health Education 2) or Biology (60 + 61) + Psychology 1* or Anatomy 41 + Diagnostic Medical Imaging 60 + Psychology 1* or Anatomy 1 + Physiology 1 + Psychology 1* Note: Completion of this requirement also satisfies the Physical Education requirement listed above.</p>	<p>Area E--Lifelong Understanding & Self-Development (3 Units Required) Complete one course from: Child Development-Early Childhood Education 45, 47; Counseling 7; Food and Nutrition 20; Health Education 3, 4, 5, 10*, Psychology 4, 10* OR Complete one of the following: (Health Education 2 + 1 unit P.E. Activity)* or (Physical Education Professional Preparation 41 + 1 unit P.E. Activity)*</p>
<p>HEALTH EDUCATION (Plan A)</p>	<p>See Reverse</p>	<p>*-Indicates course limitations may exist. For an explanation or limitations, please refer to the University of California Transfer Course Agreement, which is available on the ASSIST web site at (www.assist.org) as UC Transferable Courses. Or, for more information, consult a counselor.</p>	<p>Area 5--Lifelong Understanding & Self-Development Requirement No Specific Health Education or Lifelong Understanding & Self-Development Requirement</p>
<p>LIFELONG UNDERSTANDING & SELF-DEVELOPMENT (Plan B)</p>	<p>See Reverse</p>	<p>*-Indicates course is interdisciplinary and is the same course as its cross-listed counterparts. 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. ECON 5 = GEOG 5; The Global Economy HUMAN 1/1H = SOGSC 1/1H; Comparative World Cultures/Honors CWC HUMAN 3 = PHIL 3; Intro to Issues/Phil, Psych & Religion HUMAN 7 = SOGSC 7; American Pluralism and Identity HLED 10 = PSYCH 10; Human Sexuality</p>	<p>Area 6--Foreign Language Proficiency - See Reverse</p>
<p>No specific requirement</p>	<p>See Reverse</p>	<p>*-Indicates course is interdisciplinary and is the same course as its cross-listed counterparts. 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. ECON 5 = GEOG 5; The Global Economy HUMAN 1/1H = SOGSC 1/1H; Comparative World Cultures/Honors CWC HUMAN 3 = PHIL 3; Intro to Issues/Phil, Psych & Religion HUMAN 7 = SOGSC 7; American Pluralism and Identity HLED 10 = PSYCH 10; Human Sexuality</p>	<p>Area 4--Three Courses Required (9 Units Minimum) NOTE: Courses must be taken in at least two different disciplines (4A-4J). 4A Anthropology: 1, 1H, 2, 2H, 3, 10 4B Economics: 1A, 1AH, 1B, 1BH, 4 4E Geography: 2, 40 4G Economics 5*; Geography 5* Humanities: 1*, 1H*, 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, 40</p>

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 **certificate of Achievement** is defined as a course of study consisting of at least 18 units; a **certificate of Accomplishment** 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 **certificates of Achievement** and **certificates of Accomplishment** 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 *60 transferable semester (90 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-G” 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-G” 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-G” 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 Certificate of Accomplishment, a Certificate of Achievement, an Associate in Arts or an Associate in Science Degree or appropriate preparation for transfer to a four-year college or university.

Certificate (Achievement or Accomplishment) 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.

ACH=**Certificate of Achievement** – 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	ACH	
X	X	X	Accounting
	X	X	Accounting Clerk
X	X	X	Business Administration (Transfer)
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

X	X	X	Computer Applications Specialist
X	X	X	Computer and (Bus. Info Systems and Computer Science)

Computer & Office Technologies

	X	X	Administrative Assistant
X	X	X	Computer Applications Specialist
	X	X	Customer Service Representative
	X	X	Data Entry
	X	X	Legal Secretary
	X	X	Office Assistant
	X	X	Word Processing

Tourism/Baking/Culinary Arts

	X	X	Baking
	X	X	Culinary Arts
	X	X	Hotel Management
	X	X	Food & Beverage Management

SOCIAL SCIENCE

Public Services

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

X	X		Social Sciences
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SCHOOL OF CREATIVE ARTS & APPLIED SCIENCE

CREATIVE ARTS

Art

X	X		Art
	X	X	Desktop/Media Publishing
X	X	X	Photography

Fine Arts

T	A	ACH	
	X		Fine Arts

Music/Radio/Television

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	Radio/Television: Multimedia Production
X	X	X	Radio/Television: Performance
X	X	X	Radio/Television: Producer

Speech Communication

X	X		Speech Communication
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Theatre Arts

X	X		Dance
X	X		Film
X	X		Theatre: Acting, Technical and General

APPLIED SCIENCES

Child/Adult Development

X	X		Child Development
	X	X	Child Development: Early Childhood Education
	X	X	Child Development: School Age Child Care
	X	X	Child Development: 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

X	X		Biological Sciences
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Mathematics & Engineering

X	X		Engineering
X	X		Mathematics

Physical Science

X	X		Physical Sciences
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NURSING & ALLIED HEALTH

Allied Health

T	A	ACH	
	X	X	Medical Assisting: Clinical and/or Administrative Certificate
	X	X	Diagnostics Medical Imaging (Rad Tech)

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

	X	X	Desktop/Media Publishing
X	X		English: Language & Literature, Creative Writing
X	X	X	Journalism: Newspaper/Magazine, Public Relations, Publication Spec Photojournalism
		X	

Foreign Language

X	X	X	Foreign Language
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**SCHOOL OF LEARNING RESOURCES,
TEACHING & TECHNOLOGIES**

	X	X	Library Technician
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**SCHOOL OF PHYSICAL EDUCATION &
ATHLETICS**

X	X		Physical Education/Recreation
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**SCHOOL OF TRADES & INDUSTRIAL
TECHNOLOGIES**

Aeronautics

X	X	X	Aeronautics Program-Aviation Maintenance
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AutoBody

	X	X	Auto Body Repair
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Auto Mechanics/Diesel

	X	X	Advanced Transportation Technology: Alternate Fuels
	X	X	Advanced Transportation Technology: Electric Vehicles
	X	X	Auto Mechanics
	X	X	Diesel Mechanics

Construction & Related Trades

	X	X	Air Conditioning/Refrigeration- Theory and Practical Experience
	X	X	Air Conditioning/Refrigeration- Carpentry Tech/Trade Home Remodel & Repair
	X	X	Horticulture
	X	X	Mechanical Maintenance Tech
	X	X	Woodworking Technologies

Drafting

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

T A ACH

X	X	X	Machine Operator/Manufacturing Technology
X	X	X	Numerical Control Tech/Manufacturing Technology
X	X	X	Tool Designer

Electricity

X	X	Electrical Technology
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Manufacturing Technology

X	X	Machine Tool Technology
X	X	Sheet Metal
X	X	Welding Technology (Prep)

INTERDISCIPLINE STUDIES

X	Liberal Arts
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CERTIFICATE OF ACCOMPLISHMENT

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

CERTIFICATE OF ACCOMPLISHMENT

3D Studio MAX – Animation Technician
3D Studio MAX – Modeling Technician
3D Studio MAX – Texture and Lighting Technician
3D Studio MAX - Technical Design Animator
Activity/Recreation Leadership Training
Advanced Transportation Technology – Light-Medium Duty Alternate Fuels
Advanced Transportation Technology – Electric Vehicle
Advanced Transportation Technology – Heavy Duty Alternate Fuels
Application Developer
Arc Welding
Arc Welding and Fabrication
AutoCAD I, Fundamentals
AutoCAD II, Advanced Concepts
AutoCAD III, Visualization, Rendering, Animation
Baking and Pastry 1
Baking and Pastry 2
Basic Business Communication
Basic Computing and Internet Literacy

Basic Customer Service
Basic Data Entry
Basic Legal Office Procedures
Basic Office Computer Skills
Basic Office Skills
Basic Word Processing
CAD Professional
Carpenter Trainee
Chemical Dependency
Child Development Permit Specialization-Child Health & Safety
Child Development Permit Specialization-Children with Exceptional Needs
Child Development Permit Specialization- Early Literacy
Child Development Permit Specialization-Family Child Care
Child Development Permit Specialization-Infant/Toddler
Child Development Permit Specialization-School Age
Child Development – Early Childhood Education-Associate Teacher
Child Development – Early Childhood Education-Assistant Teacher
Computer Tech A+ Preparation
Commercial Cake Decorating
Commercial Formal Buffet
Criminal Forensics
Emergency Medical Technician
Family Development
Food Preparation 1
Food Preparation 2
Food Preparation 3
Food Service Sanitation
Gas Tungsten Arc Welding (GTAW)
Health Unit Coordinator
Home Remodeling & Repair Technician

CURRICULUM GUIDES

Drafting, Mechanical Design
Drafting, Mechanical Design
Drafting, Mechanical Design
Drafting, Mechanical Design
Human Services
Advanced Transportation Technology

Advanced Transportation Technology – Electric Vehicle
Advanced Transportation Technology

Computer Business Information Systems/Computer Science
Welding Technology (Prep Program)
Welding Technology (Prep Program)
Drafting, Mechanical Design
Drafting, Mechanical Design
Drafting, Mechanical Design
Baking, Culinary Arts
Baking, Culinary Arts
Administrative Assistant, Word Processing
Administrative Assistant, Computer Applications Specialist, Office Assistant
Customer Service Representative
Data Entry, Customer Service Representative
Legal Secretary
Office Assistant, Word Processing
Administrative Assistant, Legal Secretary, Office Assistant
Medical Transcription, Office Assistant, Word Processing
Drafting, Mechanical Design
Carpentry
Human Services – Alcohol & Drug Studies
Child Development: Early Childhood Education

Child Development: Early Childhood Education
Child Development: Early Childhood Education
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Child Development: Early Childhood Education
Child Development: Early Childhood Education
Child Development: Early Childhood Education
Child Development: Early Childhood Education

Computer Business Information Systems/Computer Science
Baking, Culinary Arts
Culinary Arts
Administration of Justice
Medical Assistant
Child Development: Early Childhood Education
Baking, Culinary Arts
Culinary Arts
Culinary Arts
Baking, Culinary Arts
Welding Technology (Prep Program)
Medical Assistant
Carpentry

CERTIFICATE OF ACCOMPLISHMENT

Hotel, Restaurant: Institutional Cooking 1
Hotel, Restaurant: Institutional Cooking 2
Information Security
Introduction to Baking
Introduction to Chocolate
Java Web Programmer
Magnetic Resonance Imaging Technology
Mammography
Medical Insurance Billing

Microsoft Access

Microsoft Excel

Microsoft Office

Microsoft Windows System Administration
Microsoft Word

Network Cabling Specialist
Network Installation
Network Installation and Design
Nutrition for Culinary Arts
Oracle Database Administrator (DBA) Associate
Oracle Developer Associate
Oracle Developer Professional
Oxygen Acetylene Welding/Cutting
Phlebotomy
Pre-apprenticeship Training
Professional Gourmet Cooking
ProTools Assistant
Quick Service Tech – Brake Inspection
Quick Service Tech – Lubrication Service
Quick Service Tech – Tire Service
Radiologic Technology Fluoroscopy Permit
Real Estate Appraisal
Real Estate Lending
Real Estate Property Management
Real Estate Salesperson
Shielded Metal Arc Welding (ARC)
Structural Certification
Studio Assistant
Traffic Signals Systems 1
Vocational Media – Commercials
Vocational Media – Film Acting
Vocational Media – Voice-Over
Web Construction
Windows Network Administrator

CURRICULUM GUIDES

Culinary Arts
Culinary Arts
Computer Business Information Systems/Computer Science
Baking, Culinary Arts
Culinary Arts
Computer Business Information Systems/Computer Science
Diagnostic Medical Imaging
Diagnostic Medical Imaging
Medical Assistant

Administrative Assistant, Computer Application Specialist,
Data Entry
Administrative Assistant, Computer Application Specialist,
Customer Service Representative, Office Assistant, Word
Processing
Administrative Assistant, Computer Application Specialist,
Customer Service Representative, Office Assistant
Computer Business Information Systems/Computer Science
Administrative Assistant, Computer Application Specialist,
Customer Service Representative, Legal Secretary, Medical
Transcription, Office Assistant, Word Processing
Electrical Technology
Electrical Technology
Electrical Technology
Culinary Arts
Computer Business Information Systems/Computer Science
Computer Business Information Systems/Computer Science
Computer Business Information Systems/Computer Science
Welding Technology (Prep Program)
Medical Assistant
Carpentry

Culinary Arts
Recording Engineer, Record Producer
Auto Mechanics
Auto Mechanics
Auto Mechanics
Diagnostic Medical Imaging
Real Estate
Real Estate
Real Estate
Real Estate
Welding Technology (Prep Program)
Welding Technology (Prep Program)
Recording Engineer, Record Producer
Electrical Technology
Theatre Arts
Theatre Arts
Theatre Arts
Computer Business Information Systems/Computer Science
Computer Business Information Systems/Computer Science

CERTIFICATE OF COMPLETION

NONCREDIT CERTIFICATE OF COMPLETION

The NONCREDIT CERTIFICATE OF COMPLETION is based on hours of instruction rather than on credit. The Noncredit Certificate of Completion was created in response to Senate Bill 361 (SB 361), which encourages California Community Colleges to offer certificates leading to improved employability or job opportunities.

Courses leading to a Noncredit Certificate of Completion are in the area of Career Development or College Preparation and must be part of one of the following: (1) a short-term vocational program with high employment potential; (2) a sequence of courses in (A) elementary or secondary basic skills including sequences of courses leading to a high school diploma; (B) workforce preparation in the basic skills of speaking, listening, reading, writing, mathematics, decision-making, and problem-solving skills that are necessary to participate in job-specific technical training; or (C) English as a Second Language (ESL) or Vocational English as a Second Language (VESL).

CERTIFICATE OF COMPLETION

NONCREDIT CERTIFICATE OF COMPETITION

Basic Skills for the Workplace (BAE)

English for Every Day (ESL)

ADVISORY GUIDE

College and Workforce Preparation

College and Workforce Preparation

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.

▲ Any of these courses may be taken as a 300 band course.

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

ACCOUNTING

Certificate of Achievement 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 of Achievement 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. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4328 or go to the department website @<http://business.lbcc.edu>.

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

Certificate of Achievement 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 of Achievement 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

Certificate of Achievement and/or Associate in Arts and/ or Certificate of Accomplishment

Students are prepared for entry-level 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 of Achievement will prepare students for an entry-level position in a variety of entry level employment opportunities within the criminal justice system such as Law Enforcement, Corrections, and the Courts. This Associate Degree will prepare students for career advancements in Law Enforcement, Corrections, and the Courts. 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 Intro. to Administration of Justice	3
ADJUS 3 Intro. to Criminal Procedures	3
ADJUS 4 Criminal Law	3

ADJUS 5 Community and Human Relations	3	ADJUS 19 Fingerprint Classif & Identification	3
ADJUS 6 Intro. to Evidence	3	ADJUS 255 Intro to Forensics	3
ADJUS 8 Introduction to Investigation	3	Subtotal units	18
Subtotal Units	18		
IN ADDITION, select SIX (6) units from the following:		IN ADDITION, select ONE of the following:	
ADJUS 10 Writing for Criminal Justice	3	ADJUS 3 Criminal Procedures or	3
ADJUS 12 Crime and Delinquency	3	ADJUS 4 Criminal Law or	3
ADJUS 14 Juvenile Law and Procedure	3	ADJUS 10 Writing for Criminal Justice or	3
ADJUS 16 Vice, Narcotics and Organized Crime	3	ADJUS 17 Computer Usage in Criminal Justice	3
ADJUS 17 Computer Use in Criminal Justice	3	Subtotal Units	3
ADJUS 18 Police Field Operations	3	TOTAL UNITS	15
ADJUS 19 Fingerprint Classification & 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 61AD Defensive Tactics (F, Sp)	1		
ADJUS 62AB Firearms (F, Sp)	1		
ADJUS 200 Constitutional Law for Criminal Law	3		
ADJUS 253 Understanding Domestic Violence	3		
ADJUS 255 Introduction to Forensics (F, Sp)	3		
ADJUS 269 Pre-Employ Prep for Law Enforcement	3		
ADJUS 271AD or 272AD or 273AD – Work Experience	3		
- Adm. of Justice	2:2 or 3:3 or 4:4		
PUBAD 1 Intro. to Public Administration	3		
PUBAD 4 Fundamentals of Supervision	3		
Subtotal units	6		
TOTAL UNITS	24		

CERTIFICATE OF ACHIEVEMENT

REQUIRED CORE COURSES	UNITS
ADJUS 2 Intro. Administration of Justice	3
ADJUS 3 Intro. to Criminal Procedures	3
ADJUS 4 Criminal Law	3
ADJUS 5 Community and Human Relations	3
ADJUS 6 Introduction to Evidence (F, Sp)	3
Subtotal units	15

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

†ENGL 1 Reading & Composition	4
†ENGL 105 Fundamentals of Writing	4
POLSC 1 Intro. to Government	3
PSYCH 1 Intro. to Psychology	3
SOCIO 1 Intro. 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 Certificate of Achievement)	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 ACCOMPLISHMENT

Criminal Forensics Certificate

REQUIRED COURSES	UNITS
ADJUS 6 Intro to Evidence	3
ADJUS 8 Intro to Investigations	3

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

Certificate of Achievement and/or Associate in Arts or Certificate of Accomplishment

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 Certificate of Achievement prepares students for an intermediate-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

CAOTC 31A Microsoft Windows Operating Sys, Beg	1
CAOTC 39C, D Word for Windows, 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 for Windows	2
CAOTC 246 Financial Applications	3
CAOTO 15 Business Communications	3
CAOTO 214A Filing 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 Word for Windows, Levels 1, 2	1:1
CAOTC 41E, J Excel for Windows, Levels 1, 3	1:1
CAOTC 42A, B Publisher for Windows, Levels 1,2	1:1
CAOTC 44E PowerPoint for Windows, Advanced	1
CAOTC 47B Access for Windows, Advanced	3
CAOTC 211 OpenOffice.org	1
CAOTC 215B Electronic Records Management	2

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

CAOTC 230 Adobe Acrobat for the Office	3
CAOTC 235 Microsoft Office- Expert	3
CAOTC 265 Computer Transcription	2
CAOTO 30 Business Calculating Machines	2
CAOTO 222 Job Search Skills	3
CAOTO 262 Software Skills for the Workplace	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 ACCOMPLISHMENT:**Basic Business Communications Certificate**

REQUIRED COURSES	UNITS
CAOTC 39A Word for Windows, Beginning	1
CAOTC 44D PowerPoint for Windows, Beginning	1
CAOTO 15 Business Communications	3
CAOTO 261 Business English	3
CAOTO 262 Software Skills for the Workplace	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	3
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.

Microsoft Office Certificate

REQUIRED COURSES	UNITS
CAOTC 35 Microsoft Office- Specialist	3
CAOTC 235 Microsoft Office-Expert	3
TOTAL UNITS	6

Basic Office Skills Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Word for Windows, Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTO 214A Filing 1	1
CAOTO 260 Business Telephone Procedures	1
and Either both of these courses	
CAOTT 200A Beginning Typing/Keyboarding 1	1
CAOTT 200B Beginning Typing/Keyboarding 2	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.

Microsoft Access Certificate

REQUIRED COURSES	UNITS
CAOTC 47A Access for Windows, Beginning	3
CAOTC 47B Access for Windows, Advanced	3
TOTAL UNITS	6

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 Word for Windows, Beg	1
CAOTC 39B Word for Windows, Int	1
CAOTO 39C Word for Windows, Adv	1
CAOTO 39D Word for Windows, 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****Certificate of Achievement and/or Associate in Science or Certificate of Accomplishment**

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 Auto Electrical & Fuel Systems	9
AMECH 236 Automotive Emissions & Computers Control	9
AMECH 438 Auto Emission Controls (F-night)	6
AMECH 440 Automotive Computer Systems (night)	6
AMECH 442 Automotive Fuel Systems (F-night)	6
AMECH 444 Automotive Electrical Systems (night)	6
DIESL 282 Cummins 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 ACCOMPLISHMENT:****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

**Certificate of Achievement and/or Associate in Science
or Certificate of Accomplishment**

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 Repair	9
ABODY 240 Automotive Refinishing I	4.5
ABODY 419AD Auto Body Repair	4
AMECH 233 Auto Electrical & Fuel Systems	9
AMECH 236 Automotive Emissions & Computer Control	9
AMECH 438 Auto Emission Controls (F-night)	6
AMECH 440 Automotive Computer Systems (night)	6
AMECH 444 Automotive Electrical Systems (night)	6
DIESL 391B Heavy Equipment Electrical Systems	5
SHMET 201 Sheet Metal 1	10
SHMET 220A Surface Development & Fabrication 1	5
SHMET 420AD Sheet Metal Fabrication	2
Subtotal Units	6
TOTAL UNITS	18.5

CERTIFICATES OF ACCOMPLISHMENT:

**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

Certificate of Achievement and/or Associate in Science

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

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

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
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**AIR CONDITIONING/
REFRIGERATION**

Certificate of Achievement and/or Associate in Science

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) 938-3066.

REQUIRED COURSES	UNITS
AC_R 220 Refrigeration Fundamentals	3
AC_R 223 Gas Heating Fundamentals	3
AC_R 226 Air Properties and Measurement	2
AC_R 229 Heat Pumps	3
AC_R 230 Electrical Fundamentals	3
AC_R 233 Commercial Electrical for HVAC	3
AC_R 240 Advanced Air Conditioning	4
AC_R 421A Automatic Controls for HVAC	3
Subtotal Units	24

Select SIX (6) units from the following courses:

†AC_R 421B 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/ Certificate of Achievement

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 of Achievement will prepare students for an entry-level position in a variety of design profession settings and will serve as a foundation for specialization. This Associate Degree 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 Certificate of Achievement 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	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 *one course* 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, Design, 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 Associate Degree 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 I	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 Three Dimensional Practicum	1
*ART 34AD Applied Design/Crafts	3
†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

NOTE: (Students considering a baccalaureate degree in Art History should be aware that most four-year schools also require a foreign language proficiency usually in German or French.)

COMPUTER ART

†ART42 Intro to 3D & Multimedia Computergraphics	3
†ART 43AD Beginning Website Design	3
†ART 44AD Graphic Design Tools and Techniques	3
†ART 45AD Computer Art for Drawing & Painting	3
†ART 46AD Computer Art & Design in 3-D 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 Beginning Website Design	3
†ART 44AD Graphic Design Tools and Techniques	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
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ART 62AD Sculpture - Metal Fabrication	3
ART 63AD Sculpture – Metal Casting	3
Subtotal (Units from Chosen Option Only)	6
TOTAL UNITS	42

AUTO BODY REPAIR

Certificate of Achievement and/ or Associate in Science

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 I	3
CAOTC31A Microsoft Windows Operating System Beg1	
CAOTT 200A Beginning Typing/Keyboarding 1	1
SHMET 220A Surface Development & Fabrication 1	5
WELD480AB Welding (Inert Gas)(One Semester Only)	2
TOTAL UNITS	43.5

AUTO MECHANICS

Associate in Science and/or Certificate of Achievement or Certificate of Accomplishment

Students prepare for entry-level jobs in the automotive service industry. The 200 series of courses are taught during the day and the 400 series in the evening. Students may take day or evening classes or a combination of the two to fulfill the Certificate of Achievement and Degree requirements. For more departmental information call (562) 938-3054 or 938-5207.

REQUIRED COURSES	UNITS
AMECH 231 Eng. Repair & Automatic Transmissions or	9
AMECH 434 Engine Repair AND	6
AMECH 436 Automatic & Standard Transmission	6
AMECH 232 Brakes/Steering Systems or	9
AMECH 430 Auto Wheel Alignment AND	6
AMECH 432 Automotive Brake Systems	6
AMECH 233 Auto Electrical & Fuel Systems or	9
AMECH 442 Automotive Fuel Systems AND	6
AMECH 444 Automotive Electrical Systems	6
AMECH 236 Auto Emission & Computer Control or	9
AMECH 438 Auto Emission Controls AND	6
AMECH 440 Automotive Computer Systems	6
MACHT 50A Machine Tool Operations and Practices	3
WELD 460AD Welding (Acetylene Gas)	2
TOTAL UNITS	41-53

CERTIFICATES OF ACCOMPLISHMENT:

Quick Service Technician- Brake Inspection Certificate

REQUIRED COURSE	UNITS
AMECH 803 Quick Service technician- Brake Inspection	2
TOTAL UNITS	2

Quick Service Technician- Lubrication Service Certificate

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

AMECH 801 Quick Service Technician- Lubrication Service	2
TOTAL UNITS	2

Quick Service Technician- Tire Service Certificate

REQUIRED COURSE	UNITS
AMECH 802 Quick Service Technician- Tire Service	2
TOTAL UNITS	2

Advanced Transportation Technology- Electric Vehicle Certificate

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

Advanced Transportation Technology- Light- Medium Duty Alternate Fuels Certificate

REQUIRED COURSE	UNITS
AMECH 490 Introduction to Alternate Fuels	3.5
AMECH 493 A/F Conversion Diagnosis & Repair	3.5
TOTAL UNITS	7

Advanced Transportation Technology- Heavy Duty Alternate Fuels Certificate

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

AERONAUTICS PROGRAM AVIATION MAINTENANCE (Airframe/Powerplant Mechanic)

Associate in Science/ Certificate of Achievement/ FAA Certificate of Completion

Program Graduates fulfill the Federal requirements to take the FAA certification exams. Upon successful completion of these examinations, applicants may obtain Airframe and/or Powerplant (A&P) Mechanic Certificates. Excellent career opportunities exist in the fields of general, corporate, military, and commercial aviation.

UPON SUCCESSFUL COMPLETION OF THE LONG BEACH CITY COLLEGE AVIATION MAINTENANCE TECHNICIAN PROGRAM, THE GRADUATE WILL BE ABLE TO:

1. Exhibit sufficient knowledge to maintain, inspect, check, troubleshoot, service, and repair Airframe Systems & Components.
2. Exhibit sufficient knowledge to maintain, inspect, check, troubleshoot, service, and repair Powerplant Systems & Components.
3. Demonstrate the ability to perform the manipulative skills necessary to conduct Airframe maintenance operations.
4. Demonstrate the ability to perform the manipulative skills necessary to conduct Powerplant maintenance operations.

Pursuant to Title 14 CFR Part § 65.7(a) (2) Mechanics Eligibility Requirements: General, Applicants (Students) must be able to read, write, speak, and understand the

English language. For more program information call (562) 938-3069 or go to www.LBCCA.VIATION.COM

REQUIRED COURSES	UNITS
±AVMNT 201 General Aircraft Science	8
±AVMNT 202 General Aircraft Maintenance	8
±AVMNT 203 Airframe Structures	8
±AVMNT 204 Airframe Components	8
±AVMNT 205 Airframe Systems	8
±AVMNT 206 Powerplant Systems	8
±AVMNT 207 Powerplant/ Reciprocating Engines	8
±AVMNT 208 Powerplant/Turbine Engines	8
TOTAL UNITS	64
RECOMMENDED but not required	
AVMNT 401AD Aircraft Mechanics License Prep.	4

BAKING

Associate in Science and/or Certificate of Achievement or Certificate of Accomplishment

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) 938-4328 or 938-4502.

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	2.2
TOTAL UNITS	43.5

CERTIFICATES OF ACCOMPLISHMENT:

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) 938-4957.

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	
ENVR 1	
P GEOG 1 [excluding all other Geography courses]	
GEOG	
MATH [excluding MATH 110, 805 and 815]	
Physical Science	
PHYS	
Subtotal Units	6-9
TOTAL UNITS	18

BUSINESS ADMINISTRATION

(Transfer)

Certificate of Achievement and/or Associate in Arts

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 of Achievement 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 or go to the department website @ <http://business.lbcc.edu>.

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:	
CAOTC 34 Intro to Computers and Applications	3
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	5
†*MATH 60 First Calculus Course	5
TOTAL UNITS	23-26

RECOMMENDED courses but not required:	
CAOTO 15 Business Communications	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/ Certificate of Achievement

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 of Achievement 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
GBUS 5 Introduction to Business	3
GBUS 251 Business Mathematics	3
LAW 18A Business Law	3
MGMT 49A Introduction to Management	3
MKTG 47 Essentials of Marketing	3
Subtotal Units	15

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 34 Intro to Computers and Applications	3
Subtotal Units	3-4
TOTAL UNITS	21-23

RECOMMENDED but not required courses:

†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
CAOTO 261 Business English	3
IBUS 1 Introduction to International Business	3
LAW 18B Business Law	3
MGMT 80 Small Business Entrepreneurship	3
MKTG 40 Salesmanship	3

BUSINESS INTERNATIONAL

Certificate of Achievement and/or Associate in Arts

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) 938-4328 or go to the department website @ <http://business.lbcc.edu>.

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 55 Export/Import Traffic Management	3
†IBUS 60 International Business Law	3
IBUS 75 International Logistics	3
TOTAL UNITS	24

Recommended Preparation for the International Business Program Certificate:

GBUS 5 Introduction to Business	3
GEOG 40 World Regional Geography	3
CAOTO 15 Business Communications	3
CAOTC 34 Intro to Computers and Applications or	3
CBIS6A Introduction to IT Concepts & Apps or	4
COMIS 1 Computer Information Competency	1
LAW 18A Business Law	3

BUSINESS MANAGEMENT

Certificate of Achievement and/or Associate in Arts

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 go to the department website @ <http://business.lbcc.edu>.

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

REQUIRED COURSES	UNITS		UNITS
MGMT 49A Introduction to Management	3	ELECT 202 Electrical Mathematics	3
MGMT 49B Human Resources Management	3	SHMT 220A Surface Development and Fabrication 1	5
MGMT 58 Leadership and Supervision	3	SPAN 1A Elementary Spanish 1A	3
MGMT 60 Management & Organizational Behavior	3	WELD 400AD Welding (General)	2
MGMT 80 Small Business Entrepreneurship	3		
Subtotal Units	15	Carpentry Trainee Certificate	
Select ONE (1) classes from the following:		REQUIRED COURSES	UNITS
GBUS 5 Introduction to Business	3	CARP 311 Carpentry Trade 1	3
IBUS 30 International Business Management	3	†CARP 312 Carpentry Trade 2	3
MKTG 47 Essentials of Marketing	3	†CARP 313 Carpentry Trade 3	3
		†CARP 314 Carpentry Trade 4	3
Subtotal Units	3	Subtotal Units	12
TOTAL UNITS	18	Select 3-4 units from the following courses:	
RECOMMENDED but not required courses:		CARP 230 Cost Estimating	4
ACCTG 1A Principles of Accounting	4	AC_R 230 Electrical Fundamentals	3
†ACCTG 1B Principles of Accounting	4	ARCHT 360M1 Basic Auto-CADD for Architecture and	1.5
ACCTG 200A Introduction to Accounting	3	ARCHT 360M2 Architecture Design-Auto CADD	1.5
ACCTG 400 Personal Financial Management	3	CARP 440 Blueprint Reading for Construction Trade	3
CAOTC 34 Intro to Computers and Applications	3	ELECT 240 Electrical Code-Residential	3
CAOTO 15 Business Communications	3	HORT 223AD Landscape Construction	4
CBIS 6A Introduction to IT Concepts & Applications	4	SHMT 220A Surface Development and Fabrication 1	5
*ECON 1A-1B Macro & Micro Economic Analysis	3:3	WELD 400AD Welding (General)	2
LAW 18B Business Law	3	TOTAL UNITS	15-16
MKTG 40 Salesmanship	3		
MKTG 41 Marketing Communications	3	Home Remodeling & Repair Technician Certificate	

CARPENTRY Technology/Trade

Home Remodeling & Repair

Certificate of Achievement and/or Associate in Science or Certificate of Accomplishment

Students prepare for jobs in the carpentry industry. Students earn an Associate of Science Degree or Career Certificate in Carpentry Technology, a Completion Certificate in Carpentry Trainee, or a Completion Certificate in Home Remodeling and Repair. For more departmental information call (562) 938-3091 or 938-3055 or 938-3104.

REQUIRED COURSES	UNITS
CARP 211 Carpentry 1	10
†CARP 212 Carpentry 2	10
†CARP 213 Carpentry 3	10
CARP 440 Blueprint Reading for Construction Trade	3
Subtotal Units	33
Select Seven (7) units from the following courses:	
CARP 219 Residential Roof Framing (Sp)	4
CARP 222 Residential Stairs (F)	4
CARP 225 Metal Framing (S)	4
CARP 227 Finish Carpentry	3
CARP 230 Cost Estimating (F)	4
CARP 240 Safety for the Building Trades	2
CARP 245 Contracting Laws and Management	3
HORT 223AD Landscape Construction	4
MGMT 80 Small Business Entrepreneurship	3
Subtotal Units	7
TOTAL UNITS	40
RECOMMENDED Courses but not required:	
AC_R 230 Electrical Fundamentals	3
COMIS 1 Computer Information Competency	1

REQUIRED COURSES	UNITS
CARP 415A Home Remodeling & Repair	2
†CARP 415B Home Remodeling & Repair	2
†CARP 415C Home Remodeling & Repair	2
†CARP 415D Home Remodeling & Repair	2
Subtotal Units	8
Select 3-4 units from the following courses:	
AC_R 230 Electrical Fundamentals	3
ARCHT 360M1 Basic Auto-CADD for Architecture and	1.5
ARCHT 360M2 Architecture Design-Auto CADD	1.5
CARP 230 Cost Estimating	4
ELECT 204 1st Sem Fundamentals of DC Electricity	3
ELECT 240 Electrical Code-Residential	3
HORT 223AD Landscape Construction	4
TOTAL UNITS	11-12

Pre-Apprenticeship Training Certificate

REQUIRED COURSES	UNITS
CARP 250 Pre-Apprenticeship Training	5.5
TOTAL UNITS	5.5

CHILD DEVELOPMENT

Associate in Arts

University Transfer: 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. If your objective is to transfer to a four-year degree program universities will only accept transferable units which means the LBCC course number must be from 1-99. Be sure to meet with an academic counselor before you begin your course of study. For more departmental information call (562) 938-4549.

REQUIRED COURSES	UNITS
^±CDECE 1 The Developing Professional DS3	1
^±CDLL 52A Preschool Techniques DS3	2
^±CDECE 45 Child Development DS1 or	3

▲±CDECE 47 Human Development DS1	3
▲±CDECE 53 Principles and Practices DS3	3
*SOCIO 1 Introduction to Sociology	3
*PSYCH 1 Introduction to Psychology	3
Subtotal Units	15

Select **TWO** of the following courses **Not all courses transfer to all universities. Be sure to see an academic counselor for specific transfer agreement before you choose.**

▲±CDECE 40 Infant Development and Educaring DS4	3
▲±CDECE 41 Toddler Development and Educaring DS4	3
▲±CDECE 48 Child, Family and Community DS2	3
▲±CDECE 50 Intro to Curriculum for Young Child DS3	3
▲±CDECE 59 Guiding Young Children DS3	3
▲±CDECE 61 Teaching in a Diverse Society DS3	3
▲±†CDECE 66 Observation and Assessment DS3	3
Subtotal Units	6
TOTAL UNITS	21

± 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/ Certificate of Achievement or Certificate of Accomplishment

This field of concentration is designed for students preparing to work preschool children in group settings as an aide, teacher or center director.

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 to work as a teacher 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 can be found following the course title.

For **CHILD DEVELOPMENT PERMIT - (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). **To Apply for your state Child Development Permit call 562-938-**

4547 for an appointment. For more departmental information call (562) 938-4549.

REQUIRED COURSES- Complete level 1, 2 and 3 then choose one AREA OF FOCUSED STUDY

LEVEL 1 UNITS

CDECE 1 The Developing Professional DS3	1
CDLL 52A Preschool Techniques DS3 or	2
CDLL 51A Ecology of the Whole Child (infant/toddler)	2
CDECE 45 Child & Adolescent Development DS1 or	3
CDECE 47 Human Development DS1	3
CDECE 48 Child, Family, and Community DS2	3
Subtotal Units	9

LEVEL 2

CDECE 19 Health, Safety and Nutrition DS7	3
†CDECE 50 Intro to Curriculum for Young Child DS3	3
CDECE 53 Principles and Practices DS3	3
CDECE 61 Teaching in a Diverse Society DS3	3
Subtotal Units	12

LEVEL 3

†CDECE 66 Observation and Assessment DS3	3
†CDECE 68 Practicum DS3	3
Subtotal Units	6
Subtotal Level 1 + Level 2 + Level 3	27

In addition to the 27 units listed above, choose one AREA OF FOCUSED STUDY from the following page. To earn a Child Development Certificate you will need to complete between 33 and 36 total units depending on the area of focused study that you choose.

Choose one of the following AREAS OF FOCUSED STUDY:

Child Behavior

CDECE 59 Guiding Young Children DS3	3
CDLL 52B or C Preschool Techniques DS3	2
CDPE 402 Special Topics in Parent Education	1
Subtotal Units	6

Curriculum

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
Subtotal Units	9

Family Child Care

CDFDC 212A Family Child Care Management A DS3	3
CDFDC 212B Family Child Care Management B DS3	3
Subtotal Units	6

Working with Parents

CDF 210A Skills and Strategies for Family Workers I	3
CDF 210B Skills and Strategies for Family Workers II	3
CDLL 231A Practicum for Working with Parents	2
Subtotal Units	8

Infant/Toddler

†CDECE 40 Infant Development and Educaring DS4	3
†CDECE 41 Toddler Development and Educaring DS4	3
CDLL 51B Ecology of the Whole Child (infant/toddler) DS3	2
Subtotal Units	8

Early Literacy

CDECE 34 Children's Literature DS3	3
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Consult guides available in Counseling Centers for specific general education and required grades.

CDECE 58 Language and Literacy	3	CDFDC 212B Family Child Care Management B	3
Subtotal Units	6	TOTAL UNITS	6
Special Needs		Child Development Permit Specialization Area- Infant/Toddler Certificate	
CDECE 5 Community Resources/Special Ed DS3	3	REQUIRED COURSES	UNITS
CDECE 67 The Exceptional Child DS3	3	CDECE 40 Infant Development & Educaring DS4	3
CDECE 70 Teaching Exceptional Students DS3	3	CDECE 41 Toddler Development & Educaring DS4	3
Subtotal Units	9	TOTAL UNITS	6
School Age		Child Development Permit Specialization Area- Early Literacy Certificate	
CDSA 62 Creative Expressions for School Age Children DS52	3	REQUIRED COURSES	UNITS
CDSA 63 The School Age Child DS5	3	CDECE 34 Children's Literature DS3	3
CDSA 65 School Age Curriculum DS5	3	CDECE 58 Language and Literacy in Early Childhood DS3	3
Subtotal Units	8	TOTAL UNITS	6
Administration (Advanced Level)		Child Development Permit Specialization Area- School Age Certificate	
†CDECE 60A Admin. of Child Development Prog DS6	3	REQUIRED COURSES	UNITS
†CDECE 60B Advanced Supervision of E.C.E DS6	3	Choose SIX (6) units from the following:	
†CDECE 31 Adult Supervision DS6	2	CDSA 62 Creative Expressions for School Age Children DS52	3
Subtotal Units	8	CDSA 63 The School Age Child DS5	3
TOTAL UNITS	33-36	CDSA 65 School Age Curriculum DS5	3
		TOTAL UNITS	6
CERTIFICATES OF ACCOMPLISHMENT:		Family Development Certificate	
Child Development- Early Childhood Education Assistant Teacher Certificate		REQUIRED COURSES	UNITS
May assist in the instruction of children under supervision of Associate Teacher or above.		CDECE 47 Human Development	3
REQUIRED COURSES	UNITS	CDECE 48 Child, Family & Community	3
CDECE 45 Child & Adolescent Development DS1 or	3	CDF 210A Skills & Strategies for Family Workers Pt. I	3
CDECE 47 Human Development DS1	3	CDF 210B Skills & Strategies for Family Workers Pt. II	3
CDECE 48 Child, Family and Community DS2	3	TOTAL UNITS	12
TOTAL UNITS	6		
Child Development- Early Childhood Education Associate Teacher Certificate			
May provide instruction and supervise Assistant.			
REQUIRED COURSES	UNITS		
CDECE 1 The Developing Professional DS3	1		
CDLL 52A Preschool Techniques DS3 or	2		
CDLL 51A Ecology or the Whole Child DS4	2		
CDECE 45 Child & Adolescent Development DS1 or	3		
CDECE 47 Human Development DS1	3		
CDECE 48 Child, Family and Community DS2	3		
CDECE 50 Intro to Curriculum for Young Child DS3	3		
TOTAL UNITS	12		
Child Development Permit Specialization Area-Child Health and Safety Certificate			
REQUIRED COURSES	UNITS		
CDECE 19 Child Nutrition and Safety DS7	3		
PEPP 23 First Aid and Safety 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:			
CDECE 5 Community Resources/Special Ed DS3	3		
CDECE 67 The Exceptional Child DS3	3		
CDECE 70 Teaching Exceptional Students DS3	3		
TOTAL UNITS	6		
Child Development Permit Specialization Area-Family Child Care Certificate			
REQUIRED COURSES	UNITS		
CDFDC 212A Family Child Care Management A	3		

CHILD DEVELOPMENT: SCHOOL AGE CHILD CARE

Associate in Arts and/or Certificate of Achievement

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 of Achievement 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 **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 to work as a teacher 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.

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	3
CDECE 47 Human Development DS1	3
CDECE 48 Child, Family and Community DS2	3
CDSA 63 The School Age Child DS5	3
CDESED 67 The Exceptional Child DS3	3
CDSA 62 Creative Expression, School Age Children DS5	2
CDSA 65 School Age Curriculum DS5	3
†CDSA 75 School Age Child Care Practicum DS5	3
Subtotal Units	20

Select SIX (6) units from the following:

CDECE 19 Health, Safety and Nutrition DS7	3
CDECE 50 Intro to Curriculum for Young Children DS7	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 & Literacy in Early Childhood 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 Teaching in a Diverse Society DS3	3
CDECE 72AD or 73AD Work Experience (Not to exceed 4 units) DS5	3 or 4
CDESED 70 Teaching Exceptional Children DS3	3
TOTAL UNITS	26

RECOMMENDED but not required courses:

CDF 210A Skills & Strategies for Family Workers I	3
CDF 210B Skills & Strategies for Family Workers II	3

CHILD DEVELOPMENT: SPECIAL EDUCATION ASSISTANT Certificate of Achievement and/or Associate in Arts

Students prepare to work as an assistant with children who have special needs. For more departmental information call (562) 938-4549.

REQUIRED COURSES	UNITS
CDECE 47 Human Development DS1	3
CDECE 59 Guiding Young Children DS3	3
CDESED 5 Community Resources/Special Education (F) DS3	3
CDESED 67 The Exceptional Child DS3	3
CDESED 70 Teaching Exceptional Students DS3	3
†CDESED 69 Special Education Practicum DS3	3
COMDI 2A-B American Sign Language, Beginning	3
Subtotal Units	21

Select Six (6) units from the following:

CDECE 19 Health, Safety, and Nutrition DS7	3
CDECE 61 Teaching in a Diverse Society DS3	3
CDECE 72AD, 73AD Work Experience (Not to exceed 4 units)	3:4
ΦCOMDI 2B American Sign Language, Beginning	3
†COMDI 3A-B American Sign Language, Intermed.	3
Subtotal Units	6
TOTAL UNITS	27

(15 of the 27 required units must be taken at Long Beach City College.)

Recommended: A valid Red Cross First Aid Certificate

COLLEGE AND WORKFORCE PREPARATION

Noncredit Certificates of Completion

BASIC SKILLS FOR THE WORKPLACE: The certificate in Basic Skills for the Workplace will certify that students have achieved the basic skills of reading, writing and computation necessary for the workplace. Furthermore, this certificate will verify that students have demonstrated skill achievement at levels that are necessary for pursuing high-skill, high wage employment. For more departmental information on the Basic Adult Education (BAE) program you may call 562-938-3991. For more information on the English as a Second Language (ESL) Department you may call 562-938-3037.

NONCREDIT CERTIFICATES OF COMPLETION:

Basic Skills for the Workplace

REQUIRED COURSES	UNITS
BAE 601A Adult Basic Education: Literacy Development	0
BAE 601B Adult Education: Basic Skills/GED	0
TOTAL UNITS	0

Students must log in a minimum of 57 contact hours of laboratory work. The student must complete the required assessment/proficiency exams in reading, writing, and mathematics for each course with a score of 80% or above in each required assessment/proficiency exam.

English for Everyday

REQUIRED COURSES	UNITS
ESL 640 English for Everyday	0
ESL 641 English for Everyday	0
ESL 642 English for Everyday	0
ESL 643 English for Everyday	0
ESL 644 English for Everyday	0
ESL 645 English for Everyday	0
ESLLC 699 Basic Skills for ESL Students (at least 18 hours)	0
TOTAL UNITS	0

Completion of ESL 645 (a minimum of 234 hours). For these promotion/Retention courses, students must earn 70% or higher in each course to pass.

Reading Skills for ESL Students

REQUIRED COURSES	UNITS
ESL 602A English for Everyday	0
ESL 602B English for Everyday	0
ESL 602C English for Everyday	0
ESL 602D English for Everyday	0
ESL 602E English for Everyday	0
ESL 602F English for Everyday	0
ESLLC 699 Basic Skills for ESL Students (at least 18 hours)	0
TOTAL UNITS	0

Completion of ESL 602F (a minimum of 72 hours). For these promotion/Retention courses, students must earn 70% or higher in each course to pass.

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

COMPUTER APPLICATIONS SPECIALIST

Certificate of Achievement and/or Associate in Arts or Certificate of Accomplishment

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 Certificate of Achievement 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 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) 938-4333 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 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 3 Operating Systems: Software and Hardware	3.5
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	20.5

Required Work Experience in the Computer Labs for CBIS Concentration:

†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 with CBIS Concentration 30.5-34.5

CONCENTRATION IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY (CAOT)

Required Courses for CAOT Concentration:	UNITS
CAOTC 31A, B Microsoft Windows Operating System, Levels 1, 2	1:1
CAOTC 35 Microsoft Office- Specialist	3

CAOTC 39B, C, D Word for Windows, 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 for Windows	2
Subtotal Units	18

Electives for CAOT Concentration

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

CAOTC 34 Introduction to Computers & Applications	3
CAOTC 41E Excel for Windows - Beginning	1
CAOTC 42A, B Publisher for Windows, Levels 1, 2	1:1
CAOTC 44D PowerPoint for Windows, Beginning	1
CAOTC 47B Access for Windows, Advanced	3
CAOTC 211 OpenOffice.org	1
CAOTC 230 Adobe Acrobat for the Office	3
CAOTC 235 Microsoft Office- Expert	3
CAOTO 272AD Work Experience - CAOT	3
Subtotal Units	3

TOTAL UNITS WITH CAOT CONCENTRATION 29-31

CERTIFICATES OF ACCOMPLISHMENT:

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. Complete certificate courses within three semesters.

Microsoft Office Certificate

REQUIRED COURSES	UNITS
CAOTC 35 Microsoft Office- Specialist	3
CAOTC 235 Microsoft Office- Expert	3
TOTAL UNITS	6

Microsoft Access Certificate

REQUIRED COURSES	UNITS
CAOTC 47A Access for Windows, Beg.	3
CAOTC 47B Access for Windows, Advanced	3
TOTAL UNITS	6

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 Word for Windows, Beginning	1
CAOTC 39B Word for Windows, Intermediate	1
CAOTC 39C Word for Windows, Advanced	1
CAOTC 39D Word for Windows, 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/ Certificate of Achievement and/or
Certificate of Accomplishment**

The CBIS Department has four Certificate of Achievement programs and several Certificate of Accomplishment programs 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 Certificates of Accomplishment, 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) 938-3333.

Track 1- Microcomputer Help-Desk Technician

Track 1 is intended for students interested in working as a help desk technician or in technical support of the PC systems.

REQUIRED COURSES FOR TRACK 1	UNITS
CBIS 3 Operating Systems: Software and Hardware	3.5
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	25
Required Work Experience in the CBIS Computer Labs - Choose a minimum of two units:	
†CBIS 71AD Work Experience – Comp Info Sys (60 Hours)	2
†CBIS 72AD Work Experience – Comp Info Sys (120 Hours)	3
†CBIS 73AD Work Experience – Comp Info Sys (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	32-34

Track 2 - Programmer

Track 2 is intended for students interested in becoming a computer programmer.

REQUIRED COURSES FOR TRACK 2	UNITS
CBIS 3 Operating Systems: Software and Hardware	3.5
CBIS 6A Intro to IT Concepts & Applications	4
CBIS 7 Business Programming Logic & Design	3.5
CBIS 36 Systems Analysis & Design	3
CBIS 38 Database Concepts	4
CBIS 223 Unix/Linux Fundamentals	3
Subtotal Units	21
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 245 ST Database and Business Intelligence	2.5
CBIS 420 PHP & My SQL for the Web	3.5
CBIS 430 Ruby on Rails Web Development	3.5
CBIS 492 ST Interpretive Programming languages	2.5
Subtotal Units	2.5-4
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 207E Dynamic HTML Web Construction	2.5
CBIS 206C World Wide Web Database Programming	2.5
CBIS 436A Intro to Project Management Systems	3
Subtotal Units	4
TOTAL UNITS FOR TRACK 2	32-34.5

Track 3 - Programmer-Computer Science

Track 3 is intended for students interested in Computer Science courses that will help them succeed after

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

transferring 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 3 Operating Systems: Software and Hardware	3.5
CBIS 6A Intro to IT Concepts & Applications	4
CBIS 7 Business Programming Logic & Design	3.5
†CBIS 36 Systems Analysis & Design	3
CBIS 38 Database Concepts	4
CBIS 223 Unix/Linux Fundamentals	3
Subtotal Units	21

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 420 PHP & My SQL for the Web	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 34-38**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+, and MS Windows Certification.

REQUIRED COURSES FOR TRACK 4 UNITS

CBIS 3 Operating Systems: Software and Hardware	3.5
CBIS 6A Intro to IT Concepts & Applications	4

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	29

ELECTIVES: Choose 4 units from below

†CBIS 71AD Work Experience – Comp Info Sys (60 Hours)	2
†CBIS 72AD Work Experience – Comp Info Sys (120 Hours)	3
†CBIS 73AD Work Experience – Comp Info Sys (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 Introduction to Networking	3
†CISCO 252 Routing and Access Control	3
†CISCO 253 Cisco Networking III, LAN	3
†CISCO 254 WAN's and Remote Access	3

TOTAL UNITS FOR TRACK 4 33**CERTIFICATES OF ACCOMPLISHMENT:****Computer Tech A+ Preparation**

REQUIRED COURSE	UNITS
CBIS 6A Intro to IT Concepts & Applications	4
CBIS 3 Operating Systems: Software and Hardware	3.5
CBIS 200 Computer Technician Hardware Basics	3.5
†CBIS 71AD,72AD,or 73AD Work Experience	2-4
TOTAL UNITS	13-15

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	3.5
CBIS 6B Intermediate Business Applications	3
CBIS 6C Advanced Business Applications	3
CBIS 8B Visual Basic Programming	4
†CBIS 71AD Work Experience	2
TOTAL UNITS	19.5

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
CBIS 235A Linux Server Administration	3.5
CBIS 235B Linux Networking & Security	3.5

Java Web Programmer Certificate

REQUIRED COURSES	UNITS
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†CBIS 7 Business Programming Logic & Design	3.5
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	16

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	12.5

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
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
CBIS 220 i-Net+ Internet Technologies	3
CBIS 207E Dynamic HTML 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 3 Operating Systems: Software and Hardware	3.5
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	16.5

CULINARY ARTS

Associate in Science and/or Certificate of Achievement or Certificate of Accomplishment

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) 938-4328 or 938-4502.

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 six (6) units from the following:

†CULAR 271AD Work Experience: Food Services 2:2:2	
Subtotal Units	6
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 Introduction to Culinary Preparation	3
THRFB 19 Food & Beverage Purchasing/Plan/Control	3

CERTIFICATES OF ACCOMPLISHMENT:

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

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

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

Certificate of Achievement and/or Associate in Arts or Certificate of Accomplishment

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 of Achievement 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 Microsoft Windows Operat System, Beg	1

CAOTC 39A Word for Windows - Beginning	1
CAOTC 41E Excel for Windows - Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTC 215A Microsoft Outlook for Windows	2
CAOTC 250A, B Data Entry - Levels 1, 2	3:3
CAOTO 15 Business Communications	3
CAOTO 260 Business Telephone Procedures	1
CAOTO 261 Business English	3
CAOTO 262 Software skills for the Workplace	1
CAOTO 263 Customer Service	1
CAOTO 264 Call Centers	1
CAOTO 265 Customer Conflict Management	1
CAOTT 209AB Speed/Accuracy Bldg for Typists	1
Subtotal Units	25

ELECTIVES

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

CAOTC 31B Microsoft Windows Operat System, Advanced	1
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office- Specialist	3
CAOTC 39B, C, D Word for Windows	1:1:1
CAOTC 41F, J Excel for Windows, Levels 2, 3	1:1
CAOTC 47A Access for Windows, Beginning	3
CAOTC 47 B Access for Windows, Advanced	3
CAOTC 211 OpenOffice.org	1
CAOTC 230 Adobe Acrobat for the Office	3
CAOTC 235 Microsoft Office-Expert	3
CAOTO 30 Business Calculating Machines	2
CAOTO 216 Proofreading Skills	1
CAOTO 272AD Work Experience - CAOT	3
CAOTT 209AB 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 ACCOMPLISHMENT:

Basic Customer Service Certificate

REQUIRED COURSES	UNITS
CAOTC 250A Data Entry – Level 1	3
CAOTC 250B Data Entry – Level 2	3
CAOTO 260 Business Telephone Procedures	1
CAOTO 262 Software Skills for the Workplace	1
CAOTO 263 Customer Service	1
CAOTO 264 Call Centers	1
CAOTO 265 Customer Conflict Management	1
TOTAL UNITS	11

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	3
CAOTC 250B Data Entry – Level 2	3
CAOTT 209AB Speed/Accuracy Bldg for Typists	1
TOTAL UNITS	7

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.

Microsoft Office Certificate

REQUIRED COURSES	UNITS
CAOTC 35 Microsoft Office-Specialist	3
CAOTC 235 Microsoft Office-Expert	3
TOTAL UNITS	6

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 Word for Windows, Beginning	1
CAOTC 39B Word for Windows, Intermediate	1
CAOTC 39C Word for Windows, Advanced	1
CAOTC 39D Word for Windows, 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 Associate Degree 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 (1 st semester)	1
DANCE 14AB Beginning Modern Dance (1 st semester)	1
DANCE 20AB Beginning Jazz Dance (1 st semester)	1
Subtotal Units (for Semester 1)	6

Semester 2	
DANCE 10AB Fundamental of Ballet (2 nd semester)	1
DANCE 12AD Conditioning for Dance-Pilates Method	1
DANCE 14AB Beginning Modern Dance (2 nd semester)	1
DANCE 20AB Beginning Jazz Dance (2 nd semester)	1
*TART 1 Acting 1-Introduction to Acting or	3
FILM 1 Intro to Film	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 (1 st semester)	1
DANCE 17AB Inter. Modern Dance (1 st semester)	1
†DANCE 21AB Intermediate Dance-Jazz (1 st semester)	1
†DANCE 31AB Choreography I (1 st semester) or	1
†DANCE 41/1 Dance Performance (1 st semester) or	0.5
†DANCE 41/2 Dance Performance (1 st semester) or	1
†DANCE 41/3 Dance Performance(1 st semester) or	1.5
†DANCE 41AD Dance Performance (1 st 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) 6.5-8

Semester 4

†DANCE 11AB Intermediate Ballet (2 nd semester)	1
DANCE 17AB Inter. Modern Dance (2 nd semester)	1
†DANCE 21AB Intermediate Jazz (2 nd semester)	1
†DANCE 32AB Choreography II (2 nd semester)	1
†DANCE 41AD Dance Performance	2
†DANCE 41/1 Dance Performance (1 st semester) or	0.5
†DANCE 41/2 Dance Performance (1 st semester) or	1
†DANCE 41/3 Dance Performance(1 st semester) or	1.5

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) 5.5-7

TOTAL UNITS 26-29

DATA ENTRY

Certificate of Achievement and/or Associate in Arts or Certificate of Accomplishment

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 of Achievement 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 Microsoft Windows Operating System, Beg	1
CAOTC 41E Excel for Windows - Beginning	1
CAOTC 47A Access for Windows, Beginning	3
CAOTC 250A, B Data Entry - Levels 1, 2	3:3
CAOTO 30 Business Calculating Machines	2
CAOTO 263 Customer Service	1
CAOTT 201 Intermediate Typing/Keyboarding	2
CAOTT 209AB Speed/Accuracy Bldg for Typists	1
Subtotal Units	17

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

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

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.

ELECTIVES

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

CAOTC 31B Microsoft Windows Operating System, Adv	1	
CAOTC 34 Introduction to Computers & Applications	3	
CAOTC 35 Microsoft Office- Specialist	3	
CAOTC 39A, B, C, D Word for Windows 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 for Windows	2	
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	
Subtotal Units	3	
TOTAL UNITS	20	

CERTIFICATES OF ACCOMPLISHMENT:**Basic Data Entry Certificate**

REQUIRED COURSES	UNITS
CAOTC 250A Data Entry – Level 1	3
CAOTC 250B Data Entry – Level 2	3
CAOTT 209AB Speed/Accuracy Bldg for Typists	1
TOTAL UNITS	7

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

DESKTOP/MEDIA PUBLISHING**Associate in Arts/Certificate of Achievement**

Students learn to write, design, and produce publications (websites, fliers, 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/media 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 of Achievement 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 Journalism classes call (562) 938-4282 or 938-4036 or email pmckean@lbcc.edu.

REQUIRED CORE COURSES FOR BOTH CONCENTRATIONS

REQUIRED COURSES	UNITS
*JOURN 1A Introduction to Desktop Publication	3
JOURN 25 Free-Lance Writing	3
Subtotal Units	6

Concentration in Writing/Publishing

Select **TWELVE (12) units from the following:**

*JOURN 1B Introduction to DesktopMedia Publication	3
JOURN 5 Introduction to Public Relations	3
JOURN 6AD Working on the Magazine	3:3
†JOURN 20 Beginning Newswriting and Reporting	3
JOURN 71-73AD Work Experience – Journalism	2-4
JOURN 80AD Working on the Newspaper	3:3
JOURN 85AD Editor Training	3:3
Subtotal Units	12
TOTAL UNITS with WRITING/PUBLISHING CON	18

DIAGNOSTIC MEDICAL IMAGING SCIENCES**(RADIOLOGIC TECHNOLOGY)****Associate in Science and/or Certificate of Achievement or Certificate of Accomplishment**

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 additional departmental information call (562) 938-4166.

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 Radiologic Technology	3
Subtotal Units	3

Summer Session

†DMI 20 Introduction to Radiologic 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 class which satisfies computer portion of Information Competency Requirement for graduation. Recommended course: COMIS 1. For	

complete listing see General Education Course Pattern Guide.

†DMI 11 Radiographic Techniques	1
†DMI 12 Contrast Fluoroscope/Radiographic Proced	3
†DMI 21 Applied Radiological Physics	2
†DMI 30 Positioning for General Diagnostic Radiography	3
†DMI 40A Clinical Radiography	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	6
Subtotal Units	15

SECOND YEAR

Summer Session

† DMI 40C Clinical Radiography	6
Subtotal Units	6

Fall Semester

*#General Ed. Course (see explanation in footnote)	3
†AH 222 Intravenous Therapy	1
†DMI 15 Computer Applications in Radiology	3
†DMI 40D Clinical Radiography	11
Subtotal Units	18

Spring Semester

*# General Ed. Course (see explanation in footnote)	3
†DMI 14 Trends & Self-Assessment. in Rad. Tech.	3
†DMI 40E Clinical Radiography	11
†DMI 61 Fluoroscopy	2
Subtotal Units	19

TOTAL UNITS (in program) 82.5-85.5

TOTAL UNITS(including prerequisite courses) 92.5-95.5

RECOMMENDED courses but not required:

†DMI 62 Mammography	3.5
LEARN 11 Learning and Academic Strategies	2

CERTIFICATES OF ACCOMPLISHMENT:

Radiologic Technology Fluoroscopy Permit 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 Imag.	3
†DMI 402 MR Imaging Procedures	3
†DMI 403 Cross-Sectional Anatomy	3
†DMI 404 MRI Pathology	3
†DMI 405AB 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

Certificate of Achievement and/or Associate in Science

Students prepare for entry-level jobs in the diesel mechanics/heavy equipment industry. For more departmental information call (562) 938-3071 or 938-3054.

REQUIRED COURSES UNITS

REQUIRED CORE COURSES FOR BOTH OPTIONS:

CAOTC 31A Microsoft Windows Operating System, Beg 1	1
CAOTT 200A Beginning Typing/Keyboarding 1	1
DIESL 391B Heavy Equipment Electrical Systems	5
Subtotal Units	7

COMPLETE OPTION 1 or OPTION 2

OPTION 1:

AMECH 424 Automotive Air Conditioning	3
DIESL 281 Detroit Diesel Engines	10
DIESL 282 Cummins Four Cycle Engine	10
†DIESL 283 Powered Systems	10
†DIESL 284 Highway Transport	10
Subtotal Units	43

TOTAL UNITS FOR OPTION 1 50

OPTION 2:

AMECH 424 Automotive Air Conditioning	3
DIESL 289 Caterpillar 3406 & 3116 Engine	10
DIESL 290 C.A.T Transmissions & Final Drive	10
DIESL 291 C.A.T Hydraulics	10
DIESL 292 C.A.T Chassis & Electrical	10
Subtotal Units	43

TOTAL UNITS FOR OPTION 2 50

RECOMMENDED Courses but not required:

For Option 1:

WELD 400AD Welding (General)	2
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For Option 2:

WELD 460AD Welding (Acetylene Gas)	2
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DIETETICS PROGRAM

Dietetic Service Supervisor/Dietetic Technician

Associate in Arts and/or Certificate of Achievement

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

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

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 Certificates of Achievement 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 Certificate of Achievements. The student is eligible to take the American Dietetic Association Registration Board Commission on Dietetic Registration Exam to become a Registered Dietetic Technician.

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 Exp. I (2 semesters req)	2:2
F_N 231 Menu Planning & Food Purchasing	3
F_N 232 Diet Therapy	3
TOTAL UNITS	29

NOTE: Completion of these courses entitles student to a Dietetic Service Supervisor Certificate of Achievement, 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 Exp II (2 semesters req)	2:2
Subtotal Units	11
Subtotal Units (Courses from Dietetic Service Supervisor Program)	29
TOTAL UNITS	40

A Certificate of Achievement in this program is not available without also earning the Associate Degree. It is recommended to take the required courses in the sequence outlined.

RECOMMENDED but not required courses:

F_N 26 Nutrition for the Active Person	1
F_N 233 Special Topics in Health Care Dietetics	1
F_N 250 Nutrition for Culinary Arts	2
F_N 253 Food Handler Certification	1
F_N 255A-D Special Topics in Nutrition	1:1:1:1
F_N 256 Weight Control & Energy Balance	2
F_N 260A-D Cultural Foods	1.5:1.5:1.5:1.5
F_N 261AD Creative Cooking▲	1:1:1:1
F_N 262AD Meal Preparation for 1 & 2 Persons▲	1.5:1.5:1.5:1.5
F_N 361AD Creative Cooking▲	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/Certificate of Achievement

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
and	
†ARCHT 66 Architectural Design	4
†ARCHT 70AB Architectural Design or	8
†ARCHT 71AD Architectural Design	4:4
TOTAL UNITS	24

CORE SKILLS CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

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	in a variety of design professional settings and will serve
DRAFT 201 Intro to Drafting or	4	as a foundation for specialization.
DRAFT 202AD AutoCAD 1, Fundamentals	3	For more departmental information call (562) 938-4718.
TOTAL UNITS	19-20	
Recommended Courses for Core Skills Career Certificate:		
DRAFT203AD AutoCAD II, Advanced Concepts or	3	
†DRAFT 204 3D Visualization/Animation	4	
ADVANCED SKILLS CERTIFICATE OF ACHIEVEMENT REQUIREMENTS		
REQUIRED COURSES		
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 1 & 2 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 -FOUR (3-4) units from the following:		
†*MATH 130 Intermediate Algebra	5	
or		
*A more advanced level of Mathematics		
Subtotal Units	3-5	
TOTAL UNITS	36-39	
Recommended Courses for Advanced Skills Career Certificate:		
DRAFT 203AD AutoCAD II, Adv. Concepts or	3:3:3:3	
†DRAFT 204 3D Visualization/Animation	4	
DRAFTING - Mechanical Design (Occupational Program)		
Associate in Science/Certificate of Achievement or Certificate of Accomplishment		
Students learn entry-level job skills in mechanical drafting and design. The <u>Associate Degree</u> will prepare students for a mechanical-design-related career, and appropriate course selection will facilitate transfer to a professional degree program. The <u>Core Skills Career Certificate</u> 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 <u>Advanced Skills Career Certificate</u> will prepare student for an advanced position as a mechanical drafter or intermediate level drafting position		
ASSOCIATE DEGREE REQUIREMENTS		
Complete a minimum of <i>Twenty (20)</i> units from the courses listed below with an overall grade point average of 2.0 (“C” average) in the drafting courses.		
		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
TOTAL UNITS		20
CORE SKILLS CERTIFICATE OF ACHIEVEMENT REQUIREMENTS		
Complete a minimum of <i>Eighteen (18)</i> units from the courses listed below with an overall grade point average of 2.0 (“C” average) in the drafting courses.		
		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
TOTAL UNITS		18
ADVANCED SKILLS CERTIFICATE OF ACHIEVEMENT REQUIREMENTS		
Complete a minimum of <i>Thirty Two-Thirty Four (32-34)</i> units from the courses listed below with an overall grade point average of 2.0 (“C” average) in the drafting courses.		
		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:		
†*MATH 130 Intermediate Algebra		5
or		
†*A more advanced level of Mathematics		3-5
Subtotal Units		3-5
TOTAL UNITS		32-34

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

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 ACCOMPLISHMENT:**AutoCAD I, Fundamentals Certificate (108 Hrs)**

REQUIRED COURSES	UNITS
DRAFT 202AD AutoCAD I, Fundamentals	3
TOTAL UNITS	3

AutoCAD II, Advanced Certificate (108 Hrs)

REQUIRED COURSES	UNITS
DRAFT 203AD AutoCAD II, Advanced Concepts	3
TOTAL UNITS	3

AutoCAD III, Visualization, Rendering, Animation Certificate (108 Hrs)

REQUIRED COURSES	UNITS
DRAFT 204 3D Visualization/Animation	4
TOTAL UNITS	4

CAD Professional Certificate (324 Hrs)

REQUIRED COURSES	UNITS
DRAFT 202AD AutoCAD I, Fundamentals	3
DRAFT 203AD AutoCAD II, Advanced Concepts	3
DRAFT 204 3D Visualization/Animation	4
TOTAL UNITS	10

3D Studio MAX-Modeling Technician Certificate (324 Hrs)

REQUIRED COURSES	UNITS
DRAFT 251AD 3D Modeling for Technical Animation	3
TOTAL UNITS	3

3D Studio MAX-Texture & Lighting Technician Certificate (108 Hrs)

REQUIRED COURSES	UNITS
DRAFT 252AD Texture/Lighting–Tech Animation	3
TOTAL UNITS	3

3D Studio MAX-Animation Technician Certificate (108 Hrs)

REQUIRED COURSES	UNITS
DRAFT 253AD 3D Technical Animation & Production	3
TOTAL UNITS	3

3D Studio MAX-Technical Design Animator Certificate (324 Hrs)

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**Certificate of Achievement and/or Associate in Science or Certificate of Accomplishment**

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	UNITS
REQUIRED	37.5
ELECTIVES	7.5
TOTAL	45

DAY PROGRAM

RECOMMENDED SEQUENCE OF CLASSES	UNITS
#LEARN 11 Learning & Academic Strategies	2
ELECT 253 OSHA Standards for Construction Safety	2
%ELECT 41 Technical Applications of Minicomputers	2
ELECT 200A First Semester Industrial Electricity	8
†*ELECT 225 Algebra & Trigonometry for Technicians	4
†ELECT 200B Second Semester Industrial Electricity	8
†ELECT 200C Third Semester Industrial Electricity	8
†ELECT 435A Electrical Motor Control 1	2
†ELECT 200D Fourth Semester Industrial Electricity	8
Subtotal Units	40

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.*

TOTAL UNITS	45
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Electrical Program ELECTIVES (Day & Night Programs)

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 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 261 Introduction to Renewable Energy	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

NIGHT PROGRAM

RECOMMENDED SEQUENCE OF CLASSES	UNITS
#LEARN 11 Learning & Academic Strategies	2
ELECT 202 Electrical Mathematics	3

ELECT 253 OSHA Standards for Construction Safety	2
%ELECT 41 Technical Applications of Minicomputers	2
+ELECT 204 Fundamentals of D.C. Electricity	3
+Must enroll in ELECT 204 and 210A concurrently	
+ELECT 210A Laboratory Practices 1	1
†*ELECT 225 Algebra & Trigonometry for Technician	4
+†ELECT 209 Fundamentals of Motors and Generators	3
+Must enroll in ELECT 209 and 210B concurrently	
+†ELECT 210B Laboratory Practices 2	1
†ELECT 240 Electrical Code – Residential	3
+†ELECT 212 Fundamentals of A.C. Electricity	3
+Must enroll in ELECT 212 and 210C concurrently	
+†ELECT 210C Laboratory Practices 3	1
†ELECT 435A Electric Motor Control 1	2
+†ELECT 214 A.C. Principles and Practices	3
+Must enroll in ELECT 214 AND 210D concurrently.	
+†ELECT 210D Laboratory Practices 4	1
†ELECT 245 Electrical Code – Commercial (F)	3
†ELECT 250 Electrical Code – Industrial (Sp)	3
†ELECT 242 Electrical Code - Grounding	1.5
Subtotal Units	37.5

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.*

TOTAL UNITS	45
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CERTIFICATES OF ACCOMPLISHMENT:**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 Introduction to Networking	3
TOTAL UNITS	4

Network Installation and Design Certificate

REQUIRED COURSES	UNITS
CISCO 250 Network Cabling Installation	1
CISCO 251 Introduction to Networking	3
CISCO 252 Routing and Access Control	3
CISCO 253 Cisco Networking III, LAN	3
TOTAL UNITS	10

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

This is a recommended course. It is not required and not part of the total units for the certificate or degree.

% This is an elective course and is recommended for any students who needs development of computer skills.

ENGINEERING**Associate in Science**

This field of concentration is designed to recognize partial fulfillment of the requirements for transfer with junior standing for students seeking a baccalaureate degree in engineering. This Associate Degree will facilitate transfer for a four-year engineering degree. Students who wish to transfer may need to meet additional requirements. For more departmental information call (562) 938-4168 or (562) 938-4428

REQUIRED COURSES

UNITS	
†CHEM 1A General Chemistry	5
†ENGR 3B Engineering Graphics	3
†ENGR 17 Electrical Engineering Circuits (INF)	3
†ENGR 17L Electrical Engineering Circuits Lab (INF)	1
†ENGR 35 Statics (INF)	3
ENGR 50 Intro. To Engineering (INF)	1
†ENGL 1 Reading and Composition	4
†MATH 80 Third Calculus Course	5
†PHYS 3A Physics for Sci. & Engr.-Mechanics	5
†PHYS 3B Physics for Sci. & Engr.-E & M	4
Subtotal Units	34

Select ONE of the Following:

CS 11 Computer Programming/C ++ I	3.5
†ENGR 54 Computer Methods/C++	3
Subtotal Units	3-3.5
TOTAL UNITS	37-37.5

ENGLISH**Language & Literature; Creative Writing****Associate in Arts**

This field of concentration in the Language and Literature sequence prepares the student for baccalaureate study in English, Comparative Literature, and Liberal Arts. The Creative Writing sequence also prepares the student for possible publication. For more departmental information call (562) 938-4036.

LANGUAGE & LITERATURE SEQUENCE

REQUIRED COURSES	UNITS
†*ENGL 1 or 1H Reading and Composition	4
†ENGL 2 Introduction to Literature/Composition	3
†ENGL 4 Critical Analysis of Literature	4
Subtotal Units	7-8

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 Survey of British Literature I	3
†ENGL 47 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 (INF)	3
ENGL 24 College Grammar	3

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

†ENGL 30 Horror and Terror Fiction	3	FACS 64 Life Management	3
†ENGL 32 Masterpieces of Asian Literature in English	3	FACS 211A-B College & Career Opportunities for Women (one semester)	3
†ENGL 33 Mythology	3	FD 20 Introduction to Fashion Merchandising	3
†ENGL 35 Interpreting the Short Story	3	F_N 20 Nutrition & Life	3
†ENGL 36 The Novel	3	ID 1 Fundamentals of Interior Design	3
†ENGL 37 Science Fiction, Fantasy/Horror	3	TOTAL UNITS	21
†ENGL 38 Bible as Literature, Old Testament	3	RECOMMENDED COURSES (Courses with course numbers from 1-99 are CSU transferable. See website www.ASSIST.org)	
†ENGL 39 Bible as Lit., Apocrypha & New Testament	3	†CDECE 66 Observation and Assessment DS3	3
†ENGL 43 A-B Introduction to Shakespeare	3:3	FD 9 Clothing Selection	3
†ENGL 48 or 48H Modern & Contemporary Literature	3	FD 10 Textiles, Fibers, and Fabrics	3
†ENGL 49 or 49H Film and Literature	3	FD 24AB Beginning Sewing	1:5:1:5
†ENGL 79 ST Literature of Diversity	3	F_N 21 Food Selection and Meal Preparation	4
Subtotal Units	6	F_N 252AD Cake Decorating and Sugar Cookery	1.5
TOTAL UNITS	22	F_N 260AD Cultural Foods or	1.5

CREATIVE WRITING SEQUENCE

REQUIRED COURSES	UNITS
†*ENGL 1 or 1H Reading and Composition	4
†ENGL 2 Intro to Literature/Composition	3
ENGL 24 College Grammar	3
†ENGL 26 Creative Writing 1	3
Subtotal Units	13
Select <i>THREE (3)</i> units from the following:	
†ENGL 27A Creative Writing 2: Poetry	3
†ENGL 27B Creative Writing 2: Fiction	3
†ENGL 27C Creative Writing 2: Biography, Autobiography	3
†ENGL 27D Creative Writing 2: Stage/Screen Writing	3
†ENGL 27E Creative Writing 2: The Novel	3
†ENGL 96 The Craft of Writing	3
†ENGL 97AD Writers' Workshop	3:3:3:3
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	22

RECOMMENDED courses but not required:

†ENGL 6AD Production of Literary Publications	3
ENGL 7 Editing a Literary Review	3
JOURN 25 Free Lance Writing (F)	3

FAMILY & CONSUMER STUDIES

Associate in Arts/Certificate of Achievement

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 of Achievement 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 Certificate of Achievement or Associate Degree, complete the following courses:

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)	3
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 Observation and Assessment DS3	3
FD 9 Clothing Selection	3
FD 10 Textiles, Fibers, and Fabrics	3
FD 24AB Beginning Sewing	1:5:1:5
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 360AD Cultural Foods	.5
F_N 261AD Creative Cooking or	1.5
F_N 361AD Creative Cooking	.5
F_N 262AD Meal Preparation for 1 & 2 Persons or	1.5
F_N 362AD Cooking for Singles	.5
FLO 286A Introduction to Floral Design-Fall Flowers	2
FLO 286B Introduction to Floral Design-Spring Flowers	2

FASHION DESIGN

Associate in Arts/ Certificate of Achievement

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 Certificate of Achievement 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.

♦ FD 70AD must be taken concurrently with FD 72AD or 73AD.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
FD 3 Intro to Careers in Design & Merchandising	2
FD 10 Textile Fibers and Fabrics	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 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	17-18

INTERMEDIATE LEVEL CLASSES	
FD 5 Intro. to Manufacturing Design & Merchandising	2
FD 9 Clothing Selection	3
FD 27AB Production Sewing (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	2.5
FD 244AD Computer Patternmaking	1
FD 245AD Computer Apps. in Fashion I(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	24

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
FD 216AB Fashion Portfolio Development	2

Select Four (4) units from this section:

◆FD 70AD Work Experience Issues (One Semester)	1
◆FD 71AD, 72AD or FD 73AD Vocational Work Experience	1-3
FACS 364 Life Management	1
Subtotal Units	14
TOTAL UNITS	55-56

ASSOCIATE DEGREE REQUIREMENTS

ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
FD 3 Intro to Careers in Design & Merchandising	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 Drafting I: Basic Sloper	1.5
FD 37B Pattern Drafting II: Sloper Manipulations	1.5
FD 214AB Quick Sketch Croquis Drawing	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

INTERMEDIATE LEVEL CLASSES

FD 10 Textile Fibers and Fabrics	3
FD 20 Intro to Fashion Merchandising	3
FD 27AB Production Sewing (One Semester)	1.5
FD 32 History of Fashion	3
FD 38A Fashion Design I	3
FD 38B Fashion Design II	3
FD 245AD Computer Applications in Fashion	1
TOTAL UNITS	32-32.5

RECOMMENDED but not required courses for students interested in degree or certificate:

ART 1 or 2 Art & Civilization	3
ART 15 Beginning Drawing	3
ART 41 Intro to Computer Graphics	3

FD 23 Fashion/Merchandising Buying	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
MKTG 40 Salesmanship	3
MGMT 80 Small Business Entrepreneurship	3

FASHION DESIGN ASSISTANT DESIGNER

Associate in Arts/ Certificate of Achievement

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 Certificate of Achievement 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.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
FD 3 Intro to Careers in Design & Merchandising	2
FD 10 Textile Fibers and Fabrics	3
FD 27AB Production Sewing (One Semester)	1.5
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

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
Subtotal Units for Entry Level	18.5-19

INTERMEDIATE LEVEL CLASSES

FD 5 Intro. To Manufacturing Design & Merchandising	2
FD 9 Clothing Selection	3
FD 38A Fashion Design I	3
FD 39A Garment Technical Packages	1
FD 244AD Computer Patternmaking	1
FD 245AD Computer Apps. in Fashion I(2 semesters)	1:1
Subtotal Units for Intermediate Level	12

ADVANCED LEVEL CLASSES

FD 38B Fashion Design II	3
Select Four (4) units from this section:	
◆FD 70AD Work Experience Issues (One Semester)	1
◆FD 72AD or FD 73AD Vocational Work Experience	2-3
FD 216AB Fashion Portfolio Development	2
FACS 364 Life Management	1
Subtotal Units for Advanced Level	7
TOTAL UNITS	37.5-38

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

ASSOCIATE DEGREE REQUIREMENTS**ENTRY LEVEL CLASSES**

REQUIRED COURSES	UNITS
FD 3 Intro to Careers in Design & Merchandising	2
FD 10 Textile Fibers and Fabrics	3
FD 27AB Production Sewing (One Semester)	1.5
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
FD 245AD Computer Applications in Fashion 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
Subtotal Units for Entry Level	16.5-17

INTERMEDIATE LEVEL CLASSES

FD 9 Clothing Selection	3
Subtotal Units for Intermediate Level	3
TOTAL UNITS	19.5-20

RECOMMENDED but not required courses for students interested in degree or certificate:

ART 1 or 2 Art & Civilization	3
ART 15AD Beginning Drawing	3
ART 31 Fundamentals of Art: Composition & Color	3
FD 20 Intro to Fashion Merchandising	3
FD 23 Fashion/Merchandising Buying	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**Certificate of Achievement**

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 Certificate of Achievement 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 10 Textile Fibers and Fabrics	3
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 for Entry Level	11.5-12.5

INTERMEDIATE LEVEL CLASSES

FD 5 Intro. To Manufacturing Design & Merchandising	2
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 for Intermediate Level	9.5

ADVANCED LEVEL CLASSES

FD 38A Fashion Design I	3
FD 39A Pattern Grading	1
FD 40AB Advanced & Production Pattern Drafting	1
♦FD 70AD Work Experience Issues (One semester)	1
♦FD 73AD Vocational Work Experience (One semester)	3
Subtotal Units for Advanced Level	9

TOTAL UNITS 30-31**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**Certificate of Achievement**

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 Certificate of Achievement 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 to Manufacturing for Design/Merchandising	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 Vocational Work Experience	2-3

Select FOUR (4) units from this section:

FD 29AB Tailoring	2
FD 26AB Advanced Sewing (One Semester)	2
FD 258AD Swimwear	1
Subtotal Units	13-14
TOTAL UNITS	21-22

RECOMMENDED but not required courses:

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	2
FD 244AD Computer Patternmaking	1
♦ FD 70AD must be taken concurrently with FD 72AD or 73AD.	

FASHION MERCHANDISING
Certificate of Achievement and/or
Associate in Arts

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 Certificate of Achievement will prepare students for an entry-level position in the apparel retailing, marketing 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) 938-4336 or 938-4454.

CERTIFICATE OF ACHIEVEMENT
REQUIREMENTS
ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
FD 3 Intro to Careers in Design/Merchandising	2
FD 5 Intro to 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	11

Select ONE of the following:

FACS 50 or 350M1 Consumer Awareness/Money Manag	1-3
FACS 64 Life Management	
Subtotal Units for Entry Level	12-14

INTERMEDIATE LEVEL CLASSES

REQUIRED COURSES	UNITS
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 39 Garment Technical Packages	1
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 for Intermediate Level	18.5

ADVANCED LEVEL CLASSES

REQUIRED COURSES	UNITS
FD 23 Fashion/Merchandise Buying	3
♦FD 70AD Work Experience Issues	1
♦FD 72AD or 73AD Work Experience	2-3
MKTG 41 Marketing Communications	3

Select ONE of the following:

IBUS 1 Introduction to International Business	3
IBUS 20 Export-Import Business Practices	3
Subtotal Units for Advanced Level	12-13
TOTAL UNITS	42.5 - 45.5

ASSOCIATE DEGREE REQUIREMENTS
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
Subtotal Units	10

INTERMEDIATE LEVEL CLASSES

REQUIRED COURSES	UNITS
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
Subtotal Units	9

ADVANCED LEVEL CLASSES

REQUIRED COURSES	UNITS
FD 23 Fashion/Merchandise Buying	3
Subtotal Units	3
TOTAL UNITS	22

RECOMMENDED but not required courses for students interested in degree or certificate:

FD 24AB Beginning Sewing	1.5
IBUS 52 International Marketing	3
CBIS 6A Intro to IT Concepts & Applications	4

♦ 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 students for entry-level employment in the film industry. For more departmental information call (562) 938-4563 or 938-4277.

REQUIRED COURSES	UNITS
ENTRY LEVEL CLASSES	
FILM 1 Introduction to Film	3
FILM 10AD Explorations in Film	3
FILM 11AD Film Art and Artists	3
†FILM 20AB Fundamentals of Film Production	3
PHOT 31AB Basic Photography: Black & White	3
TART 1 Introduction to Acting	3

INTERMEDIATE LEVEL CLASSES

†FILM 21AB Intermediate Film Production	3
R/TV 216AC Non-Linear Video & Film Editing	2
R/TV 4 Writing and Production Planning	3

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

TART 32AD Stage and Screen Writing	3
MUSIC 60AD Protools (Digital Audio Recording/Edit)	2
ADVANCED LEVEL CLASSES	
FILM 35AD Film Production Workshop	4
†FILM 60AD Special Projects in Film	1
MGMT 80 Small Business Entrepreneurship	3
R/TV 12 Television Lighting	2
R/TV 14AD Electronic Field Production	2
TART 40AD Stage Scenery	2
TOTAL UNITS	45

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 Associate Degree 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

Certificate of Achievement and/or Associate in Science

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 of Achievement 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	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 Command 2A	2

FIRE 26B Command 2B	2
FIRE 40 Fire Management 1	2
FIRE 42A Fire Management 2A	2
FIRE 42B Fire Management 2B	2
FIRE 53 Fire Hydraulics	3
FIRE 54 Hazardous Materials 1	3
FIRE 57 Intro. To Tactics and Strategy	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 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 400A-F Special Topics in Fire Science	1-5
EMT 251 & 251L Emergency Medical Tech. & Lab	4.5
PUBAD 1 Introduction to Public Administration	3
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 and/or Certificate of Achievement

Students prepare for employment as floral designers. The Certificate of Achievement 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:

ART 31 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 72AD, 73AD or 74AD 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	MGMT 80 Small Business Entrepreneurship	3
TOTAL ADVANCED LEVEL UNITS	5	SP 10 Elements of Public Speaking	3
<i>REQUIRED COMPETENCY:</i> Students must complete the Long Beach Community College computer proficiency requirement.			
TOTAL UNITS	23	SP 25 Elements of Intercultural Communications	3

- ◆ FD 70AD must be taken concurrently with FD 71AD, 72AD or 73AD.

FOOD & BEVERAGE MANAGEMENT

Associate in Arts and/or Certificate of Achievement

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, busers, 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 of Achievement 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 App Service Sanit in Hotel/Rstr 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- Hotel/Restaurant Mgmt	2
†THRH 272AD Work Experience- Hotel/Restaurant Mgmt	3
†THRH 273AD Work Experience- Hotel/Restaurant Mgmt	4
TOTAL UNITS	36

CATERING MANAGEMENT OPTION

Contact Department at 562) 938-4325 for current information.

RECOMMENDED but not required courses for both options:

CBIS 6A Intro to IT Concepts & Applications or	4
CAOTC 35 Microsoft Office Specialist	3
THRH 28 Convention Management & Meeting Plan	3
THRH 29 Facilities Management	3
THRH 33 Housekeeping and Security Management	3

FOREIGN LANGUAGES

Associate in Arts and/or Certificate of Achievement

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 of Achievement (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
†Intermediate Language †3, or 9, †4 or 10 French, †GER 3 or Spanish	5:5
†Advanced Language †25AD French or Spanish or German †25AD	3:3:3:3
† And/ or Two semesters (4 units maximum) of Spoken French or Spanish †8AD or German †8AD or French †25AD	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), †ITAL 3	5
TOTAL UNITS	20

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

**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, or 9, †4 or 10 French, †GER 3 or Spanish	5:5
†Advanced Language †25AD French, Spanish or German †25AD or French †25AD	3:3:3:3
†And/or Two semesters (4 units maximum) of Spoken French or Spanish †8AD or German †8AD	2:2
ITAL 1 (or 1A+ †1B), †2 (or †2A + †2B), †3	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	3:3
*HIST 1AB History: Western (European) Civilization	3:3
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, or 9, †4 or 10 Spanish	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 8AB 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/ Certificate of Achievement

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 of Achievement 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 Computer Information Competence	1
HORT 10AB Greenhouse Operation/Mgmt	4:4
ΦHORT 15A or 15B Basic Horticulture	2
HORT 19 Turf Management	4
HORT 21 Principles of Landscape Design	3
HORT 26A Plant Propagation (S)	3
HORT 26B Plant Propagation (F)	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
HORT 430 Landscape Management	4
FLO 286A Introduction to Floral Design-Fall Flowers	2:2
FLO 286B Introduction to Floral Design-Spring Flowers	2:2
MGMT 80 Small Business Entrepreneurship	3
SPAN 1A Elementary Spanish	3
Subtotal Units	20
TOTAL UNITS	40

♦ Must be in the Horticulture program and enrolled in a minimum of seven (7) units.

HOTEL MANAGEMENT

Associate in Arts and/or Certificate of Achievement

For departmental information call (562) 938-4325 or 938-4328.

HUMAN SERVICES

Associate in Arts and/or Certificate of Achievement or Certificate of Accomplishment

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 certificate of Achievement 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.

CORE

REQUIRED Courses:	UNITS
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:**

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	3-4

TOTAL CORE UNITS REQUIRED 9-10

NOTE: To receive credit for work experience a student must be enrolled in at least four other units in major.

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 Management 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
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 (F)		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 Competency 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 (F)		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		15-16
TOTAL UNITS for HUMAN SERVICES MAJOR		25

CERTIFICATE OF ACCOMPLISHMENT: 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 and/or Certificate of Achievement or Certificate of Accomplishment

Students learn the skills and knowledge necessary to transfer to upper division programs in social work or

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

human services and be eligible to become employed at the paraprofessional entry level in serving alcohol and drug clients. This Certificate of Achievement 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-ALCOHOL & DRUG STUDIES

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 **NINE (9) units from any of the following courses to bring the total to 21 units:**

SKILLS AREA	UNITS
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	9

Complete **3-4 units from any of the following courses to bring the total to 24-25 units:**

WORK EXPERIENCE	UNITS
HS 71AD Work Experience – Human Services	2
HS 72AD Work Experience – Human Services	3
HS 73AD Work Experience – Human Services	4
Subtotal Units	3-4
TOTAL UNITS	24-25

NOTE: To receive credit for work experience a student must be enrolled in at least four other units in major.

CERTIFICATE OF ACHIEVEMENT (fulfills CAADE/CAADAC Educational 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 45 Stress Management for Case Managers	3
HS 50 Law & Ethics	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	33

NOTE: To receive credit for work experience a student must be enrolled in at least four other units in major.

CERTIFICATE OF ACCOMPLISHMENT: Chemical Dependency Certificate

REQUIRED COURSES	UNITS
HS 41 Introduction to Chemical Dependency	3
HS 43 Case Management- Treatment & Aftercare	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 and/or Certificate of Achievement

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: Interior Design	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
ID 222 Residential Furnishings	1
ARCHT 61 Architectural Design	4
TOTAL UNITS	26

For the CERTIFICATE OF ACHIEVEMENT 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:

SP 10 Elements of Public Speaking	3
◆ ID 70AD must be taken concurrently with ID 71AD, 72AD or 73AD.	

INTERIOR DESIGN:

Technical Skills Emphasis

Associate in Arts/ Certificate of Achievement

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 200 Interior Illustration	2
ID 210 Fundamentals of Lighting	3
†ID 215 Interior Design Studio II	2
ARCHT 61 Architectural Design	4
TOTAL UNITS	24

JOURNALISM

Newspaper/Magazine, Public Relations and Publication Specialist

Associate in Arts and/or Certificate of Achievement

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 or email pmckean@lbcc.edu.

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

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 Writing	3
JOURN 35AD Photojournalism (1st semester)	3
JOURN 80AD Working on Newspaper (1 st /2 nd sem)	3:3
Subtotal Units	18

Select THREE (3) units from the following:

JOURN 1A Intro to Desktop Publication	3
JOURN 6AD Working on the Magazine	3
TOTAL UNITS	21

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 (3 rd /4 th 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 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, 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 6AD Working on the Magazine	3
†#JOURN 20 Beginning Newswriting & Reporting	3
JOURN 25 Free Lance Writing	3
JOURN 35AD Photojournalism (1st semester)	3
JOURN 80AD Working on Newspaper (1 st /2 nd sem)	3:3
TOTAL UNITS	21

CERTIFICATE PROGRAM

Print, Public Relations, Publications

REQUIRED COURSES	UNITS
JOURN 10 Intro to Mass Communication	3
†#JOURN 20 Beginning Newswriting & Reporting	3
JOURN 25 Free Lance 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	CAOTC 39A Word for Windows, Beginning	1
TOTAL UNITS	20-22	CAOTC 39B Word for Windows, Intermediate	1
RECOMMENDED but not required courses:			
JOURN 1AB Intro to Desktop Publishing (2nd sem)	3	CAOTC 265 Computer Transcription	2
JOURN 5 Intro to Public Relations	3	CAOTO 223 Legal Procedures-Litigation	3
JOURN 6AD Working on the Magazine	3	CAOTO 224 Legal Procedures	3
		TOTAL UNITS	10

LEGAL SECRETARY

Associate in Arts and/or Certificate of Achievement or Certificate of Accomplishment

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 39A, B, C, D Microsoft Word for Office Levels 1, 2, 3, 4	1:1:1:1
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	24

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 Microsoft Windows Operating System, Adv	1
CAOTC 41E, F, J Excel for Windows, Levels 1, 2, 3	1
CAOTC 42A, B Desktop Publishing - Small Business	1
CAOTC 47A Access Windows, Beginning	3
CAOTC 47B Access Windows, Advanced	3
CAOTC 215A Microsoft Outlook	2
CAOTC 230 Adobe Acrobat for the Office	3
CAOTO 15 Business Communications	3
CAOTO 222 Job Search Skills	3
CAOTO 262 Software Skills for the Workplace	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 ACCOMPLISHMENT:

Basic Legal Office Procedures Certificate

REQUIRED COURSES	UNITS
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CAOTC 39A Word for Windows, Beginning	1
CAOTC 39B Word for Windows, Intermediate	1
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 Word for Windows, Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTO 214A Filing 1	1
CAOTO 260 Business Telephone Procedures	1

Both of these courses

CAOTT 200A Beginning Typing/Keyboarding 1	1
CAOTT 200B Beginning Typing/Keyboarding 2	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.

Microsoft Word Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Word for Windows, Begin	1
CAOTC 39B Word for Windows, Inter	1
CAOTO 39C Word for Windows, Adv	1
CAOTO 39D Word for Windows, 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.

LIBERAL ARTS

Associate in Arts

ATTENTION all students majoring in/or planning to major in Liberal Arts

Beginning in the Fall 2008, the requirement for the Liberal Art Degree will change. To be prepared for these changes, you must be aware of three things: Title 5, Catalog Rights, and Continuous Enrollment. Title 5 is the legal interpretation of the California Education Code used to define the Associate Degree. Due to Statewide changes in Title 5, the current requirements for the Associate Degree in Liberal Arts Option II (CSUGE-Breadth and IGETC) will be discontinued in the Fall of 2008. The College is currently working on a new curriculum pathway for the Liberal Arts Degree which will be posted on the <http://osca.lbcc.edu/> website once it is approved by the Community College System Office. Catalog rights will protect any student currently majoring in/or planning to major in Liberal Arts prior to the Fall of 2008. Catalog rights state that a student may continue with the requirements posted in a College Catalog for a given academic year if, and only if, that student maintains continuous enrollment from that year until the degree is

finished. 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. A student may miss one semester and still maintain continuous enrollment. Any student that declares Liberal Arts as a major prior to Fall to 2008 but did not begin the course work will have to follow the new requirements. To be sure you understand your rights, please consult an academic counselors for clarification. You may make a counseling appointment at the Liberal Arts campus by calling 562-938-4561 or at the Pacific Coast Campus by calling 562-938-3920. You may also inquire online: <https://onlinecounseling.lbcc.edu>

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 and/or Certificate of Achievement

This field of concentration is designed to prepare students for an entry-level Library Technician position. This Certificate of Achievement 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 Information Literacy in Allied Business	1
LIB 212 Information Literacy in Law	1
LIB 213 Information Literacy in Government	1
SP 20 Elements of Interpersonal Communication	3
SP 25 Elements of Intercultural Communication	3

MACHINE OPERATOR

MANUFACTURING TECHNOLOGY

Certificate of Achievement and/or Associate in Science

For more departmental information call (562) 938-3073 or 938-3054.

MACHINE TOOL TECHNOLOGY

Certificate of Achievement and/or Associate in Science

For more departmental information call (562) 938-3073 or 938-3054.

MARKETING

Certificate of Achievement and/or Associate in Arts

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) 938-4328or Go to the department website at <http://business.lbcc.edu>.

REQUIRED COURSES:

MKTG 40 Salesmanship	3
MKTG 41 Marketing Communications	3
MKTG 47 Essentials of Marketing	3
IBUS 52 International Marketing	3
Subtotal units	12

Select TWO (2) courses from the following:

GBUS 5 Introduction to Business	3
IBUS 75 International Logistics	3
MGMT 80 Small Business Entrepreneurship	3

Subtotal Units 6
TOTAL UNITS 18

RECOMMENDED Courses Not Required:

ACCTG 1A Principles of Accounting	4
†ACCTG 1B Principles of Accounting	4
ACCTG 200A Introduction to Accounting	3
CAOTC 34 Introduction to Computers & Applications	3
CAOTO 15 Business Communications	3
CBIS 6A Introduction to IT Concepts & Applications	4
*ECON 1A-1B Macro & Micro Economic Analysis	3:3
LAW 18A Business Law	3

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

MATHEMATICS**Associate in Science**

This field of concentration is designed to recognize competency in mathematics at a postsecondary level. It partially fulfills the requirements for transfer with junior standing for students majoring in mathematics and related fields having significant mathematical content. This Associate Degree will facilitate transfer for a four-year degree. For more departmental information call (562) 938-4168 or (562) 938-4428.

REQUIRED COURSES	UNITS
†*ENGL 1 Reading and Composition	4
†MATH 60 First Calculus Course	5
†MATH 70 Second Calculus Course	5
†MATH 80 Third Calculus Course	5
†MATH 84 Intro Differential Eqns. and Linear Alg.	4
†PHYS 3A Physics for Sci. & Engr.-Mechanics	5
Subtotal Units	28

Select TWO of the following:

†BIO 1A Biology for Science Majors	5
†BIO 1B Biology for Science Majors	5
†CHEM 1A General Chemistry	5
†CHEM 1B General Chemistry	5
ECON 1A Micro Economic Analysis	3
ECON 1B Macro Economic Analysis	3
GEOL 2 General Geology, Physical	3
GEOL 3 Historical Geology	3
GEOL 5 Environmental Geology	3
†PHYS 3B Physics for Sci. & Engr.- E & M	4
†PHYS 3C Physics for Sci. & Engr.- Modern Physics	4
Subtotal Units	6-10

Select ONE of the following:

†CS 11 Computer Programming/C++I	3.5
†ENGR 54 Computer Methods/C++	3
Subtotal Units	3-3.5
TOTAL UNITS	37-41.5

MECHANICAL MAINTENANCE TECHNOLOGY

Certificate of Achievement and/or Associate in Science
For more departmental information call (562) 938-3053 or 938-3066.

**MEDICAL ASSISTING PROGRAM
Administrative/Clinical****Associate in Arts or Science and/ or Certificate of Achievement or Certificate of Accomplishment**

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 Certificate of

Achievement in the Administrative or Clinical Certificate option. The program also offers Certificates of Accomplishment 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

CERTIFICATES OF ACHIEVEMENT**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 284A or B 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 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
ã†MA 286 Clinical Practicum	4
ã†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

RECOMMENDED COURSES FOR CLINICAL/COMBINED CERTIFICATE:

AH 210 Math for Meds	1
AH 220 Phlebotomy	1.5
LEARN 11 Learning and Academic Strategies	2

ADMINISTRATIVE OPTIONS

CHOOSE ONE OF THE FOLLOWING OPTIONS

OPTION ONE:

±ACCTG 200A Introduction to Accounting	3
±CAOTC 39A, B Word for Windows, Lev 1,2	1:1
±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

OPTION TWO

±CAOTC 47A Access for Windows, Beginning	3
±CAOTC 47B Access for Windows, Advanced	3

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.

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
ã†MA 284A or B Medical Assisting Specialized Practicum	2
ã†MA 288 Practicum Seminar	1
±MA 290 Medical Insurance Billing	3
TOTAL UNITS	24

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

CERTIFICATES OF ACCOMPLISHMENT:

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 Coordinator	2
†AH 280L Health Unit Coordinator 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.

ã C.P.R Certification is required.

MUSIC

Associate in Arts

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 performance program. The ultimate career goals for the AA in Music would be to receive a bachelor's degree in music performance, education, composition, or musicology (theory or history). This would prepare one for a teaching or performance career and/or admission to a graduate program. While most courses have open enrollment (unless limited by prerequisite), admittance into the applied music program is by audition. For more departmental information call (562) 938-4309.

REQUIRED COURSES	UNITS
MUSIC 6 Introduction to Music Theory	3
†MUSIC 1A Music Theory I	3
†MUSIC 1B Music Theory II	3
†MUSIC 2A Music Theory III	3
MUSIC 5AD Musicianship I	1
†MUSIC 9AD Musicianship II	1
†MUSIC 10AD Musicianship III	1
MUSIC 30A Music History-Anquity to 1800 or	3
MUSIC 30B Music History and Literature	3
MUSIC 92AD Applied Vocal & Instrumental Music	1:1:1:1
<i>NOTE: Audition is required to enroll in MUSIC 92AD</i>	

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	MUSIC 87AD Vocal Jazz Trios, Quintets, Octettes	1
Subtotal Units	26	†MUSIC 96AD Advanced Recording Techniques	2
		Subtotal Units	6
		TOTAL UNITS	38

Piano Proficiency Component (Three Sem. of Piano)

Complete one of the following options:

Option 1:

MUSIC 51A Beginning Piano 1	2
†MUSIC 51B Beginning Piano 2	2
†MUSIC 52AD Advanced Piano	2.5

Option 2:

†MUSIC 51B Beginning Piano 2	2
†MUSIC 52AD Advanced Piano	2.5
†MUSIC 52AD Advanced Piano	2.5

Option 3:

†MUSIC 52AD Advanced Piano	2.5
†MUSIC 52AD Advanced Piano	2.5
†MUSIC 52AD Advanced Piano	2.5

Subtotal Units 6.5-7.5**TOTAL UNITS 26-33.5****COMMERCIAL MUSIC****Composer/Arranger****Certificate of Achievement and/or Associate in Arts**

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 Certificate of Achievement 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 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 Synth/Drum Mach/Sequencer Program	2
Subtotal Units	12

REQUIRED COURSES FOR SPECIALITY

MUSIC 50AD Performance Showcase/Ensemble	1:1
MUSIC60AD 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

COMMERCIAL MUSIC**Professional Instrumentalist****Certificate of Achievement and/or Associate in Arts**

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 of Achievement 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 Group	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 Music Trade	2
Subtotal Units	2
TOTAL UNITS	38

COMMERCIAL MUSIC**Professional Technology****Certificate of Achievement and/or Associate in Arts**

Students prepare to compete in the world of commercial music and/or the entertainment industry. This Certificate of Achievement 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	UNITS
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 Music Theory	2:2
MUSIC 97AD Tools of the Music 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 Advanced Recording Techniques	2:2
Subtotal Units	6
TOTAL UNITS	38

COMMERCIAL MUSIC

Professional Vocalist

Certificate of Achievement and/or Associate in Arts

Students prepare for vocal performance in recording and live performance situations (clubs, churches, theaters, film and television). This Certificate of Achievement 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	UNITS
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 Music Theory	2
MUSIC 91AD Special Studies	2
Subtotal Units	20

ELECTIVES-Select SIX (6) units from the following:

ΦMUSIC 7AB Elementary Voice	2
MUSIC 42AD Professional Adv Vocal Ensemble	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
MUSIC 44AD The Evening Jazz Choir	1:1:1:1
ΦMUSIC 81AD Commercial Keyboard	2:2:2
ΦMUSIC 84AD Commercial Songwriting	2:2:2
Φ†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 Music Theory	2:2:2
ΦMUSIC 93AD Record Production (Using MIDI)	2:2:2
†MUSIC 95 Intermediate Recording Techniques	2
†MUSIC 96AD Advanced Recording Techniques	2:2
ΦMUSIC 98AD Synth/Drum Mach/Sequencer Program	2:2:2
Subtotal Units	6

TOTAL UNITS 38

COMMERCIAL MUSIC

Record Producer

Associate in Arts and/or Certificate of Achievement or Certificate of Accomplishment

Students prepare for pre-production and post-production techniques in the studio environment using state-of-the-art equipment. This Certificate of Achievement 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	UNITS
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 69A-D Analysis of Music Video	2
†MUSIC 95 Intermediate Recording Techniques	2

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

†MUSIC 96AD Advanced Recording Techniques	2	MUSIC 75A–B The Music Business	1:1
MUSIC 271AD Work Experience – Music	2	†MUSIC 86AD Record Production (Fundamentals)	2
Subtotal Units	21	MUSIC 93AD Record Production (Using MIDI)	2
ELECTIVES-Select FIVE(5) units from the following:			
ΦMUSIC 60AD Pro Tools (Digital Audio Record/Edit)	2:2	MUSIC 94 Beginning Recording Techniques	2
ΦMUSIC 61AD Music Mastering	1:1:1	MUSIC 98AD Synth/Drum Mach/Sequencer Program	2
ΦMUSIC 65AD Advanced-Pro Recording Techniques	2:2:2	Subtotal Units	12
†ΦMUSIC 66AD Studio Mixdown Techniques	2:2	REQUIRED COURSES FOR SPECIALITY	
ΦMUSIC 69A-D Analysis of Music Video	2:2:2	MUSIC 60AD ProTools (Digital Audio Recording/Edit)	2
†MUSIC 82AD Sound Reinforcement	2:2:2	MUSIC 61AD Music Mastering	1
MUSIC 83AD Film/Video Music/Scoring	1:1:1	†MUSIC 65AD Advanced–Pro Recording Techniques	2:2
MUSIC 84AD Commercial Songwriting	2	†MUSIC 66AD Studio Mixdown Techniques	2:2
†ΦMUSIC 86AD Record Production (Fundamentals)	2:2	MUSIC 68 Basic Audio Theory	2
MUSIC 88AD Small Studio Lab	1:1:1:1	MUSIC 70AD Studio Maintenance	2
ΦMUSIC 93AD Record Production (Using MIDI)	2:2	†MUSIC 82AD Sound Reinforcement	2:2
†ΦMUSIC 96AD Advanced Recording Techniques	2:2:2	†MUSIC 95 Intermediate Recording Techniques	2
MUSIC 97AD Tools of the Music Trade	2:2:2	†MUSIC 96AD Advanced Recording Techniques	2:2
ΦMUSIC 98AD Synth./Drum Mach./Sequence Program	2:2	MUSIC 271AD Work Experience–Music	2
MUSIC 272 Work Experience-Music	3	Subtotal Units	27
MUSIC 273 Work Experience-Music	4	ELECTIVES - Select ONE (1) unit from the following:	
Subtotal Units	5	MUSIC 59AD Digital Recording & Sampling Tech	2:2:2:2
TOTAL UNITS	38	ΦMUSIC 60AD Pro Tools (Digital Audio Recording/Edit)	2:2:2

CERTIFICATES OF ACCOMPLISHMENT:**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	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 and/or Certificate of Achievement or Certificate of Accomplishment**

Students prepare for music production in the studio environment using state-of-the-art equipment. This certificate of Achievement 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
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
†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	27

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
†ΦMUSIC 86AD Record Production (Fundamentals)	2:2:2
MUSIC 88AD Small Studio Lab	1:1:1:1
ΦMUSIC 93AD Record Production (Using MIDI)	2:2:2
†ΦMUSIC 96AD Advanced Recording Techniques	2:2
MUSIC 97AD Tools of the Music Trade	2:2:2:2
ΦMUSIC 98AD Synth/Drum Mach/Sequencer Program	2:2:2
Subtotal Units	1
TOTAL UNITS	40

CERTIFICATES OF ACCOMPLISHMENT:**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 and/or Certificate of Achievement**

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 of Achievement 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 Synth./Drum Mach./Sequencer Program 2	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	2
Subtotal Units	6
TOTAL UNITS	38

**NUMERICAL CONTROL
TECHNICIAN MANUFACTURING
TECHNOLOGY**

**Certificate of Achievement and/or
Associate in Science**

For more departmental information call (562) 938-3078.

**NURSING: ASSOCIATE DEGREE
(RN) PROGRAM**

**Certificate of Achievement and/or
Associate in Art or Science**

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

PREREQUISITES (Required Prior to Enrollment in Program)

	UNITS
*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

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

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/ Certificate of Achievement

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
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2. Pass NURSING DEPARTMENT EXAMINATION**with a score of 75% or better immediately after completion of ADN 20A.**

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. If test is not passed on the second attempt see program director.

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 1, Critical Care Life Span	2.5
†ADN 22AL Adv. Nursing 1, Crit. Care Life Span Lab	3
†ADN 22B Adv. Nursing 2, Role Transition	2.5
†ADN 22BL Adv. Nursing 2, 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
SOCIO 1 Introduction to Sociology	3
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 (± Recommended but not required ADN 202AD, Nursing Skills Adjunct Lab)	0
Subtotal Units	1

Second Semester

†ADN 321A Women’s Health and Adv. Obstetrics	1.5
†ADN 321AL Women’s Health and Adv. Obstetrics Lab	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 Adv. Nursing 1, Adult Critical Care Lab	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

NURSING: VOCATIONAL

Associate in Arts or Science/Certificate of Achievement or Certificate of Accomplishment

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 225 Nursing Applications of Pharmacology	3
#VN 215 + 215L Fundamentals of Nursing + Lab or 0-6 Certified Nursing Assistant (CNA) certificate issued by the State of California (Contact Nursing Department)	
VN 220 Transition to Vocational Nursing	3
VN 220L Transition to Vocational Nursing Lab	1
Subtotal Units	11-17

Complete the following required courses with a minimum grade of “C” or better: UNITS

†°VN 240 Mental Health Nursing	3
†#VN 230 Common Health Deviations 1	3
†#VN 230L Common Health Deviations 1 Lab	3.5
†VN 235 Common Health Deviations 2	3
†VN 235L Common Health Deviations 2 Lab	3.5
†VN 245 Maternal/Infant Nursing	2
†VN 245L Maternal/Infant Nursing Lab	1
†VN 250 Nursing Care of Children	2
†VN 250P Nursing Care of Children Practicum	1
†VN 255 Common Health Deviations 3	3
†VN 255L Common Health Deviations 3 Lab	3.5
†VN 260 Roles and Responsibilities 1	1.5
†VN 265 Common Health Deviations 4	3
†VN 265L Common Health Deviations 4 Lab	3
†TOTAL UNITS	46-52

RECOMMENDED COURSES: Only for Students Officially Admitted to the VN Program

VN 231AD Nursing Skills Practice Lab	0.5
VN 266AD Nursing Skills Practice Lab	0.5

° This course may be taken prior to entering the program.

OFFICE ASSISTANT

Certificate of Achievement and/or Associate in Arts or Certificate of Accomplishment

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

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

documents. This Certificate of Achievement 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 Microsoft 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 Software Skills for the Workplace	1
CAOTO 263 Customer Service	1
CAOTT 201 Intermediate Typing/Keyboarding	2
Subtotal Units	26

Select **TWO (2)** units from the following:

CAOTC 39A, B, C, D Word for Windows, Levels 1,2,3,4	1:1:1:1
CAOTC 215A Microsoft Outlook for Windows	2
Subtotal Units	2

REQUIRED COMPETENCY: Typing certificate of at least 35 words per minute for 5 minutes with 5 or fewer errors by the end of the program.

ELECTIVES Select any THREE (3) units from the following courses:

CAOTC31B Microsoft Windows Operating System, Adv	1
CAOTC 34 Introduction to Computers & Applications	3
#CAOTC 39A,B,C,D Word for Windows, 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 Access for Windows, Beginning	3
CAOTC 47B Access for Windows, Advanced	3
CAOTC 211 OpenOffice.org	1
CAOTC 230 Adobe Acrobat for the Office	2
CAOTC 235 Microsoft Office-Expert	3
CAOTC 246 Financial Applications	3
CAOTC 250A, B Data Entry - Levels 1, 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 ACCOMPLISHMENT:

Basic Computing and Internet Literacy Certificate

REQUIRED COURSES	UNITS
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft -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.

Microsoft Office Certificate

REQUIRED COURSES	UNITS
CAOTC 35 Microsoft Office-Specialist	3
CAOTC 235 Microsoft Office-Expert	3
TOTAL UNITS	6

Basic Office Skills Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Word for Windows, Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTO 214A Filing 1	1
CAOTO 260 Business Telephone Procedures	1

And either Both of these courses

CAOTT 200A Beginning Typing/Keyboarding 1	1
CAOTT 200B Beginning Typing/Keyboarding 2	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, Beg	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	1
CAOTT 233 Computer Keyboarding	1
TOTAL UNITS	7-9

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.

Basic Word Processing Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Word for Windows, Beginning	1
CAOTC 39B Word for Windows, Intermediate	1
CAOTC 39C Word for Windows, Advanced	1
CAOTC 39D Word for Windows, 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.

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 Word for Windows, Beginning	1
CAOTC 39B Word for Windows, Intermediate	1
CAOTO 39C Word for Windows, Advanced	1
CAOTO 39D Word for Windows, 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**Certificate of Achievement and/or Associate in Science**

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 Certificate of Achievement will prepare students for an entry-level position in the field of commercial photography or to start their own photography business. 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. For more departmental information call (562) 938-4802.

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 Photography for Publication	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
†PHOT 72AD Work Experience-Photography	3:3:3
†PHOT 73AD Work Experience-Photography	4:4:4

Subtotal Units **3**

Select NINE (9) units from the following courses:

†ART 81AD 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-Applications	4
†PHOT 35AD Photography for Publication	3:3:3
†PHOT 37AD Portrait Photography	3
PHOT 38 Marketing Professional Photography Skills	2
†PHOT 39AD Photography on Location	3
†PHOT 40AD Mastering the Photographic Print	4
†PHOT 41AD Professional Photographic Portfolio	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**

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

PHOTOJOURNALISM**Certificate of Achievement**

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) 938-4802; for Journalism classes call (562) 938-4282 or email pmckean@lbcc.edu.

REQUIRED COURSES	UNITS
†ENGL 1 or ENGL 1H Reading & Composition or	4
†ENGL 105 Fundamentals of Writing	4
JOURN 80AD Working on the Newspaper	3:3
PHOT 31AB Basic Photo-Black & White	3
PHOT 32AD Basic Photo-Color	3
†PHOT 35AD Photography for Publication	3
Subtotal Units	19

Select NINE (9) units from the following:

JOURN 6AD Working on 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 Photography for Publication	3:3:3
†PHOT 39AD Photography on Location	3

Subtotal Units **9**

TOTAL UNITS **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 37 or PEIA 21AD Volleyball (Men) or	1, 3
PEPP 23M1 Child First Aid & Safety Education	1	PEG 89AD or 90AD Volleyball (Men)	0.5,1
PEPP 71AD,72AD, or 73AD Work Experience	2-4	PEPP 55 Basketball (Women)or	1
Aquatics Category			
PEG 55AD Life Guard/Water Safety Training	4	PEG 13AD Basketball (Women) or	0.5
PEG 75AD or 76AD Swimming	0.5:1	PEG 14AD or PEIA 27AD or 27M1	
PEPF 3AD or 4AD Water Aerobics and Training	0.5:1	Basketball (Women)	1, 3
PEPF 41AD or 42AD Swimming Fitness	0.5:1	PEG 58AD Intramural Activities	1
PEPF 47AD or 48AD Swim Fitness/Polo	0.5:1	PEPP 61 or PEIA 35AD or 35M1 Soccer (Women) or	1, 3
PEPP 41 Aquatics (Coed)	2	PEG 69AD or 70AD Soccer (Women)	0.5,1
Individual & Dual Activities Category			
PEA 1AD PE for the Physically Limited	1	PEPP63 or PEIA37AD Softball (Women) or	1, 3
#PEPF 2AD Monitoring & Developing Sports Skills	1	PEG 73AD or 74AD Softball (Women)	0.5,1
PEPP 13 or PEPF 5AD or 6AD Dance Aerobics	1, 0.5,1	PEPP 67 Volleyball (Women) or	1
PEPP 29 or PEG 87AD or 88AD Cross Country or Track		PEG 89AD or 90AD Volleyball or	0.5,1
& Field (Men) or	1, 0.5,1	PEIA 45AD or 45M1 Volleyball (Women)	3
PEIA 19AD or 19M1 Cross Country, Track & Field			
(Men)	3	Any of:	
PEG19AD or 20AD Bowling (Coed)	0.5,1	PEIA 23AD, 23M1, 29AD, 31AD, 47AD	3
PEG 9AD or 10AD Badminton (Coed)	0.5,1	PEIA 5AD, 5M1, 9AD, 15AD, 17AD, 19AD, 39AD,	
PEPP 51 or 31AD or 32AD Golf		41AD, 43AD	3
(Coed/Women) or	1, 0.5,1	Outdoor Studies	
PEIA9AD or 9M1 Golf (Coed/Men) or	3	PEOS 5AD Backpacking	1
PEIA 31AD or 31M1 Golf (Coed/Women)	3	PEOS 55AD OR 56AD Nordic Skiing	0.5,1
PEPP 53 or PEG 83AD or 84AD Tennis		Subtotal Units	15-16
(Coed)	1, 0.5,1	TOTAL UNITS	18
PEG 58AD Intramural Activities	1	NON-TEACHING EMPHASIS	
PEPP 65 or PEIA 43AD or 43M1 Track & Field		Select EIGHTEEN (18) units from at least FOUR	
(Women) or	1,3	categories: (Courses for the following categories are the	
PEG 87AD or 88AD Track & Field		same as listed under the TEACHING EMPHASIS)	
(Women) or	0.5,1	AQUATICS, INDIVIDUAL & DUAL ACTIVITIES,	
PEIA 29AD or 29M1 Cross Country	3	FITNESS & COMBATIVES, OUTDOOR STUDIES,	
PEG 59AD or 60AD Racquetball (Coed)	0.5,1	PROFESSIONAL PREPARATION, TEAM SPORTS	
		and, as a category, PEPP 1 & PEPP 7.	
Fitness and Combatives Category		TOTAL UNITS	18
PEG 65AD or 66AD Self Defense	0.5,1	<i>NOTE: Any activity course designated AD may be taken a</i>	
#PEPF 2AD Monitoring and Developing Sport Skills	1	<i>total of four times for credit toward unit requirements</i>	
PEPF 3AD or 4AD Water Aerobics and Training	0.5,1	<i>except for PEPF 2AD. PEPP Professional preparation</i>	
PEPF 5AD or 6AD Dance Aerobics	0.5, 1	<i>courses are highly recommended for teaching and non-</i>	
PEPF 8AD Aerobic Circuit Training	2.5	<i>teaching majors.</i>	
PEPF 10AD Stretch and Relaxation	1	PHYSICAL SCIENCES	
PEPF 21AD or 22AD Physical Fitness	0.5,1	Associate in Arts or Science	
PEPF 41AD or 42AD Swim Fitness	0.5,1	Students are provided an introduction to the lower	
PEPF 47AD or 48AD Swim Fitness/Polo	0.5,1	division course preparation for transfer to a baccalaureate	
PEPF 53AD or 54AD Weight Training	0.5,1	degree in various physical science majors. This <u>Associate</u>	
PEPF 81AD Fitness & Wellness Center	1	<u>Degree</u> will prepare students for an entry-level position as	
PEPF 83AD or 84AD Fitness & Wellness I, II	2,2	environmental technician. Appropriate course selection	
Team Sports			
#PEPF 2AD Monitoring and Developing Sport Skills	1	will also facilitate transfer in a related major. For more	
PEPP 25 Baseball (Men) or	1	departmental information call (562) 938-4444.	
PEG 11AD or 12AD Baseball (Men)	0.5,1	REQUIRED COURSES	
or PEIA 1AD or 1M1 Baseball (Men)	3	UNITS	
PEPP 27 Basketball (Men) or	1	Complete TWELVE-THIRTEEN (12 - 13) units from	
PEG 13AD or 14AD or PEIA 3AD or 31M1		the following courses:	
Basketball (Men)	0.5,1,3	ASTR	
PEPP 31 Football (Men) or	1	†CHEM	
PEG 85AD or 86AD Football (Men) or	0.5,1	ENVRS 1	
PEIA 7AD or 7M1 Football (Men)	3	PGEOG 1	
PEPP 35 Soccer (Men) or	1	GEOL	
PEG 69AD or 70AD Soccer (Men) or	0.5,1	†PHYS	
PEIA 13AD or 13M1 Soccer (Men)	3	Subtotal Units	
		12-13	

Complete the following course:

Computer Class- Any class which satisfied the computer portion of the Information Competency requirement for graduation. See the current General Education Course Pattern Guide for a complete listing of acceptable courses.

Subtotal Units 1-4

Complete **FIVE-SIX (5-6) units** from any **Mathematics** course which has a prerequisite of Intermediate Algebra or higher

MATH

Subtotal Units 5-6

TOTAL UNITS 18-23

NOTE: Courses are offered each semester excluding the following: CHEM 12A and 12B are offered in alternating semesters starting with 12A in the fall semester. PHYS 2B is offered once each year, usually in the second semester. PHYS 3C is offered every third semester. Geol 3 is offered every fourth semester.

**RADIO/TELEVISION
BROADCAST NEWS**

Certificate of Achievement and/or Associate in Arts

Students prepare for writing, editing and producing radio or television news and news feature programs. This Certificate of Achievement 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 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 communications, broadcast or journalism. For more departmental information call (562) 938-4309 or 938-4892.

REQUIRED CORE COURSES	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Computer Entertainment Industry	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 sem req)	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

REQUIRED ELECTIVES (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

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

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**

Certificate of Achievement

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 of Achievement 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 938-4892.

REQUIRED CORE COURSES	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Computer in Entertainment Indus	2
R_TV 8 Introduction to Media Production	3
R_TV 13AD Television 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 Beginning Website Design	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 Intro to Careers in Radio, TV & Multimedia	2
R_TV 4 Writing and Production Planning	3
R_TV 14AD Electronic Field Production	2
R_TV 21 Radio Production	3
R_TV 71/ 73AD Work Experience-Radio/TV	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**

Certificate of Achievement and/or Associate in Arts

Students prepare for performing in radio and television programs either independently or as part of a cast. This Certificate of Achievement 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 938-4892.

REQUIRED CORE COURSES	UNITS	Subtotal Units	14
R_TV 1 Introduction to Broadcasting	3		
R_TV 3 Using MAC Computer Entertainment Industry	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- Radio/TV	2		
Subtotal Units	15		
REQUIRED ELECTIVES Select FIVE (5) 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 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 37 Radio/Television 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		

RADIO/TELEVISION PRODUCER

Associate in Arts and/or Certificate of Achievement

Students prepare for producing radio or television programs either independently or in a production environment. This Certificate of Achievement 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 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 broadcast, film, computer animation or multimedia production. For more departmental information call (562) 938-4309 or 938-4892.

REQUIRED CORE COURSES	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Computer Entertainment Industry	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- Radio/TV	2

REQUIRED ELECTIVES 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, Certificate of Achievement and/or Certificate of Accomplishment

Career opportunities in real estate include jobs real estate sales, appraisal, lending, property management, development, title insurance and escrow. Careers in California as a real estate salesperson or real estate broker (including property management and sales of business opportunities) require all license from California Department of Real Estate ("DRE"). Before applying to take the Real Estate Salesperson Examination administered by DRE, applicants must complete courses in Real Estate Principles, Real Estate Practice, and one elective real estate course. Before applying with DRE to take the examination for a Real Estate Broker license, applicants must complete courses in Real Estate Practice, Appraisal, Legal Aspects of Real Estate, Finance, either Real Estate Economics or a general accounting course, and three elective real estate courses. See www.dre.ca.gov for further information. Careers in California as a real estate appraiser require a license from the California Office of Real Estate Appraiser ("OREA"). See www.orea.ca.gov for further information. Students can obtain the 150 hours of education in the specified appraisal subjects for the Trainee or Residential appraisal license by completing the Real Estate Principles, Real Estate Appraisal, Advanced Real Estate Appraisal and Real Estate Appraisal-USPAP courses offered in the Real Estate program. 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 sales, appraisal, property management, lending, or other support services. For more departmental information call (562) 938-4064.

REQUIRED COURSES	UNITS
REAL 78 Real Estate Economics or	3-4
ACCTG 1A Principles of Accounting or	
ACCTG 200A Introduction to Accounting	
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	MGMT 49A Intro to Management	3
REAL 87 Real Estate Finance	3	MGMT 49B Human Resources Management	3
Subtotal Units	18-19	MGMT 58 Leadership and Supervision	3
Select <i>NINE (9)</i> units from the following:		MKTG 42 Retailing Principles and Practices	3
LAW 18A Business Law	3	MKTG 47 Essentials of Marketing	3
MKTG 40 Salesmanship	3	SP 20 Elements of Interpersonal Communication	3
REAL 84 Mortgage Brokering/Lending in California	3	TOTAL UNITS	32
REAL 86 Advanced Real Estate Appraisal	3		
REAL 92A Escrows and Land Titles	3		
REAL 253 Property Management	3		
REAL 286 Real Estate Appraisal-USPAP	1		
REAL 288 Homeowner Association Management	3		
Subtotal Units	9		
TOTAL UNITS	27-28		

CERTIFICATES OF ACCOMPLISHMENT:

Real Estate Appraisal Certificate

REQUIRED COURSES	UNITS
REAL 80 Real Estate Principles	3
REAL 83A Legal Aspects of Real Estate	3
REAL 85 Real Estate Appraisal	3
REAL 86 Advanced Real Estate Appraisal	3
TOTAL UNITS	12

Real Estate Lending Certificate

REQUIRED COURSES	UNITS
REAL 80 Real Estate Principles	3
REAL 84 Mortgage Brokering/Lending in California	3
REAL 87 Real Estate Finance	3
REAL 92A Escrows and Land Titles	3
TOTAL UNITS	12

Real Estate Property Management

REQUIRED COURSES	UNITS
REAL 78 Real Estate Economics	3
REAL 80 Real Estate Principles	3
REAL 83A Legal Aspects of Real Estate	3
REAL 253 Property Management	3
TOTAL UNITS	12

Real Estate Salesperson

REQUIRED COURSES	UNITS
REAL 80 Real Estate Principles	3
REAL 81A Real Estate Practices	3
REAL 83A Legal Aspects of Real Estate	3
MKTG 40 Salesmanship	3
TOTAL UNITS	12

RETAIL MANAGEMENT FOOD INDUSTRY EMPHASIS

Certificate of Achievement

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 34 Introduction to Computers and Applications	3
†ENGL 1 Reading and Composition	4
▲GBUS 251 Business Mathematics	3

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

SHEET METAL

Associate in Science and/or Certificate of Achievement

The Associate Degree will prepare students for entry positions in sheet metal layout, fabrication and installation. For more departmental information call (562) 938-3051.

REQUIRED COURSES	UNITS
SHMET 220A Basic Sheet Metal Layout & Fabrication	4
SHMET 320M1 Basic Sheet Metal Layout & Fabrication	2
SHMET 320M2 Basic Sheet Metal Layout and Fabrication	2
▲SHMET 220B Advanced Sheet Metal Layout & Fabrication	4
▲SHMET 220C Power Metalworking Machine Operations	4
SHMET 221 Sheet Metal Blueprint Reading	2
WELD 480AD Welding (Inert Gas)	2
ELECT 253 OSHA Standards for Construction Safety	2
TOTAL UNITS	18

RECOMMENDED courses but not required:

DRAFT 201 Introduction to Drafting	4
ELECT 202 Electrical Mathematics	3
▲SHMET 220D Sheet metal CNC Fabrication Systems	4
SHMET 223 Sheet metal Duct Systems and Fabrication	3
SPEECH 20 Elements of Interpersonal Communication	3
SHMET 420AD Sheet Metal Fabrication	2
SHMET 421AD Sheet Metal Fabrication	1
SHMET 423AD Sheet Metal Fabrication	3
▲SHMET 271AD Work Experience Sheet Metal	2
▲SHMET 272AD Work Experience Sheet Metal	3
▲SHMET 273AD Work Experience Sheet Metal	4
WELD 400 Band 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 <i>NINE (9)</i> units in <i>HISTORY</i> and <i>POLITICAL SCIENCE</i> courses numbered 1-99. Choose at least <i>ONE</i> course from the History department and <i>ONE</i> 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 or 1BH 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
GEOG 48 Geography of California	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 6 Physiological Foundation of Psychology	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/HUMANITIES

SOCS 1/HUMAN 1 Comparative World Cultures	3
SOCS 7/HUMAN 7 American Pluralism & Identity	3

Subtotal Units**TOTAL UNITS 18****SPEECH COMMUNICATION****Associate in Arts**

Students are provided with a general education in the principles, concepts and methodologies of interpersonal/intercultural/group/leadership communication and informative/persuasive/argumentative interpretive speaking. For more departmental information call (562) 938-4438 or email aridenour@lbcc.edu.

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

Subtotal Units	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
†TART 1 Acting 1-Introduction to Acting	3

THEATRE**ACTING, TECHNICAL & GENERAL Associate in Arts and/or Certificate of Accomplishment**

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.

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 SIX (6) 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	6

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	†TART 206B Audition and Interview Skills - Adv	1.5
TOTAL UNITS	21	†TART 212A Acting in Film - Beginning	1.5
		†TART 212B Acting in Film - Advanced	1.5
ACTING EMPHASIS-A.A. DEGREE/TRANSFER		TOTAL UNITS	12

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 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	2
†TART 2 Acting 2-Technique & Characterization	3
†TART 3A-B Acting 3-Scene Study	3
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	1
TART 50AD Major Production Performance 2:2	2
TART 75AD Summer Repertory Theatre: Performance 1	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	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	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	1
†TART 56AD Advanced Stage Make-Up	2
TART 60AD Special Projects in Theatre Arts 1:1	1
TART 76AD Summer Repertory Theatre: Production 1:1	1

Subtotal Units 4
TOTAL UNITS 26

CERTIFICATES OF ACCOMPLISHMENT:

Vocational Media - Film Acting Certificate

REQUIRED COURSES UNITS

TART 1 <i>or ANY COMPARABLE LEVEL Acting 1 course</i> 3	3
†TART 201 Show Business Careers – How to Start 1.5	1.5
†TART 204 Marketing Yourself for Show Business 1.5	1.5
†TART 205 Audition for: Theatre & Film or	3
†TART 206A Audition and Interview Skills – Begin and	1.5

Vocational Media - Commercials Certificate

REQUIRED COURSES UNITS

TART 1 <i>or ANY COMPARABLE LEVEL Acting 1 course</i> 3	3
†TART 201 Show Business Careers – How to Start 1.5	1.5
†TART 204 Marketing Yourself for Show Business 1.5	1.5
†TART 205 Audition for: Theatre & Film or	3
†TART 206A Audition and Interview Skills – Begin and	1.5
†TART 206B Audition and Interview Skills - Adv 1.5	1.5
†TART 208A Breaking into Commercials - Begin 1.5	1.5
†TART 208B Breaking into Commercials - Adv 1.5	1.5

TOTAL UNITS 12

Vocational Media – Voice-Over Certificate

REQUIRED COURSES UNITS

TART 1 <i>or ANY COMPARABLE LEVEL Acting 1 course</i> 3	3
†TART 201 Show Business Careers – How to Start 1.5	1.5
†TART 204 Marketing Yourself for Show Business 1.5	1.5
†TART 205 Audition for: Theatre & Film or	3
†TART 206A Audition and Interview Skills – Begin and	1.5
†TART 206B Audition and Interview Skills - Adv 1.5	1.5
†TART 210A Voice-Over Techniques - Beginning 1.5	1.5
†TART 210B Voice-Over Techniques - Advanced 1.5	1.5

TOTAL UNITS 12

TOOL DESIGNER

Associate in Science/ Certificate of Achievement

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	3
†MACHT 50B Machine Tool Operation and Practices 3	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
Subtotal Units	13-15

LEVEL 2 - REQUIRED COURSES UNITS

†DRAFT 51B Industrial Drafting II or	3
†DRAFT 60 Geometric Dimensioning & Tolerancing 3	3
†TEC 60AD Computer Aided Design & Drafting 3	3
Subtotal Units	9
TOTAL UNITS	22-24

RECOMMENDED Courses but not required:

DRAFT 273 Work Experience- Mechanical Design	4
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Consult guides available in Counseling Centers for specific general education and required grades.

TEC 60AD Computer Aided Design & Drafting
(CADD) 3:3:3

WELDING TECHNOLOGY (Preparatory Program)

Associate in Science and/or Certificate of Achievement

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 Option ONE (1) or Option TWO (2):

Option #1

Complete 40 units from the following courses: 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 (Heliarc, MIG)	9
WELD 221 Arc Welding Structural Certification	4
WELD 400AD Welding (General)	2
WELD 410AD Welding (Arc)	2
WELD 460AD Welding (Gas 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

CERTIFICATES OF ACCOMPLISHMENT:

Advanced Arc Welder Certificate

REQUIRED COURSES	UNITS
WELD 213 Advanced Arc Welding	9
WELD 415AD Shielded Metal Arc Welding (SMAW) or 2	
WELD 416AD Shielded Metal Arc Welding (SMAW)	2
TOTAL UNITS	11

Additional Requirement: All of the required courses must be completed within 1.5 years.

Arc Welding Certificate

REQUIRED COURSES	UNITS
WELD 410AD Welding (ARC)	2:2:2:2
TOTAL UNITS	8

Additional Requirement: All of the required courses must be completed within 1.5 years.

Arc Welding and Fabrication Certificate

REQUIRED COURSES	UNITS
WELD 212 Arc Welding and Fabrication	9
WELD 413AD Shielded Metal Arc Welding (SMAW) or 2	
WELD 414AD Shielded Metal Arc Welding (SMAW)	2
TOTAL UNITS	11

Additional Requirement: All of the required courses must be completed within 1.5 years.

Gas Tungsten Arc Welding Certificate

REQUIRED COURSES	UNITS
WELD 214 Inert Gas Welding (GTAW)	9
WELD 480AD Welding (Inert Gas) (GTAW) or	2
WELD 482AD Gas Tungsten Arc Welding (GTAW)	2

TOTAL UNITS 11

Additional Requirement: All of the required courses must be completed within 1.5 years.

Oxygen Acetylene Welding/Cutting Certificate

REQUIRED COURSES UNITS

WELD 211 Fundamentals of Welding & Tools of the Trade	9
WELD 460AD Welding (Acetylene Gas)	2

TOTAL UNITS 11

Additional Requirement: All of the required courses must be completed within 1.5 years.

Shielded Metal Arc Welding (Arc) Certificate

REQUIRED COURSES UNITS

WELD 412AD Shielded Metal Arc Welding (ARC)	3:3:3:3
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TOTAL UNITS 12

Additional Requirement: All of the required courses must be completed within 1.5 years.

Structural Certification Certificate

REQUIRED COURSES UNITS

WELD 221 Arc Welding Structural Certification	4
WELD 414AD Shielded Metal Arc Welding (SMAW)	2

TOTAL UNITS 6

Additional Requirement: All of the required courses must be completed within 1.5 years.

WOODWORKING TECHNOLOGY

Certificate of Achievement and/or Associate in Science

Students prepare for entry-level positions in the woodworking industry. Students can earn an Associate of Science Degree or Certificate of Achievement in this major. For more departmental information call (562) 938-3064 or (562) 938- 3054.

CABINET/FURNITURE MAKING

REQUIRED COURSES UNITS

CABMK 301 Introduction to Woodworking I	3
CABMK 305 Introduction to Woodworking II	3
†CABMK 302 Traditional Woodworking Products I	3
†CABMK 306 Traditional Woodworking Products II	3
†CABMK 303 Contemporary Woodworking Products I	3
†CABMK 307 Contemporary Woodworking Products II	3
†CABMK 304AB Kitchen/Bath Design and Construction	3
†CABMK 290AD Advanced Practices	2
Subtotal Units	23

Complete 6 units from the following courses:

CARP 227 Finish Carpentry	4
†DRAFT 51A-B Industrial Drafting I and II	3:3
DRAFT 201 Introduction to Drafting	4
ELECT 202 Electrical Mathematics	3
GBUS 5 Introduction to Business	3
Subtotal Units	6
TOTAL UNITS	29

WORD PROCESSING

Associate in Arts/ Certificate of Achievement or Certificate of Accomplishment

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 of Achievement 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 39A, B, C, D Word for Windows	1:1:1:1
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	22

REQUIRED COMPETENCY: Typing certificate of 50 wpm for five minutes with five or fewer errors by the end of the program.

ELECTIVES Select FIVE (5) units from the following:

CAOTC 41F, J Excel for Windows, Levels 2, 3	1:1
CAOTC 44E PowerPoint for Windows, Advanced	1
CAOTC 47A Access for Windows, Beginning	3
CAOTC 47B Access for Windows, Advanced	3
CAOTC 211 OpenOffice.org	1
CAOTC 230 Adobe Acrobat for the Office	3
CAOTO 222 Job Search Skills	3
CAOTO 262 Software Skills for the Workplace	1
CAOTO 272AD Work Experience - CAOT	3:3
CAOTT 209AB Speed/Accuracy Bldg for Typists	1:1
Subtotal Units	5
TOTAL UNITS	27

CERTIFICATES OF ACCOMPLISHMENT:

Basic Business Communications Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Word for Windows, Beginning	1
CAOTC 44D PowerPoint for Windows, Beginning	1
CAOTO 15 Business Communications	3
CAOTO 261 Business English	3
CAOTO 262 Software Skills for the Workplace	1
TOTAL UNITS	9

Basic Office Computer Skills Certificate

REQUIRED COURSES	UNITS
CAOTC 31A Microsoft Windows Operating System, Beg	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	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.

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

Basic Word Processing Certificate

REQUIRED COURSES	UNITS
all four	
CAOTC 39A Word for Windows, Beginning	1
CAOTC 39B Word for Windows, Intermediate	1
CAOTC 39C Word for Windows, Advanced	1
CAOTC 39D Word for Windows, Expert	1
CAOTC 265 Computer Transcription	2
CAOTO 216 Proofreading Skills	1
TOTAL UNITS	7

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 Word for Windows, Beginning	1
CAOTC 39B Word for Windows, Intermediate	1
CAOTO 39C Word for Windows, Advanced	1
CAOTO 39D Word for Windows, 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.

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.

<u>LBCC Course</u>	<u>CAN Course</u>
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
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
FREN 1A, 1B, 2A & 2B.....	CAN FREN SEQ A
FREN 2.....	CAN FREN 4
FREN 3 & 4.....	CAN FREN SEQ B

<u>LBCC Course</u>	<u>CAN Course</u>		
FREN 3	CAN FREN 8	MATH 60 & 70	CAN MATH SEQ B
FREN 4	CAN FREN 10	MATH 60, 70, & 80	CAN MATH SEQ C
F_N 20	CAN FCS 2	MATH 60	CAN MATH 18
F_N 21	CAN FCS 8	MATH 70	CAN MATH 20
GEOG 2	CAN GEOG 4	MATH 80	CAN MATH 22
GEOL 2 & 2L	CAN GEOL 2	PEPP 7	CAN REC 2
GER 1 & 2	CAN GERM SEQ A	PEPP 23	CAN KIN/PE 8
GER 1	CAN GERM 2	PGEOG 1	CAN GEOG 2
GER 2	CAN GERM 4	PHIL 6	CAN PHIL 2
GER 3/3H & 4/4H	CAN GERM SEQ B	PHIL 7	CAN PHIL 4
GER 3/3H	CAN GERM 8	PHIL 12	CAN PHIL 6
GER 4/4H	CAN GERM 10	PHYS 2A & 2B	CAN PHYS SEQ A
HIST 1A & 1B	CAN HIST SEQ A	PHYS 3A, 3B & 3C	CAN PHYS SEQ B
HIST 1A	CAN HIST 2	PHYSI 1	CAN BIOL 12
HIST 1B	CAN HIST 4	POLSC 1	CAN GOVT 2
HIST 10 & 11	CAN HIST SEQ B	PSYCH 1	CAN PSY 2
HIST 10	CAN HIST 8	PSYCH 2	CAN PSY 8
HIST 11	CAN HIST 11	SOCIO 1	CAN SOC 2
ITAL 1	CAN ITAL 2	SOCIO 2	CAN SOC 4
ITAL 2	CAN ITAL 4	SOCIO 40	CAN FCS 12
JAPAN 1 & 2	CAN JAPN SEQ A	SP 10	CAN SPCH 4
JAPAN 1	CAN JAPN 2	SP 30	CAN SPCH 10
JAPAN 2	CAN JAPN 4	SP 60	CAN SPCH 6
JOURN 10	CAN JOUR 4	SPAN 1 & 2	CAN SPAN SEQ A
JOURN 20	CAN JOUR 2	SPAN 1	CAN SPAN 2
LAW 18A	CAN BUS 8	SPAN 1A, 1B, 2A & 2B	CAN SPAN SEQ A
MATH 28	CAN MATH 4	SPAN 2	CAN SPAN 4
MATH 36	CAN MATH 2	SPAN 3 & 4	CAN SPAN SEQ B
MATH 37	CAN MATH 12	SPAN 3	CAN SPAN 8
MATH 40	CAN MATH 8	SPAN 4	CAN SPAN 10
MATH 45	CAN MATH 10	STAT 1	CAN STAT 2
MATH 47	CAN MATH 34	TART 1	CAN DRAM 8
MATH 50	CAN MATH 16	TART 2	CAN DRAM 22
		TART 25	CAN DRAM 18
		TART 40AD	CAN DRAM 12
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CDSED	Child Development-Special Edu	147	MA	Medical Assisting.....	230
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CURRICULUM OFFERINGS

The courses offered in this catalog may not be offered every term and every year. If a course is not offered every term you will see a note at the end of the catalog description to tell you when the course is usually offered. Check the Schedule of Classes for our current term offerings.

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

This course provides a general understanding of the accounting principles for a sole proprietorship enterprise, with the principle business activity being that of providing services, using a double entry system and the accrual method for recording financial transactions. The course will also introduce students to accounts, ledgers, journal entries, trial balances, annual closing, special journals and those financial statements utilized in a sole proprietorship business. This course will give students a foundation for vocational accounting and a general understanding of business activities.

ACCTG 205 3.0 units

Fundamentals of Tax

3.0 hours lecture

Grading: letter grade

Students will learn to prepare federal and state income tax returns for individuals. This course emphasizes the practical use of tax forms and supporting schedules and also reflects the most recent 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

Recommended Preparation: Working knowledge of Microsoft Excel or CAOTC 41E.

Grading: letter grade or credit/no credit

The course will cover the functions and features of Excel most commonly used in Accounting/Finance applications. Many of the routine manual functions studied in the Financial Accounting course will be automated by using Microsoft Excel. Instruction will focus on preparing financial Excel models and templates that are functional, flexible, and easily maintainable. Refresher lectures will be presented on the Accounting topics specific to the Excel modeling assignments.

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

The history and philosophy of the criminal justice process and its relationship to our dual court system is discussed. The role relationship and inter-dependency of the Criminal Justice System components is reviewed. The historical concepts of criminality, punishment and rehabilitation are compared and contrasted. The significance of professionalism and its impact upon the

relationship between the community and agents of the Criminal Justice System is emphasized.

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

This course covers legal processes from pre-arrest through trial, sentencing and correctional procedures. The course will 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

The course focuses on the historical development and philosophy of law and constitutional provisions. Definitions, classification of crimes and their applications to the system of administration of justice is covered. Legal research, methodology and concepts of law as a social force are reviewed.

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

This 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

The course covers the historical 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 case studies of individual rights are also evaluated from a conceptual perspective.

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

The course covers fundamentals of investigation, techniques of crime scene search, recording and documentation, and collection and preservation of physical evidence. Modus operandi processes, sources of information, suspect interviewing and interrogation

and follow-up investigation are additionally covered.

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

The course focus is developing effective communication skills in writing for the Criminal Justice System. The elements of effective report writing, including grammar, punctuation and spelling are emphasized. The importance of crime scene interviewing, recording and documentation are covered relating to the preparation of report writing and courtroom testimony.

Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 12 3.0 units

Crime and Delinquency

3.0 hours lecture

Grading: letter grade

This course focuses on the classifications of criminal behavior, characteristics of offenders and societal factors which contribute to crime and delinquency. The role of the criminal justice system and its relationship to the changing philosophy of crime control and treatment processes is also covered. Students who have taken SOCIOLOGY 12 may not take this course for credit.

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 course focus is juvenile justice and delinquency in America and how our Juvenile Justice System deals with juvenile offenders. Juvenile delinquency prevention and repression techniques are also covered. Delinquency diagnosis and referral is reviewed in conjunction with the availability of community resources to combat the problem. Juvenile law and related court procedures are also 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

This course will focus on the relationship between organized crime and the community. Covert criminal activities and their impact upon our social structure is also reviewed. Related criminal activities to organized crime, including vice, narcotics and white collar crime and their political influence on our legal system, are also discussed.

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

The course focus is communications technology in the Criminal Justice System. Computer operations, wireless communications and geographic systems are emphasized. Ethical, legal and privacy issues that impact communications technology will also be

covered. The computer assisted dispatch system, terminology, concepts and technology will also be included in this course.

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

This course 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

The course focus is a survey of the correctional science field. The early history and development of corrections is reviewed. Correctional theory and practice are discussed relative to potential causes of criminal behavior. Additionally, the criminal justice system processes relating to incarceration, probation and parole and their influence upon the offender's behavior and career opportunities are evaluated.

Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 22 3.0 units

Institutional Correction

3.0 hours lecture

Grading: letter grade

This course 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

This course 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

This course 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

This course provides an overview of the "Gang" problem in society. The historical perspective and cultural and societal dynamics of gang involvement will be reviewed. Law enforcement tactics, court injunctions, prosecution, intelligence gathering and gang intervention are all emphasized.

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

This course is designed to create an awareness of drug abuse in society. The historical perspective of controlled substance abuse is reviewed. Classification of drugs, symptomatic indicators of drug abuse and addiction are emphasized. The relationship between drug abuse, crime and law enforcement intervention is further

discussed. Controlled substance abuse and the tactical response of the Criminal Justice System is also covered.
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

This course is designed to increase the knowledge, tactics and personal skill in the use of weaponless defense. Holds, restraints, take-downs and come-a-longs are covered to defend against combative individuals with dangerous weapons. Disarming methods, the use of the baton and transportation of those in custody are also emphasized.

Transfer Status: Transferable to CSU, see counselor for limitations.

ADJUS 62AB 1.0 unit

Firearms

3.0 hours laboratory

Prerequisite: ADJUS 2 and the student must successfully complete a Department of Justice, "Live Scan" background criminal history check and meet the agency requirements for background clearance.

Grading: letter grade

This course provides a background on Federal, State and local authority relating to the use of force in gaining compliance to the law. It also explains the "use of force paradigm" and the legal and moral aspects of the use of deadly force. Students develop basic firearms competence and proper safety procedures. Students also become familiar with special weapons, types of ammunition 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

Prerequisite: ADJUS 250

Grading: credit/no credit

This course provides the basic training necessary for the civilian position of police services assistant for local law enforcement agencies. The course includes report writing, court procedures and testimony, radio codes and procedures, interview techniques, accident investigation and other skills necessary for this career. The course emphasizes career preparation.

ADJUS 250 15.0 units

Basic Law Enforcement Training

30.9 hour lecture

Grading: credit/no credit

This course 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

30.2 hour laboratory

Grading: credit/no credit

This course includes basic in-service training in cooperation with the Long Beach Police Academy 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 251 7.0 units

Reserve Officer Training-Level II

13.8 hours lecture, 6.7 hours laboratory

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 statutes, laws of evidence, investigations, firearms, safety, community relations, communications, arrest and control are discussed.

ADJUS 252 5.0 units

Reserve Officer Training Level III

8.3 hours lecture, 2.8 hours 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 253 3.0 units

Understanding Domestic Violence

3.0 hours lecture

Grading: letter grade

This course 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.

<p>ADJUS 254 8.0 units</p> <p>Reserve Officer Training Level I 15.3 hours lecture, 6.9 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.</p>	<p>ADJUS 273AD 4.0 units</p> <p>Work Experience — Admin of Justice 1.0 hour lecture, 12.5 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. 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.</p>
<p>ADJUS 255 3.0 units</p> <p>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.</p>	<p>ADJUS 301 1.5 units</p> <p>Police Field Operations-FTO 1.7 hours lecture, 0.6 hour laboratory Prerequisite: ADJUS 250 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.</p>
<p>ADJUS 269 3.0 units</p> <p>Pre-Employment Prep 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.</p>	<p>ADJUS 302 2.0 units</p> <p>Police Field Operations: Motorcycle Trng 1.1 hours lecture, 3.3 hours laboratory Prerequisite: ADJUS 250 Grading: credit/no credit This course teaches motor officer candidates the skill points of safety of traffic law enforcement on a police motorcycle.</p>
<p>ADJUS 271AD 2.0 units</p> <p>Work Experience — Admin of Justice 1.0 hour lecture, 4.1 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. 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.</p>	<p>ADJUS 305M1 0.5 unit</p> <p>Community/Human Relations-Verbal Judo 1.0 hour lecture Prerequisite: ADJUS 250 Grading: credit/no credit This course is an introduction to the use of verbal skills in community and human relations. Students will learn to use words to facilitate communications with clients of the criminal justice system.</p>
<p>ADJUS 272AD 3.0 units</p> <p>Work Experience — Admin of Justice 1.0 hour lecture, 8.3 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. 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.</p>	<p>ADJUS 305M2 2.0 units</p> <p>Community/Human Relations-Conduct Update 2.2 hours lecture Prerequisite: ADJUS 250 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.</p>
<p>ADJUS 319 0.5 unit</p> <p>Fingerprint Classif & Ident/Latent Print 0.5 hour lecture Prerequisite: ADJUS 250 Grading: credit/no credit This course teaches basics of fingerprinting, pattern interpretation, methods of recording and lifting fingerprints, preparation of court displays and expert testimony.</p>	<p>ADJUS 350 4.0 units</p> <p>Basic Police Trng-Probation Procedure 8.8 hours lecture, 2.2 hours laboratory Prerequisite: ADJUS 250 Grading: credit/no credit</p>

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

Prerequisite: ADJUS 250

Grading: credit/no credit

This course is 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

Prerequisite: ADJUS 250

Grading: credit/no credit

This course acquaints students with advanced operations of special weapons and tactics (SWAT) teams.

ADJUS 400A 0.5 unit

Special Topics Administration of Justice

1.0 hour lecture, 1.0 hour laboratory

Prerequisite: ADJUS 250

Grading: credit/no credit

This course is a series of seminars designed to provide maintenance of skills learned or to update knowledge of new technology in the criminal justice field expected of selected criminal justice personnel. Topics will be offered to meet the interests and needs of criminal justice personnel. Representative topics include specialty areas of criminal justice, analyzing and evaluating criminal justice operations and addressing management issues. Modules are designed to meet criteria specified by the California Commission on Peace Officers Standards and Training. This is a special topics course. 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.

ADJUS 400B 2.0 units

Special Topics Administration of Justice

2.0 hours lecture, 2.0 hours laboratory

Prerequisite: ADJUS 250

Grading: credit/no credit

This course is a series of seminars designed to provide maintenance of skills learned or to update knowledge of new technology in the criminal justice field expected of selected criminal justice personnel. Topics will be offered to meet the interests and needs of criminal justice personnel. Representative topics include specialty areas of criminal justice, analyzing and evaluating criminal justice operations and addressing management issues. Modules are designed to meet criteria specified by the California Commission on Peace Officers Standards and Training. This is a special topics course. 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.

ADJUS 400C 3.0 units

Special Topics Administration Topics

3.0 hours lecture, 3.0 hours laboratory

Prerequisite: ADJUS 250

Grading: letter grade

This course is a series of seminars designed to provide maintenance of skills learned or to update knowledge of new technology in the criminal justice field expected of selected criminal justice personnel. Topics will be offered to meet the interests and needs of criminal justice personnel. Representative topics include specialty areas of criminal justice, analyzing and evaluating criminal justice operations and addressing management issues. Modules are designed to meet criteria specified by the California Commission on Peace Officers Standards and Training. This is a special topics course. 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.

ADJUS 408 1.5 units

Plainclothes Operation

1.4 hours lecture, 0.8 hour laboratory

Prerequisite: ADJUS 250

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

Prerequisite: ADJUS 250

Grading: credit/no credit

This course is 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

This course is 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

Prerequisite: ADJUS 250

Grading: credit/no credit

This course 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 450 6.0 units

Basic Police Training: Lateral Entry

10.4 hour lecture, 5.2 hours laboratory

Prerequisite: ADJUS 250

Grading: credit/no credit

This course is an update of basic police training and includes curriculum of local department interest such as policies, procedures and laws for the specific local department. The course is not applicable toward a degree if units have already been given for basic training.

ADJUS 464 0.5 unit

Motor Officer Recertification

0.3 hour lecture, 2.0 hours laboratory

Prerequisite: ADJUS 250

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

This is the beginning course of a four-semester program for persons to become technicians in industrial and/or commercial air conditioning and refrigeration. This course covers shop safety practices, HVAC terminology, pressure/ temperature relationships, heat transfer, analysis of components and complete systems, employee and employer relationship.

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

This course covers electrical systems found in heating, refrigeration and air conditioning installations and equipment. Also covered are formulas used in electrical theory, the interpretation of schematic wiring diagrams, electrical components and applications. This course also covers the theory and lab work associated with motors, thermostats, controls, and circuit analysis.

AC_R 213 10.0 units

Psychrometrics Duct & Load Calculations

5.0 hours lecture, 15.0 hours laboratory, 0.6 hour supplemental learning

Prerequisite: AC_R 211 or 212

Grading: letter grade or credit/no credit

This course will discuss comfort as it relates to the human body, discusses psychometrics, gas heating, electric heating. The psychometric chart is covered in detail. Total heat is discussed along with building air conditioning specifications, including heating and cooling load calculations. Also covered is the forced air system, types of fans and fan drives. Duct materials and fastening devices are described. Sizing duct and measuring air movement for balancing are covered. Operating, safety, and electronic controls for air conditioning are covered. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

AC_R 214 10.0 units

Troubleshoot Total Comfort Systems

5.0 hours lecture, 15.0 hours laboratory, 0.6 hour supplemental learning

Prerequisite: AC_R 213

Grading: letter grade or credit/no credit

This is an advanced course that requires knowledge of troubleshooting of both electrical and mechanical equipment, electrical, electronic, and pneumatic

controls. This course covers the complete electrical and mechanical design, service and troubleshooting of a commercial/industrial facility. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

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

Recommended Preparation: 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 that will 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.

<p>AC_R 233 3.0 units</p> <p>Commercial Electrical for HVAC 2.5 hours lecture, 1.5 hours laboratory 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 the topics of time clocks, defrost systems, three phase transformers, three phase motors, timers, sequencers, starting methods and troubleshooting of commercial electrical systems.</p>	<p>AC_R 272AD 3.0 units</p> <p>Work Experience-Air Cond & Refri 1.0 hour lecture, 8.3 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. 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/volunteer time directly related to occupational goal or career of interest to the student.</p>
<p>AC_R 236A 2.5 units</p> <p>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.</p>	<p>AC_R 273AD 4.0 units</p> <p>Work Experience-Air Cond & Refri 1.0 hour lecture, 12.5 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. 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/volunteer time directly related to occupational goal or career of interest to the student.</p>
<p>AC_R 240 4.0 units</p> <p>Advanced Air Conditioning 3.0 hours lecture, 3.0 hours laboratory Prerequisite: AC_R 220 Grading: letter grade or credit/no credit This is an advanced course that requires knowledge of air conditioning mechanical and electrical systems. This course will cover the operation, maintenance and troubleshooting of commercial and industrial HVAC systems. This course also covers theory and practices associated with chilled water systems, absorption chilled water systems, cooling towers and pumps. Equipment efficiency rating, EER and SEER are also covered.</p>	<p>AC_R 400A 3.0 units</p> <p>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.</p>
<p>AC_R 271AD 2.0 units</p> <p>Work Experience-Air Cond & Refri 1.0 hour lecture, 4.1 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. 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/volunteer time directly related to occupational goal or career of interest to the student.</p>	<p>AC_R 400B 3.0 units</p> <p>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.</p>
<p>AC_R 272 1.5 units</p> <p>Fans & Fan Applications 1.5 hours lecture Grading: letter grade or credit/no credit This course covers the theory and operation of fans and their application in the air conditioning and refrigeration field. The emphasis of this course is on correction of field problems, maintenance and repair of operating equipment, system balancing and noise control.</p>	<p>AC_R 421A 3.0 units</p> <p>Elect Controls for Refrig/Air Cond/Heat 3.0 hours lecture Grading: letter grade or credit/no credit This course covers the theoretical and practical principles involving the control of air conditioning and refrigeration equipment. Topics covered are the selection, application and maintenance of automatic controls for heating, ventilation and cooling systems.</p>
	<p>AC_R 421B 3.0 units</p> <p>Pneumatic Controls for HVAC 3.0 hours lecture Prerequisite: AC_R 421A Grading: letter grade or credit/no credit This is an advanced course that requires knowledge of basic air conditioning and refrigeration controls. This course covers the selection, application and maintenance of automatic controls found the large commercial/industrial facilities.</p>

<p>AC_R 422 3.0 units</p> <p>Air Conditioning System Design and Installation 3.0 hours lecture Grading: letter grade or credit/no credit This course is an introduction to estimating and selection of equipment used in residential, commercial and industrial air conditioning, heating and ventilating systems.</p>	<p>AH 70 0.5 unit</p> <p>Infection Control in Health Care 0.5 hour lecture Grading: letter grade This course is an application of infection control/epidemiology principles in various health care settings. This course includes a thorough review of federal, state and local regulations related to health care and biohazardous waste. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>AC_R 450A 5.0 units</p> <p>Transport Refrigeration 4.0 hours lecture, 3.0 hours laboratory Grading: letter grade This course is an introduction to transport refrigeration. This course covers the application, function, power supply, basic operation, safety and troubleshooting of mechanical and electrical components of transport refrigeration equipment.</p>	<p>AH 210 1.0 unit</p> <p>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.</p>
<p>AC_R 450B 5.0 units</p> <p>Advanced Transport Refrigeration 4.0 hours lecture, 3.0 hours laboratory Prerequisite: AC_R 450A Grading: letter grade This is an advanced course that requires knowledge of basic transport refrigeration. This course covers the complete application, service, and troubleshooting of transport refrigeration systems.</p>	<p>AH 220 1.5 units</p> <p>Phlebotomy 1.0 hour lecture, 1.5 hours laboratory Grading: credit/no credit This course provides 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.</p>
<p><i>ALLIED HEALTH (AH)</i></p>	
<p>AH 50 2.0 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>AH 220AD 1.0 unit</p> <p>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.</p>
<p>AH 60 3.0 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>AH 222 1.0 unit</p> <p>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 This course is designed for instruction and supervised practice of the concepts and techniques of intravenous therapy. The course is designed to meet the California Board of Vocational Nursing and Psychiatric Technicians Intravenous Therapy Certification. This course will also partially fulfill the requirements of the California Health and Safety Code Section 106985 pertaining to Radiologic Technologists.</p>
<p>AH 61 2.0 units</p> <p>Integration of Patient Care 1.0 hour lecture, 3.0 hours laboratory Grading: letter grade This course is designed to develop the fundamental aspects of interpersonal relations as related to the health care professions, as well as, basic skills in selected patient care procedures. This course is designed for students in the Diagnostic Medical Imaging Program. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	

AH 225 0.5 unit

Basic Arrhythmia Recognition

0.5 hour lecture

Prerequisite: ADN 11B and ADN 11BL or VOCN 287B and VOCN 287BL or EMT 251 and EMT 251L or AH61
Grading: credit/no credit

This course provides instruction in the interpretation of the single lead electrocardiogram. This course 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. This course is 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. This course would be suitable for health care students and 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

This course is designed to develop a basic understanding of health care law, medical ethics and how they relate to health care providers.

AH 280 2.0 units

Health Unit Coordinator

2.0 hours lecture

Grading: letter grade

This course prepares the student for an entry-level position as a health unit coordinator. The course emphasizes basic procedures including medical order transcription, chart forms and procedures, communication skills, supply ordering, hospital safety, legal constraints and computer application in the health care facility.

AH 280L 1.0 unit

Health Unit Coordinator, Laboratory

4.0 hours laboratory

Prerequisite: AH 280

Grading: credit/no credit

This course prepares the student for an entry-level position as a health unit coordinator. There will be practice application of basic procedures utilized include medical order transcription, chart forms and procedures, communication, supply ordering, hospital safety, legal constraints and computer application in the health care facility.

AH 285 1.0 unit

Health Care CPR and Vital Signs

1.0 hour lecture, 0.5 hour laboratory

Grading: letter grade

This course is designed for students entering a healthcare field. Topics covered include Health Care provider CPR, including Automatic Defibrillator training, and assessment of vital signs and their significance in patient care.

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

This course 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

This course 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

This course focuses on demonstrated understanding of the evolutionary physical characteristics that distinguish humans from other life forms. Major topics included in the course are human genetics, human physical variation, primatology, the origin and evolution of humans, and 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 genetics, human physical variation, primatology, the origin and evolution of humans and the synthetic theory of evolution.
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
 This course is an introduction to the study of the concepts, theories, and methods used in the comparative study of sociocultural systems. This course includes a comparison of subsistence patterns, social structure, political organization, language, family, kinship, religion, and the arts as practiced by different cultures. It also explores social inequality, ethnicity, and gender and the application of anthropological perspectives to contemporary issues in the midst of culture change.
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
 This course is an introduction to the study of the concepts, theories, and methods used in the comparative study of sociocultural systems. This course includes a comparison of subsistence patterns, social structure, political organization, language, family, kinship, religion, and the arts as practiced by different cultures. It also explores social inequality, ethnicity, and gender and the application of anthropological perspectives to contemporary issues in the midst of culture change.
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
 This course is an introduction to the study of concepts, theories, and methods of anthropological archaeology as well as a review of significant data and models that contribute to knowledge of the human past. The course includes a discussion of the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; ethical considerations; and selected cultural sequences.
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
 This course is a survey of systems of magic, witchcraft and religion from past and present societies around the world. The course examines beliefs and practices in

cultural settings with respect to the role of the supernatural in people's lives.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ANTHR 20 3.0 units

Archaeology Field Survey Methods
 2.0 hours lecture, 3.0 hours laboratory
 Grading: letter grade or credit/no credit
 This course will introduce students to archaeological survey methods through lectures and supervised field experience. Instruction will focus on compass reading, topographic map orientation, research design, and creating maps using various survey instruments, including a pocket transit, automatic level, and electronic total station.
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
 This is a second semester computer aided drafting course that focuses on the development of basic architectural skills while using AutoCAD software. Students will 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 student will learn intermediate 2D AutoCAD with an introduction to 3D drawings. (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 62
 Grading: letter grade

This is an intermediate level computer aided architecture course for transfer or occupational students. It is a drafting and design course where students will create 2D and 3D architectural designs, 2D construction drawings and build physical and digital models. Students will utilize freehand sketches and the latest 2D and 3D software (i.e. Autocad, Sketch-up). Drawings include: site, floor and roof plans, sections, elevations, schedules, foundation plan and limited details. An opportunity to enter a design competition and build a portable structure may exist in the spring semester.

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

This is the first semester of two intermediate level architecture courses for the transfer, occupational or returning student. It is a drafting and design course where students will create 2D and 3D architectural designs, 2D construction drawings and build physical models. The student will use sketches and the latest AutoCAD software products. Drawings include: site plan, floor plan(s), roof plan & elevations. (Units and content are one half of Archt 64).

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

This is the second semester of two intermediate level architecture courses for the transfer, occupational or returning student. It is a drafting and design course focused on developing further the drawing skills learned in Archt 65, with an introduction to 3D drawing systems. Students will create 2D and 3D architectural designs, 2D construction drawings and build digital models utilizing sketches and the latest 2D & 3D software (i.e. AutoCAD, sketch-up). Drawings include: site, floor & roof plans, elevations, sections, schedules, foundation plan and limited details. (Units and content are one half of Archt 64).

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 66
 Grading: letter grade

This is an advanced level computer aided architecture course (2 semesters) for transfer or occupational students. It is a drafting and design course that utilizes the latest AutoCAD products, freehand sketching and various 3D software products. Students will create complex 2D and 3D architectural designs, complete 2D building plans and build physical and digital models. Drawings include: architectural, structural, electrical, mechanical and construction details. An opportunity to enter a design competition and build a portable structure may exist in the spring semester.

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 64 or ARCHT 66
 Grading: letter grade

This is an advanced level computer aided architecture course (4 semesters) for transfer, occupational or continuing student. It is a drafting and design course that utilizes the latest AutoCAD products, freehand sketching and various 3D software products. Students will create complex 2D and 3D architectural designs, complete 2D building plans and build physical and digital models. Drawings include: architectural, structural, electrical, mechanical and construction details. (Units and content are equal to Archt 70AB.)

Transfer Status: Transferable to CSU, see counselor for limitations.

ARCHT 273AD 4.0 units

WE: Architectural Drafting

1.0 hour lecture, 12.5 hours laboratory
 Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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 volunteer time 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

This course is an entry level computer aided drafting (CAD) course that uses the most recent version of AutoCAD and focuses on developing basic architectural drawing skills. The student will develop two dimensional (2D) AutoCAD production drawing skills and be introduced to 3 dimensional (3D) applications. Archt 360M2 is one half of Archt 61 and leads to a certificate or associates degree in architectural drafting.

ART (ART)

ART 1 (CAN ART 2) 3.0 units

Art and Civilization

3.0 hours lecture

Recommended Preparation: Qualification through the English Assessment Process or ESL 34 or ENGL 105 and READ 82

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

Recommended Preparation: Qualification through the English Assessment Process or ESL 34 or ENGL 105 and READ 82

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

This course is 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. Discussions include 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

This course is 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. Discussions include 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

Recommended Preparation: Qualification through the English assessment Process or ENGL 105 or ESL 34 and READ 82.

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

Recommended Preparation: Qualification through the English assessment Process or ENGL 105 or ESL 34 and READ 82.

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 5 3.0 units

History of Asian Art

3.0 hours lecture

Recommended Preparation: Qualification through the English assessment Process or ENGL 105 or ESL 34 and READ 82.

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

Recommended Preparation: Qualification through the English assessment Process or ENGL 105 or ESL 34 and READ 82.

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. The course is 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. 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

This course 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. This course is designed for the non-art major and 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 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

This course serves as an introduction to illustration. It 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

This is a freehand figure drawing course focusing on observational skills, proportion, and anatomy as a means of personal expression. This course is recommended for those interested in illustration, drawing and painting and art majors interested in transferring to a university.

Transfer Status: Transferable to UC/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

This is an introductory studio course emphasizing fundamental techniques and concepts appropriate to the use of color and painting as a significant means of human expression. This course is required of all art majors.

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

This course introduces and investigates painting the human figure from observation with the emphasis on anatomy, historical and contemporary issues and personal interpretation. Light logic and color theory systems as they pertain to the figure will be introduced and developed to create resolved compositions and accurate representations of the figure.

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

This 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 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 a foundational studio experience to provide basic understanding of the elements and principles of three dimensional design.

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

This course is an introduction to the elements and principles of two-dimensional design as they apply to the visual arts. The course is a beginning level studio experience designed to create understanding of line, shape, texture, pattern, value, color and composition. Principles of design, rhythm, harmony, balance, unity, variety, and emphasis will be explored.

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

This course is a creative studio experience for the student preparing to enter a field of applied design, graphic design, product design, interior design and fine art. Emphasis is on problem solving and refinement of images and objects in the context of art and design.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ART 33AD 1.0 unit

Three Dimensional Practicum

3.0 hours laboratory

Corequisite: ART 34AD or 35AD or 36AD or 37AD or 38AD or 50 or 51AD or 52AD or 60 or 61AD or 62AD or 63AD

Recommended Preparation: ART 30 and 31

Grading: letter grade or credit/no credit

This course provides on campus lab practice and the application of course content for three-dimensional media: sculpture, ceramics and jewelry/metalwork courses. Must be taken concurrently with one of these 3-D course sections.

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

This course introduces the scope and exploration of wax-working, casting and mold making in contemporary jewelry and metalwork through the design and construction of original projects. Knowledge of various direct and indirect processes, wax working, and mold making techniques is 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 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

This course introduces the scope and exploration of the basic hollowware techniques, die-forming, raising, chasing and repousse in contemporary jewelry and metalwork through the design and construction of original projects. Knowledge of various forming processes required for transposing two dimensional materials into three dimensional forms is 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 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

This course is a continuation of studies to techniques and concepts introduced in 35AD, 36AD, or 37AD with an emphasis on refinement of skills. Included segments may cover facets such as enameling, professional practices or other advanced areas.

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

Beginning Website Design

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

Graphic Design Tools & Techniques

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 Animation and 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

Students will explore basic hand and wheel methods of forming, decorating and glazing three-dimensional ceramic forms. As students develop a personal awareness and appreciation of the creative process, they will use clay as a medium of aesthetic expression.

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

Recommended Preparation: ART 30 and ART 31

Grading: letter grade or credit/no credit

This course serves as a creative experience in the visual arts using clay as a medium of expression. Students will apply knowledge gained in the first course (Ceramics I) to solve more complex problems of forming, decoration and glazing three-dimensional ceramic forms.

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

Recommended Preparation: ART 30 and ART 31

Grading: letter grade or credit/no credit

In this course students develop a more intensive knowledge of ceramics along with the ability to produce well designed ceramic objects. Emphasis is placed on the creation of the clay objects, initial concept through finished artwork, including refinements of glazing techniques, aesthetic judgment and problem solving capabilities. Kiln firing, glaze and clay technology will be presented.

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

Recommended Preparation: ART 30 and ART 31

Grading: letter grade or credit/no credit

In this course students develop a more intensive knowledge of ceramics along with the ability to produce well designed ceramic objects. This course emphasizes non-utilitarian 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

This course serves as 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 to advertising agencies, corporations, publishers, typographers and printers is covered. Students will develop skills in design software and hardware use while enhancing their 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

This studio course is an introduction to a subjective approach to sculpture emphasizing the development of ideas in relation to personal/individual intent. An investigation of both historical and contemporary sculpture that may include carving, casting, modeling, welding, fiberglass lamination, installation and non-studio pieces. There is an emphasis on the advancement of technical and material skills as well as the understanding of an overall art making process. Students continue their investigation of form, space, material and content through selected projects, readings, field trips, lectures, and discussions.

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

This studio course is designed to increase understanding of contemporary sculpture through a focus on the fundamentals of metal fabrication. This is an investigation of both historical and contemporary sculpture that may include oxy-acetylene, arc and heli-arc welding, basic forging, bending and cold-joint metal fabrication techniques. There is an emphasis on the advancement of technical and material skills as well as the understanding of an overall art making process. Students continue their investigation of form, space, material, and content through selected projects, readings, field trips, lectures, and discussions.

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

This studio course is designed to investigate contemporary sculpture ideas through traditional, industrial and new metal casting processes. Students explore styrofoam/greensand and standard investment for casting aluminum and bronze. Instruction on surfacing includes patina, stains, paints and varnish application. Ceramic shell casting may also be explored.
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

This course introduces the scope of the graphic art of printmaking as a means of personal expression. Students will learn the basic techniques of water-based serigraphy; blockout stencil, paper stencil and photo-emulsion stencils. Emphasis is on skill acquisition and refinement in the context of art and design.

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

Advanced Printmaking

2.0 hours lecture, 4.0 hours laboratory
Prerequisite: One Semester of ART 70AD and 71AD
Grading: letter grade or credit/no credit

Students will work in special studies of advanced techniques and exploration of collagraphy, intaglio, serigraphy and/or woodcut. Students will develop and pursue individualized projects and gain competence in edition printing, darkroom techniques and mixed media.

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

This course is a survey of photography as a creative, personal form of expression. The emphasis of the class is on acquisition of skills related to camera operation, selection of equipment, choosing appropriate subject matter and how to take and evaluate the final product, the photograph.

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

This course is an introduction to photography as a creative personal form of expression. The emphasis is on acquisition of b&w darkroom skills, operation of a camera, concepts and practices of fine art photography.

It is 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

This course is designed to assist the student in the exploration and development of an individual approach to projects within specific fields of art.

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

This course is designed to assist the student in the exploration and development of an individual approach to 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

2.0 hours lecture, 4.0 hours laboratory
Grading: LBCC Non-Graded Course

Students 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. This course is designed for senior citizens.

ART 601 0.0 unit

Three-Dimensional Art Exploration

2.0 hours lecture, 4.0 hours laboratory
Grading: LBCC Non-Graded Course

Students develop, improve and explore skills and philosophy related to three-dimensional art work such as sculpture, 3-D design, ceramics, jewelry & metalsmithing, and applied design. This course is designed for older citizens.

ART 602 0.0 unit

Specialty/Technical Art Exploration

2.0 hours lecture, 4.0 hours laboratory
Grading: LBCC Non-Graded Course

Students develop, improve and explore skills and philosophy related to process-oriented art work such as printmaking, photo and computer art and design. This course is designed for senior citizens.

ART 603

0.0 unit

Exploration in Art History

3.0 hours lecture

Grading: LBCC Non-Graded Course

Students explore the historical, cultural, and/or thematic aspects of the visual arts through lecture, slides, films and/or museum visits. This course is 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, 0.6 hour supplemental learning

Grading: letter grade or credit/no credit

This course is an introduction to basic auto body repair principles involving theory, safety practices, gas welding, metal shrinking, MIG welding, metal straightening, metal finishing, hand and power tools, plastic body filler, surface preparation, primer and spray gun techniques. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

ABODY 212

9.0 units

Minor Collision Repair

5.0 hours lecture, 13.3 hours laboratory, 0.6 hour supplemental learning

Recommended Preparation: ABODY211

Grading: letter grade or credit/no credit

This is a course designed as an overview of the collision repair industry, which will build the framework of knowledge needed to fully understand the repair process, within the semester you will learn the basic process of safety, certification, welding, heating, cutting, hand tools, power tools/equipment, Basic measurement, service information, fasteners, collision repair hardware/materials, vehicle construction metal straightening, surface preparation, painting and refinishing fundamentals — as well as the tools

necessary to complete these task. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

ABODY 213

9.0 units

Major Collision Repair

5.0 hours lecture, 13.3 hours laboratory, 0.6 hour supplemental learning

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. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

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

This course will cover the analysis of major automotive collision damage. Topics will include safety practices, frame straightening techniques, replacement of major structural panels, mig welding(GMAW), removal and installation of major body components, metal finishing, basic electrical systems and, basic mechanical techniques. This course will also cover the basic principles in Automotive Refinishing, safety practices, preparation and masking, refinishing products, refinishing nomenclature, spray painting equipment, spray painting techniques, and special projects.

AUTO MECHANICS (AMECH)

AMECH 231

9.0 units

Engine Repair & Automatic Transmissions

5.0 hours lecture, 13.3 hours laboratory, 0.6 hour supplemental learning

Recommended Preparation: High school auto or AMECH421

Grading: letter grade or credit/no credit

This course covers safety, tools and fasteners, nomenclature, theory, demonstrations and "hands on" instruction on differently fueled automobile engines. This course also covers automatic transmissions and engine repair. Students will be required to attend 10

hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

AMECH 232 9.0 units

Brakes and Steering Systems

5.0 hours lecture, 13.3 hours laboratory, 0.6 hour supplemental learning

Recommended Preparation: High school auto or AMECH421

Grading: letter grade or credit/no credit

This course will cover topic areas such as safety, tools and equipment, related math and theory, brake systems, steering systems, and the sub systems that correlate with the major topics such as wheels and tires. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

AMECH 233 9.0 units

Auto Electrical and Fuel Systems

5.0 hours lecture, 13.3 hours laboratory, 0.6 hour supplemental learning

Recommended Preparation: High school auto or AMECH421

Grading: letter grade or credit/no credit

This course covers testing and repair of automotive charging and starting systems, ignition systems (conventional and transistorized), fuel systems on (carburation and fuel injection) and oscilloscopes operation (conventional and computer assisted). This course is designed to assist the student with preparation for the ASE (Automotive Service Excellence) test. This course will also explain electrical and fuel systems on Diesel, Hybrid, LNG (Liquid Natural Gas), CNG (Compressed Natural Gas) and Hydrogen Fuel cells. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

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

This course is designed to cover the California State approved "Clean Air Course" and the operation and testing of the emission and computer control systems. This course will prepare a student for the Automotive Service Excellence (ASE) and the State Emission Control License test.

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 421 3.0 units

Auto Mechanics 1

2.0 hours lecture, 3.0 hours laboratory

Grading: letter grade or credit/no credit

This course is an introductory course covering the principles of the operation of the modern automobile. This course will provide 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

This course covers automotive tools, automotive equipment, automotive refrigeration fundamentals, automotive electrical systems, automotive air distribution, automatic air conditioning, installation, maintenance, and repair of modern automotive air conditioning systems. Emphasis is based on industrial repair and maintenance.

AMECH 426 3.5 units

Clean Air Car

2.9 hours lecture, 1.5 hours laboratory

Grading: letter grade or credit/no credit

This course covers the California State approved "Clean Air Course," as well as preparation for the California Inspection and Maintenance Emission Control License. Also, this course covers operation and testing of computer-controlled oxygen feedback systems and use of the California State approved BAR97 Emissions Inspection System (EIS). This course is intended for students wishing to complete an A.S. Degree and/or a Certificate of Completion in Automotive Technology. This course is also the first of two courses necessary to prepare for a license exam administered by the State of California Smog Check Program for the Enhanced Emissions areas.

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

This course covers automotive wheel alignment theory, design, operation, power flow, suspension, and steering in automotive vehicles and small trucks. This course will also include testing, diagnostics, and modern methods of servicing vehicles. ASE (Automotive Service Excellence) testing preparation 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

This course instruction will cover the fundamentals of engine operation, repair and rebuilding of engines, and commonly used tools and equipment. Emphasis in the course will be upon engine design, theory of construction, testing, and troubleshooting all based upon industrial standards.

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
 This course covers the California State approved "Clean Air Course," as well as preparation for the California Inspection and Maintenance Emission Control License. Also, this course covers operation and testing of computer-controlled oxygen feedback systems and use of the California State approved BAR97 Emissions Inspection System (EIS). This course is intended for students wishing to complete an A.S. Degree and/or a Certificate of Completion in Automotive Technology. This course is also the first of two courses necessary to prepare for a license exam administered by the State of California Smog Check Program for the Enhanced Emissions areas.

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
 This course covers the operation and testing of computer controlled oxygen feedback systems, the use of the California State Approved Emission Inspection System (EIS) and the use of hand-held auto systems analyzers. Students will 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
 This course covers the testing and repair of auto fuel systems (carburation and fuel injection) and operation of auto oscilloscopes for testing (Conventional and computer assisted purposes. Prepare to take the ASE (Automotive Service Excellence) test. This course will also explain electrical and fuel systems on Diesel, Hybrid, LNG (Liquid Natural Gas), CNG (Compressed Natural Gas) and Hydrogen Fuel cells.

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
 This course covers testing and repair of automotive electrical charging and starting systems, ignition systems (conventional and transistorized). This course is designed to assist the student with preparation for 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
 This course is a hands-on approach to the world of Hybrid, Fuel Cell and Electric powered vehicles. Discover how this new technology works as it replaces existing fossil fueled engines. Examine existing technologies, conversion processes, testing, assembly, operation, and maintenance of Hybrid-Electric, Fuel Cell and Battery Powered electric vehicles. Appropriate safety related instruction is included.

AMECH 481 3.0 units

Advanced Hybrid & Fuel Cell EV's

2.0 hours lecture, 3.0 hours laboratory
 Grading: credit/no credit
 This course furthers the student's skills in electric vehicle (EV) conversions and provides an introduction to advanced EV designs and propulsion systems. The students will work with hybrids, Fuel Cells & A/C drive systems in advanced design electric vehicles. The course includes: 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 200 3.0 units

Preventative Maintenance

2.0 hours lecture, 2.0 hours laboratory
Grading: letter grade
Limited pilot/owner performed aircraft maintenance operations specified under FTransferable to UC/CSU, see counselor for limitations.

AVMNT 201 8.0 units

General Aircraft Science

7.3 hours lecture, 7.3 hours laboratory
Grading: letter grade
This course partially fulfills the requirements stated in Title 14 CFR Part 147, including Mathematics, Basic Physics, Aircraft Drawing, Weight and Balance, and Basic Electricity. This course is typically offered for eight weeks.

AVMNT 202 8.0 units

General Aircraft Science

7.3 hours lecture, 7.3 hours laboratory
Grading: letter grade
This course partially fulfills the requirements stated in Title 14 CFR Part 147, including Materials and Processes, Fluid Lines and Fittings, Ground Operation and Servicing, Cleaning and Corrosion, Maintenance Publications, Maintenance Forms and Records, Mechanic Privileges and Limitations and Human Factors. This course is typically offered for eight weeks.

AVMNT 203 8.0 units

Airframe Structures

7.3 hours lecture, 7.3 hours laboratory
Prerequisite: AVMNT 201 and 202
Grading: letter grade
This course partially fulfills the requirements stated in Title 14 CFR Part 147, including Sheet Metal and Non-Metallic Structures, Aircraft Welding, Wood Structures, Aircraft Covering, and Aircraft Finishes. This course is typically offered for eight weeks.

AVMNT 204 8.0 units

Airframe Components

7.3 hours lecture, 7.3 hours laboratory
Prerequisite: AVMNT 201 and 202
Grading: letter grade
This course partially fulfills the requirements stated in Title 14 CFR Part 147, including Aircraft Landing Gear, Hydraulics and Pneumatics, Aircraft instruments, Assembly and Rigging, and Airframe Inspection. This course is typically offered for eight weeks.

AVMNT 205 8.0 units

Airframe Systems

7.3 hours lecture, 7.3 hours laboratory
Prerequisite: AVMNT 203 and 204
Grading: letter grade
This course partially fulfills the requirements stated in Title 14 CFR 147, including Aircraft Electrical Systems, Communication & Navigation Systems, Aircraft Fuel Systems, Cabin Atmosphere Systems, Fire Protection

Systems, Position and Warning Systems and Ice and Rain Control Systems. This course is typically offered for eight weeks.

AVMNT 206 8.0 units

Powerplant Systems

7.3 hours lecture, 7.3 hours laboratory

Prerequisite: AVMNT 203 and 204

Grading: letter grade

This course partially fulfills the requirements stated in Title 14 CFR Part 147, including Propellers, Engine Electrical Systems, Induction and Airflow Systems, Fuel Metering Systems, Engine Fuel Systems, Engine Cooling Systems, and Engine Fire Protection Systems. This course is typically offered for eight weeks.

AVMNT 207 8.0 units

Powerplant/Reciprocating Engine

7.3 hours lecture, 7.3 hours laboratory

Prerequisite: AVMNT 205 and 206

Grading: letter grade

This course partially fulfills the requirements stated in Title 14 CFR Part 147, including Reciprocating Engines, Lubrication Systems(A), and Ignition and Starting Systems(A). This course is typically offered for eight weeks.

AVMNT 208 8.0 units

Powerplant /Turbine Engines

7.3 hours lecture, 7.3 hours laboratory

Prerequisite: AVMNT 205 and 206

Grading: letter grade

This course partially fulfills the requirements stated in Title 14 CFR Part 147, including Turbine Engines, Lubrication Systems (B), Ignition and Starting Systems (B), Engine Exhaust and Reverser Systems, Engine Instrument Systems, Auxiliary Power Units and Engine Inspection. This course is typically offered for eight weeks.

AVMNT 401AD 4.0 units

Aircraft Mechanics Test Preparation

2.0 hours lecture, 4.0 hours laboratory

Prerequisite: Eligible for FAA Airframe and Powerplant written exam or in the final one-fourth of an FAA approved maintenance technician program (AVMNT 207 or AVMNT 208).

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 402AD 4.0 units

Basic Avionics Technician Test Prep

2.0 hours lecture, 4.0 hours laboratory

Prerequisite: Eligible for FAA Airframe and Powerplant written exam or in the final one-half of an FAA approved maintenance technician program (AVMNT 207 or AVMNT 208).

Grading: letter grade

Covers theory and practical applications of electronic equipment for aircraft including the following systems: safety, publications, drawings and schematics, FCC regulations and abbreviations, hand tools and test equipment, review of electronic principles and circuits, communications, navigational, multiplexing, distance measuring equipment and autopilot systems.

AVMNT 601 0.0 unit

Aviation Refresher Training

15.0 hours laboratory

Grading: LBCC Non-Graded Course

This course offers preparation for entry or re-entry into and for advancement in an aviation maintenance field. The course is designed to develop or review basic terminology, basic hand tool and equipment identification and application, basic math and other knowledge and skills needed for job preparation. This course may be used to fulfill the requirements stated in Title 14, CFR Part 47, wherein student content hours are deficient. Upon completion of the Aviation Maintenance program, student must pass an Exit Examination.

AVIATION PILOT (AVPLT)

AVPLT 201 4.0 units

Private Pilot Ground School

3.0 hours lecture, 3.0 hours laboratory

Grading: letter grade

This course partially fulfills certification requirements under title 14 CFR part 61. This course is designed for preparation for Federal Aviation Administration (FAA) Private Pilot (airplane) written examination. This course includes the topics of Aerodynamics, Basic Aircraft Systems, Airports, Airspace, Aeronautical Charts Communications, Select Federal Aviation Regulations, VFR Navigation, Aircraft Performance, Flight Planning, and Flight Physiology.

Transfer Status: Transferable to CSU, see counselor for limitations.

AVPLT 202 4.0 units

Instrument Pilot Ground School

3.0 hours lecture, 3.0 hours laboratory

Prerequisite: AVPLT 201 or FAA Private Pilot Certificate

Grading: letter grade

This course 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 203 4.0 units

Commercial Pilot Ground School

3.0 hours lecture, 3.0 hours laboratory

Prerequisite: AVPLT 201 or FAA Private Pilot Certificate

Grading: letter grade

This course partially fulfills Certification Requirements under Title 14 CFR Part 61. This course is designed for preparation for Federal Aviation Administration (FAA) Commercial Pilot (Airplane) written examination. This course includes the topics of Preflight Preparation, Preflight Procedures, Air Traffic Control Clearances and Procedures, Flight By Reference To Instruments, Navigation Systems, Instrument Approach Procedures, Emergency Operations, and Post-flight Procedures.

Transfer Status: Transferable to CSU, see counselor for limitations.

BASIC ADULT EDUCATION (BAE)

BAE 601A 0.0 unit

Basic Adult Education-Literacy Development

15.0 hours laboratory

Grading: LBCC Non-Graded Course

This course is a non-credit course designed to improve basic skills for students whose abilities range from primary to pre-high school level. The course emphasizes the development of basic reading, writing and math skills for students who: (1) are enrolled, or plan to enroll, in regular courses and need to develop or improve their basic educational skills; (2) wish to review or complete their elementary education; (3) are preparing to take exams or need to develop basic skills for employment or special educational/vocational programs; or (5) wish to improve their mastery of English as a Second Language. This course is part of a sequence of courses leading to a Certificate of Completion in Basic Skills.

BAE 601B 0.0 unit

Adult Education: Basic Skills/ GED Prep

15.0 hours laboratory

Grading: LBCC Non-Graded Course

This course is part of a non-credit program designed to improve basic skills for students whose abilities range from pre-high school through pre-college level. The course emphasizes the development of basic reading, writing and math skills for 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 secondary education; (3) wish to prepare for the General Education Development (GED) tests for the California High School Equivalency Certificate; (4) are preparing to take exams or need to develop basic skills for employment or special educational/vocational programs or college/university entrance; or (5) wish to improve their mastery of English as a Second Language. This course is part of a sequence of courses leading to a Certificate of Completion in Basic Skills.

BAE 601C 0.0 unit

Adult Education: CAHSEE Preparation

15.0 hours laboratory

Grading: letter grade

This is a non-credit course designed to improve basic skills for students who are preparing to take the California High School Exit Exam and whose abilities range from pre-high school to high school exit levels. The course emphasizes the development of basic reading, writing and math skills tested on the CAHSEE: word analysis, reading comprehension, literary response and analysis, writing strategies, writing conventions, writing applications, number sense, statistics, data analysis, and probability, algebra and functions, measurement and geometry, and mathematical reasoning.

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

This is the first semester of a one-year survey of biology. It includes the chemistry of life, cellular organization, biological membranes, energetics, genetics, evolution and diversity of lower life forms and plants.

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

This is the second semester of a one-year survey of biology. It includes an overview of structures and life processes in plants and animals, animal and plant taxonomies, ecology, and behavior.

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

This course is an introduction to the anatomy of bacteria, fungi, protozoa, viruses and prions. It covers microbial metabolism, bacterial and viral genetics, genetic engineering, control of micro-organisms, microbial nutrition and growth, microbial ecology, the most common genera of micro-organisms, and the replication of viruses and prions. Aspects of the course that are particularly helpful to health fields include a study of epidemiology and human-microbe interactions, host defenses and the immune system, and the most common infectious diseases of the body systems. The course is designed to meet the requirements of health fields such as registered nursing as well as to serve as a general education laboratory science course.

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

This course 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 students 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

This course is 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

This course provides an introduction to marine natural history, incorporating biological concepts such as plants, animals and habitats of the marine environment. A variety of marine communities are discussed in relation to their biotic, physical and chemical components. Lab work and field trips are included.

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

This course provides an introduction to marine natural history, incorporating biological concepts such as plants, animals and habitats of the marine environment. A variety of marine communities are discussed in relation to their biotic, physical and chemical components. Lab work and field trips are included.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

BIO 22 2.0 units

The Marine Environment

2.0 hours lecture

Grading: letter grade or credit/no credit

This course focuses on the marine environment as a unique feature of the Earth and investigates areas of scientific and public concern: the pervasiveness of the ocean and its effect on weather, its contributions to the 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 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

This course covers a variety of basic biological concepts, discoveries and theories that also have important social, philosophical, ethical and religious implications. Students are introduced to critical thinking skills and scientific methods while exploring topics such as 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 course 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

This course 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

This course 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

This is an audio tutorial lab that provides practical, hands on experience in the field of biology. Students complete a series of experiments and demonstrations that clarify the general principles developed in BIO 41 lecture. The BIO 41 Lab is 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

This course combines the elementary principles of anatomy, physiology, microbiology, nutrition and very elementary chemistry. Students are expected to learn the basic terminology of these fields as a foundation for further study of medical problems and diseases. Biology 60 is designed to fulfill the general science requirement and to meet the pre-requisite needs of the health occupations student. This course is 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.

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 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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 the 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. Topics covered

include multinational operations, cross cultural communication and international research.

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

The focus of this course is on the supply chain and its key elements, covering basic concepts and terminology used in demand planning, inventory planning, material planning, distribution planning, fulfillment planning and other marketing-related supply chain concepts.

Transfer Status: Transferable to CSU, see counselor for limitations.

IBUS 55 3.0 units

Intro to Transportation Management

3.0 hours lecture

Grading: letter grade

This course is designed to provide a basic understanding of the functions and services involved in the movement of freight throughout the global marketplace, by focusing on the many requirements, restrictions, rules/regulations for ocean, air, and land transportation in both domestic and foreign markets.

Transfer Status: Transferable to CSU, see counselor for limitations.

IBUS 60 3.0 units

International Business Law

3.0 hours lecture

Prerequisite-LAW 18A

Grading: letter grade

This course is designed to explore the fundamentals of international business law and examine the scope of how international disputes affect global trade. It is appropriate for students who wish to pursue a career in the business field, especially those students interested in international business.

Transfer Status: Transferable to CSU, see counselor for limitations.

IBUS 75 3.0 units

International Logistics

3.0 hours lecture

Grading: letter grade

This course is designed for students and entry-level employees interested in becoming logistics professionals. Course content will focus on logistics systems and concepts, including Inventory & Warehouse Management, Logistics Information Systems, Facility Location and Global Logistics.

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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 Grading: letter grade
 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/volunteer time directly related to occupational goal or career of interest to the student.

BUSINESS, LAW (LAW)

LAW 18A (CAN BUS 8) 3.0 units

Business Law
 3.0 hours lecture
 Grading: letter grade
 This course is designed to explore the overall fundamental understanding of business law today. It examines the scope of how contracts and tort law affect the civil legal process as well as the nature of our current business environment. It is appropriate for students who wish to pursue a career in the business field.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

LAW 18B 3.0 units

Business Law
 3.0 hours lecture
 Grading: letter grade
 This course is designed to explore the overall fundamental operations of several distinct legal business entities and corporate structures. It examines the scope of how agency and employment law affect the nature of how business decisions are made and their significance. It is appropriate for students who wish to pursue a career in the business field, especially those students interested in business management or business law.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CABINET MAKING (CABMK)

CABMK 201 6.5 units

Introduction to Woodworking
 4.0 hours lecture, 8.0 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 6.5 units

Traditional Woodworking Products
 4.0 hours lecture, 8.0 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 6.5 units

Contemporary Woodworking Products
 4.0 hours lecture, 8.0 hours laboratory
 Prerequisite: CABMK 201
 Grading: letter grade or credit/no credit
 This course focuses on how to manufacture wood products using contemporary materials and machining techniques. A historical look back from the 1980's will establish the scope for the products that will be considered as contemporary 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 3.0 units

Introduction to Woodworking I
 2.0 hours lecture, 4.0 hours laboratory
 Grading: letter grade or credit/no credit
 This is a beginning course that covers shop and machinery safety practices, hand tools, portable power tools, materials, and basic techniques used to fabricate wood products.

CABMK 301M1 1.5 units

Introduction to Woodworking I
 1.0 hour lecture, 2.0 hours laboratory
 Grading: letter grade or credit/no credit
 This is a beginning course that covers basic machine safety practices, measuring and layout, hand tool use, and basic machine use.

CABMK 301M2 1.5 units

Introduction to Woodworking I
 1.0 hour lecture, 2.0 hours laboratory
 Prerequisite: CABMK 301M1
 Grading: letter grade or credit/no credit
 This is a beginning course that covers materials and products used to fabricate basic cabinet and furniture products. Gluing and assembly of wood and an introduction to finishing techniques are included.

CABMK 302 3.0 units

Traditional Woodworking Products I
 2.0 hours lecture, 4.0 hours laboratory
 Prerequisite: CABMK 301 or CABMK 305
 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 3.0 units

Contemporary Woodworking Products I

2.0 hours lecture, 4.0 hours laboratory
Prerequisite: CABMK 301 or CABMK 305
Grading: letter grade or credit/no credit

This course focuses on how to manufacture wood products using contemporary materials and machining techniques. A historical look back from the 1980's will establish the scope for the products that will be considered as contemporary 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 305 3.0 units

Introduction to Woodworking II

2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade

This course reviews safety practices for machines and portable power tools. Residential/kitchen cabinet construction, doors and hinging applications, and drawer box construction is included. An introduction to finishing techniques as well as a brief look at historical design in furniture and cabinets is also included.

CABMK 306 3.0 units

Traditional Wood Products

2.0 hours lecture, 4.0 hours laboratory
Prerequisite: CABMK 301 or 305
Grading: letter grade

This course focuses on how to make wood products using traditional materials and machining techniques. A historical look back at wooden furniture will establish the scope for the products that will be considered as traditional including commercial and residential cabinets in the 20th century. The appropriate use of hardware such as handles, hinges, and drawer guides for these types of products will be included. Machining techniques include comprehensive training on the use of table saws, band saws, shapers, sanders, portable power tools, mortisers, drilling and boring machines, lathes, and their accessories. Student projects will reinforce the techniques and the types of materials presented in this course.

CABMK 307 3.0 units

Contemporary Woodworking Products II

2.0 hours lecture, 4.0 hours laboratory
Prerequisite: CABMK 301 or 305

Grading: letter grade

This course focuses on the use of commercial software used in the woodworking industry. Advanced concepts for the use of CNC equipment and the software that is employed for cutting wood are explored. Other commercially used software for designing kitchens and furniture are introduced to the students.

CARPENTRY (CARP)

CARP 211 10.0 units

Carpentry 1

6.0 hours lecture, 13.0 hours laboratory, 0.6 hour supplemental learning

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. Students are required to attend 10 hours at the CTE Success Center for specially designed activities and assignments that relate to this course's content.

CARP 212 10.0 units

Carpentry 2

6.0 hours lecture, 13.0 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

6.0 hours lecture, 13.0 hours laboratory

Prerequisite: CARP 211

Grading: letter grade or credit/no credit

This is an advanced course in Carpentry covering various residential construction trades. Topics of instructions include: safety, building codes, construction mathematics, rough framing, residential roof framing, exterior finishes, interior finishes, 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 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.

<p>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.</p>	<p>CARP 311 3.0 units Carpentry 1 1.6 hours lecture, 4.3 hours laboratory Grading: letter grade or credit/no credit This course will cover topics of safety and rough framing. Rough framing includes mudsills and their placement, girder placement, floor joists, sub-flooring, wall framing systems, ceiling joists and roughing out stairs. Field trips and special projects will also be part of this course.</p>
<p>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.</p>	<p>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 This course will cover safety and rough framing that will include: mudsills and their placement, girder placement, floor joists, sub-flooring, wall framing systems, and ceiling joists.</p>
<p>CARP 227 4.0 units Finish Carpentry 2.0 hours lecture, 6.0 hours laboratory Recommended Preparation: CARP 211 Grading: letter grade This is an advanced course in Carpentry covering residential interior finishes. Topics of instruction include the installation and taping of drywall texturing, hanging doors, installing base, and crown mouldings, design, estimating, and layout. Practical instruction is given in the carpentry laboratory work.</p>	<p>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 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.</p>
<p>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.</p>	<p>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 This is an advanced course in Carpentry covering residential foundation designs, form construction, and advanced wood frame construction. Topics of instruction include the installation of concrete forms, layout, concrete placement, and Post and Beam Construction. Practical instruction is given in the carpentry laboratory.</p>
<p>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.</p>	<p>CARP 415A 2.0 units Home Remodeling and Repair 1.0 hour lecture, 3.0 hours laboratory Grading: letter grade or credit/no credit This course focuses on home improvement projects and introduces the student to basic home remodeling. Topics will include safety, building codes, obtaining building permits, rough mechanical, trade related math, hand and power tools, techniques for installing or repairing plumbing fixtures, electrical repairs and upgrades, and energy saving concepts.</p>
<p>CARP 245 3.0 units Contracting Laws and Management 3.0 hours lecture Grading: letter grade This course is designed for those with construction experience that wish to become contractors. Topics of instruction include the following: home improvement certification, contractor license law, labor laws, payroll deductions planning, management principles, lien laws, and business organization.</p>	<p>CARP 415B 2.0 units Home Remodeling and Repair 1.0 hour lecture, 3.0 hours laboratory Prerequisite: CARP 415A</p>
<p>CARP 250 5.5 units Pre-Apprenticeship Training 3.0 hours lecture, 8.0 hours laboratory Grading: letter grade or credit/no credit</p>	

Grading: letter grade or credit/no credit

This course focuses on home improvement projects and introduces the student to basic home remodeling. Topics will include safety, building codes, framing floor systems, framing walls with door and windows, trade related math, hand and power tools, framing various roof systems, and related construction hardware.

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

This course in home remodeling covers interior sub-crafts. Topics of instruction include insulation, safety, drywall, finish carpentry, tile, estimating, and relevant codes. Practical instruction is given in the carpentry laboratory work.

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

This course in Home remodeling covers exterior sub-crafts. Topics of instruction include exterior flashing, safety, roofing, stucco, estimating, exterior siding, and relevant building codes. Practical instruction is given in the carpentry laboratory work.

CARP 440 3.0 units

Blueprint Reading for Construction Trade

3.0 hours lecture

Grading: letter grade or credit/no credit

This course introduces students to construction blueprint reading through a study of the fundamental skills and concepts involved in reading and interpreting drawings.

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

This is the first semester of a one year course which satisfies the general chemistry requirement for science, engineering, and premed majors. Topics covered include atomic theory and bonding, the periodic table and chemical properties, thermochemistry, chemical reactions, solids, liquids and solutions, gases and the ideal gas laws, and an introduction to equilibrium. There is an emphasis on stoichiometric calculations. The lab stresses quantitative measurements in reacting systems.

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

This course 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

This course meets the prerequisite for CHEM 1A and prepares science or pre-professional majors who are required to take Chem 1A, but lack adequate preparation. Provides basic knowledge and problem solving techniques necessary for CHEM 1A-B. Formula and equation writing, basic laws and stoichiometry are stressed. Students should be aware that many schools (CSULB included) do not allow credit for Chem 2, once Chem 1A (or the equivalent course at that school) has been successfully completed.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHEM 3 (CAN CHEM 6) 5.0 units

Intro to Gen, Organic & Biochemistry

4.0 hours lecture, 3.0 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

This course will introduce the principles of general, organic and biological chemistry. A variety of topics will be addressed, including atomic theory, chemical formulas, nomenclature, stoichiometry, solutions, acids and bases, hydrocarbons, alcohols and ethers, carbonyl compounds, carbohydrates, lipids, amino acids and proteins, nucleic acids, biochemical energetics and metabolism. Lab work will reinforce basic concepts and provide experience in manipulating lab equipment. This course satisfies the needs of nursing, home economics and allied health sciences. This course does not prepare students for CHEM 1A.

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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time of personal/family responsibility directly related to occupational goal or career of interest to the student.

**CHILD AND ADULT
DEVELOPMENT-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 3.0 units

Health, Safety and Nutrition DS7

3.0 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 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

This course is a study of the methods and principles of supervising student teachers and teaching staff in early childhood classrooms with an emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and staff. This course satisfies the adult supervision requirement for the Child Development Master Teacher, Site Supervisor and Program Director Permits from the Commission of Teacher Credentialing.

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

This course is a survey course of contemporary and traditional literature including a bibliography for schools, community, libraries, aids to parents, preschool and elementary school teachers. Topics such as guiding children's reading and developmentally appropriate book selection is covered.

Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 40 3.0 units

Infant Development & Educaring D4

3.0 hours lecture

Prerequisite: CDECE 45 or 47

Grading: letter grade

This course is a study of the infant, pre-birth to 18 months of age. Topics will include: 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. The course will also cover 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. Information about the health, nutrition and safety components of infant care is included as well. This course meets the Department of Social Services Classification Indicator DS4.

Transfer Status: Transferable to CSU, see counselor for limitations.

CDECE 41 3.0 units

Toddler Development & Educaring D4

3.0 hours lecture

Prerequisite: CDECE 45 or 47

Grading: letter grade

This course is a study of the educaring (education and care) of toddlers 18 to 36 months of age. Topics will include: the role of the adult in a center-based program, in family home care and parental care; an overview of child development theories pertinent to this age; and activities and methods which nurture the toddler's intellectual, language, emotional, social, personality and motor development. The course will also cover effective behavior management; laws and regulations (Title 22), program quality standards, group size and continuity of care, the role of the primary caregiver, culturally sensitive care; as well as early recognition and intervention for toddlers with special needs, and information about the health, nutrition and safety components of toddler care. This course 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

This course is 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. The course 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.

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

This course is a study of biosocial, cognitive and psychosocial development throughout the life span. Theories of development are studied as an integrated approach to each phase of life from prenatal development through death and dying. This course meets the State of California requirement for teaching preschool 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 50 3.0 units

Intro to Curriculum for Young Children

3.0 hours lecture

Prerequisite: CDECE 45 or 47

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 53 3.0 units

Principles and Practices

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.

<p>CDECE 55 3.0 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>CDECE 60B 3.0 units</p> <p>Advanced Supervision of ECE D6 3.0 hours lecture Prerequisite: CDECE 45 or 47. Grading: letter grade or credit/no credit This course is an in-depth study of the principles of organizing and administrating early childhood programs, emphasizing motivational leadership, program quality and positive relationships with the community. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>CDECE 57 3.0 units</p> <p>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 <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>CDECE 61 3.0 units</p> <p>Teaching in a Diverse Society 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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>CDECE 58 3.0 units</p> <p>Language & Literacy in Early Childhood 3.0 hours lecture Grading: letter grade This course surveys the range of language and literacy theories, practices and activities that support young children's development. Meets state licensing requirements for program curriculum D3. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>CDECE 66 3.0 units</p> <p>Observation and Assessment DS3 2.0 hours lecture, 3.0 hours laboratory Prerequisite: CDECE 45 or 47. Recommended Preparation: CDECE 48 and CDECE 50. 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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>CDECE 59 3.0 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>CDECE 68 3.0 units</p> <p>Practicum D3 2.0 hours lecture, 4.0 hours laboratory Prerequisite: CDECE 1 and 19 and 48 and 50 and 53 and 61 and 66 and CDLL 51A or 52A 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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>CDECE 60A 3.0 units</p> <p>Admin of Child Development Programs D6 3.0 hours lecture Prerequisite: CDECE 45 or 47. Grading: letter grade or credit/no credit This course is a study of the planning, organization and administration of early childhood programs. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>CDECE 71AD 2.0 units</p> <p>Work Experience — Child Development 1.0 hour lecture, 4.1 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. 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. The course also involves vocational learning experiences through employment/internship directly related to occupational goal or career of interest to the student. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>

CDECE 72AD 3.0 units

Work Experience — Child Development

1.0 hour lecture, 8.3 hours laboratory
 Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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 experience through employment/internship directly related to occupational goal or career of interest to the student.

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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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.

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
 This course studies the principles and techniques of working with parents in community and school programs surveying the background of parent/child relationships in the changing social environments. There is an emphasis on the development of skills and competencies, which promote optimum cooperation between the school and the family.

Transfer Status: Transferable to CSU, see counselor for limitations.

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 259 3.0 units

Challenging Behaviors in Early Childhood

3.0 hours lecture
 Recommended Preparation: CDECE 45 or CDECE 47 or CDECE 59.
 Grading: letter grade

This course is the study of the relationship between developmental, environmental, and social-emotional variables and the young child's challenging and/or extreme behaviors. Strategies, for use by the early childhood teacher or parent, which support the child's development of social competence, self-control and

self-image will be covered. Methods of teaching children friendship skills, "feeling vocabularies", problem solving, and anger management are included. Observations at a variety of sites in the community will be required in this course.

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.

**CHILD AND ADULT
DEVELOPMENT-FAMILY DAY
CARE (CDFDC)**

CDFDC 212A 3.0 units

Family Child Care Management A
3.0 hours lecture
Grading: letter grade or credit/no credit
This course assists persons planning to become or currently involved in the group care of children in the home. This course focuses on setting up a child centered environment that meets licensing and accreditation standards.

CDFDC 212B 3.0 units

Family Child Care Management B
3.0 hours lecture
Grading: letter grade
This course assists persons planning to become or currently involved in the group care of children in the home. This course focuses on the child guidance as well as the business aspects of family child care including working with parents, record keeping, and communication.

**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, 12.5 hours laboratory
Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
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/volunteer time 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
This course is a study of child development research and theory from birth to twenty-nine months through lectures and lab participation. It is designed for child development majors, early childhood education majors and parents. Proof of a negative TB test is required for participation and observation in the children's program. This course provides the student with 72 hours of supervised field work experience in ECE as defined by California Commission on Teacher Credentialing.
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
This course is a study of child development research and theory from birth to twenty-nine months through lectures and lab participation. It is designed for child development majors, early childhood education majors and parents. Proof of a negative TB test is required for participation and observation in the children's program. This course provides the student with 72 hours of supervised field work experience in ECE as defined by California Commission on Teacher Credentialing.
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
This course is a study of child development research and theory from birth to twenty-nine months through lectures and lab participation. It is designed for child development majors, early childhood education majors and parents. Proof of a negative TB test is required for participation and observation in the children's program. This course provides the student with 72 hours of supervised field work experience in ECE as defined by California Commission on Teacher Credentialing.
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
This course is a study of child development research and theory from birth to twenty-nine months through lectures and lab participation. It is designed for child

development majors, early childhood education majors and parents. Proof of a negative TB test is required for participation and observation in the children's program. This course provides the student with 72 hours of supervised field work experience in ECE as defined by California Commission on Teacher Credentialing.

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

This course is a study of current concepts and research in early childhood education through lectures and lab participation. It is designed for child development majors, early childhood education majors and parents. Proof of a negative TB test is required for participation and observation in the children's program. This course provides the student with 72 hours of supervised field work experience in ECE as defined by California Commission on Teacher Credentialing.

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

This course is a study of current concepts and research in early childhood education through lectures and lab participation. It is appropriate for child development majors, early childhood education majors and parents. It is designed to be a continuation of CDLL 52A. Proof of a negative TB test is required for participation and observation in the children's program. This course provides the student with 72 hours of supervised field work experience in ECE as defined by California Commission on Teacher Credentialing.

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

This course is a study of current concepts and research in early childhood education through lectures and lab participation. It is appropriate for child development majors, early childhood education majors and parents. It is designed to be a continuation of CDLL 52A and CDLL 52B. Proof of a negative TB test is required for participation and observation in the children's program. This course provides the student with 72 hours of supervised field work experience in ECE as defined by California Commission on Teacher Credentialing.

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

This course is a study of current concepts and research in early childhood education through lectures and lab participation. It is appropriate for child development majors, early childhood education majors and parents. It is designed to be a continuation of CDLL 52C. Proof of a negative TB test is required for participation and observation in the children's program. This course

provides the student with 72 hours of supervised field work experience in ECE as defined by California Commission on Teacher Credentialing.

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

This class is an advanced class for students seeking more experience working with families. Students work in the classroom with parents and children under the supervision of a Parent Education Instructor. Students will develop skills to effectively communicate with parents; this includes formal and informal types of verbal and written communications. Proof of a negative TB test and fingerprint clearance is required.

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

This is an advanced course for students to gain skills to effectively conduct formal communications with families. Students will work under the supervision of a Parent Education Instructor in a preschool classroom with parents and children. Proof of a negative TB test and fingerprint clearance is required.

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
This is a non-credit lab experience for students participating in LBCC Child Development Center Demonstration Lab Schools, including the child care program, providing 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
This course is designed for parents to study the growth and development of their infant, ages four months to approximately ten months, in a lab setting. Lectures and discussions focus on the social, intellectual, physical and emotional development of infants and on developing responsive caregiving skills. Parents participate with their infant.

CDPE 201AD 1.0 unit

Infant Parent Education
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed for parents to study the growth and development of their infant in a lab setting. The lectures and discussions focus on the social, intellectual, physical and emotional development of infants approximately four months to walking, approximately twelve months. Parents and their infants participate together.

CDPE 202AD 1.0 unit

Toddler Parent Education
1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit

This course is designed for parents to study the growth and development of their toddler in a lab setting. Lectures and discussions focus on the social, intellectual, physical and emotional development of toddlers from 12 to 24 months of age. Parents participate in class with their toddlers.

CDPE 203AD 3.0 units

Preschool Parent Education
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed for parents to study the growth and development of their child, ages 24 — 35 months, in a preschool setting. Lectures and discussions focus on the social, intellectual, physical and emotional development of preschool children and on appropriate parental responses and guidance techniques. Parents attend with their child.

CDPE 204AD 3.0 units

Preschool Parent Education
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed for parents to study the growth and development of their child, ages 36 — 47 months, in a preschool setting. Lectures and discussions focus on the social, intellectual, physical and emotional development of preschool children and on appropriate parental responses and guidance techniques. Parents attend with their child.

CDPE 205AD 3.0 units

Preschool Parent Education
2.0 hours lecture, 4.0 hours laboratory
Grading: letter grade or credit/no credit
This course is designed for parents to study the growth and development of their child, ages 47 — 52 months, in a preschool setting. Lectures and discussions focus on the social, intellectual, physical and emotional development of preschool children and on appropriate parental responses and guidance techniques. Parents attend with their child.

CDPE 402 1.0 unit

ST Special Topics in Parent Education
1.0 hour lecture
Grading: letter grade
This course will provide current theoretical and conceptual information relevant to parenting. 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 school-age and adolescent development and care, family structure, behavior management, appropriate guidance techniques as well as age appropriate activities that will enhance parent child relationships. This is a “special topics” course. The course 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.

CDPE 606 0.0 unit

Parent Education for Foster Parents
3.0 hours lecture
Grading: LBCC Non-Graded Course
This is a non credit open entry course providing a variety workshop formats ranging from 3 to 30 hours in duration. Instruction focuses on the various parenting skills and knowledge needed to aid in the adaptation of children into foster and kinship care 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
ADULT DEVELOPMENT-SPECIAL
EDUCATION (CDESED)**

CDESED 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.

CDESED 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 disabilities 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.

CDESED 69 3.0 units

Special Education Practicum

2.0 hours lecture, 3.0 hours laboratory

Prerequisite: CDESED 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.

CDESED 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.

CITIZENSHIP (CIT)

CIT 601 0.0 unit

Citizenship

3.0 hours lecture

Grading: LBCC Non-Graded Course

This course is a rapid review of the history of the United States, the Constitution and government of the United States, as well as state and local government. This course is designed for persons preparing for the United States Government naturalization examination.

**COMMUNICATIVE DISORDERS
(COMDI)**

COMDI 2A 3.0 units

American Sign Language, Beginning

3.0 hours lecture

Grading: letter grade or credit/no credit

This is a basic course in the instruction and practice in American Sign Language (ASL) and fingerspelling. Emphasis will be placed on the development of vocabulary, grammar, syntax, expressive, and receptive skills. This course includes an overview of the history of sign language and Deaf culture.

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

This is a basic course in the instruction and practice in American Sign Language (ASL) and fingerspelling. Emphasis will be placed on the development of vocabulary, grammar, syntax, expressive, and receptive skills. This course includes an overview of the history of sign language and Deaf culture.

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

This is a course in intermediate instruction for the continuing student of ASL and fingerspelling. 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. The history of sign language and Deaf culture will also be discussed.

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

This is a course in intermediate instruction for the continuing student of ASL and fingerspelling. 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. The history of sign language and Deaf culture will also be discussed.

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

This is a course in learning lip reading techniques for the hearing impaired. Special attention is given to communication difficulties of the hearing impaired.

COMDI 634 0.0 unit

Intermediate Speech Reading(Lip Reading)

2.0 hours laboratory

Grading: LBCC Non-Graded Course

This course provides students with an intermediate degree of proficiency in lip reading skills to enhance communication for the hearing impaired.

**COMPUTER ACADEMY CISCO
NETWORKING (CISCO)**

CISCO 250 3.0 units

Communications Cabling Installation

2.5 hours lecture, 1.5 hours laboratory

Grading: letter grade

This course introduces students to the basic skills and knowledge required for employment as a network wiring installer. The course includes introductions to cabling tools, installation practices, color codes, copper-based cable systems, cable testing, workplace safety, and the National Electrical Code (NEC) as it applies to network wiring.

CISCO 251 3.0 units

Introduction to Networking

2.5 hours lecture, 1.5 hours laboratory

Grading: letter grade

This is the first course in a sequence of four to prepare students to pass the certification exam required to become a Cisco Certified Networking Associate (CCNA). The course includes introductions to networking devices, IP Addressing, routing, switching, media and design, topology, cabling, electricity, electronics and network management. The instruction is based on the Cisco Networking Academy curriculum.

CISCO 252 3.0 units

Routing and Access Control

2.5 hours lecture, 1.5 hours laboratory

Prerequisite: CISCO 251

Grading: letter grade

This is the second course in a sequence of four to prepare students to pass the certification exam required to become a Cisco Certified Networking Associate (CCNA). The course includes OSI layers 1-7, local vs. wide area networks, TCP/IP, IP addressing, routing, router components and configuration of the Cisco IOS, routing protocols and access control lists. The instruction is based on the Cisco Networking Academy curriculum.

CISCO 253 3.0 units

Cisco Networking III, LAN

2.5 hours lecture, 1.5 hours laboratory

Prerequisite: CISCO 252

Grading: letter grade

This is the third course in a sequence of four to prepare students to pass the certification exam required to become a Cisco Certified Networking Associate (CCNA). The course includes EIGRP and OSPF routing, LAN switching, VLAN and LAN design. The instruction is based on the Cisco Networking Academy curriculum.

CISCO 254 3.0 units

WAN's and Remote Access

2.5 hours lecture, 1.5 hours laboratory

Prerequisite: CISCO 253

Grading: letter grade

This is the fourth course in a sequence of four to prepare students to pass the certification exam required to become a Cisco Certified Networking Associate (CCNA). The course includes IP address conservation, VLSM, wide area network design, configuration of PPP, ISDN and Frame relay protocols. The instruction is based on the Cisco Networking Academy curriculum.

COMPUTER AND BUSINESS INFORMATION SYSTEMS (CBIS)

CBIS 3 **3.5 units**

Operating Systems: Software & Hardware

3.0 hours lecture, 2.0 hours laboratory

Recommended Preparation: CBIS 6A

Grading: letter grade

This course covers the command-line operating systems and Windows operating systems maintenance skills required for A+ certification expected of computer technicians.

Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS 6A **4.0 units**

Intro to IT Concepts & Applications

3.0 hours lecture, 3.0 hours laboratory

Recommended Preparation: 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

This class was formerly CBIS 2. This is the second class in a three class series. Topics covered in this course include intermediate topics of word processor, spreadsheet, database, and presentation software, with an emphasis on help desk. This course includes an introduction to Visual Basic Application and also prepares the student for Certification Exams.

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 **3.5 units**

Business Programming Logic and Design

3.0 hours lecture, 2.0 hours laboratory

Recommended Preparation: CBIS 6A

Grading: letter grade

This course is an introduction to programming including syntax, structured design, debugging, variables, flowchart and simple UML design, validity checking, extracting and manipulating data from arrays, and sorting. This class 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.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

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

In this class, the student will learn to install, configure, upgrade and troubleshoot a computer network. There will be discussions regarding local area networks, wide area networks, communications protocols, network topologies, transmission media, security and assessment of career opportunities in networking. All of the objectives of the CompTIA Network+ certification will be addressed. Practice exercises will help the student to prepare for the CompTIA Network+ certification exam.

Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS 71AD 2.0 units

Work Experience-Computer Info Systems

1.0 hour lecture, 4.1 hours laboratory

Prerequisite: Completion of any CBIS course

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS 72AD 3.0 units

Work Experience-Computer Info Systems

1.0 hour lecture, 8.3 hours laboratory

Prerequisite: Completion of any CBIS course

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

Transfer Status: Transferable to CSU, see counselor for limitations.

CBIS 73AD 4.0 units

Work Experience-Computer Info Systems

1.0 hour lecture, 12.5 hours laboratory

Prerequisite: Completion of any CBIS course

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

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 or credit/no credit

This course emphasizes IBM-compatible personal computers and the latest common components and hardware features and will cover PC microprocessors, motherboards, buses, input/output controllers and memory, and other components. Class lectures will be supplemented with "hands on" classroom labs using diagnostic software and tools. This course will prepare students for the hardware portion of the A+ exam. (See CBIS 3 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 or credit/no credit

This course introduces the concepts and terminology of the Internet, how to access and connect to the Web, and how to view sites and search for information on the Web using browsers and search engines. Also included are tutorials on how to use e-mail, FTP, newsgroups, and messages boards, mailing list, chat rooms, instant messaging and Internet telephony. Hands-on step-by-step tutorials and exercises will be used to teach the basic skills needed to be productive on the Internet when searching virtual library for reference material or exploring nearby planets or even e-mailing a government official about a concerned issue. In addition, students will plan, design and create their own web site using HTML coding.

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 or credit/no credit

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 or credit/no credit

Topics covered in this course focus on how to design, create, format and publish basic web pages using different popular industry approaches. The course covers basic skills, such as creating a Web page, using property inspector, incorporating CSS styles, working with HTML tags, adding text hyperlinks, working with graphics/rollovers/tables, creating a navigation bar and using frames.

CBIS 207E 2.5 units

Dynamic HTML Web Construction

2.0 hours lecture, 2.0 hours laboratory

Recommended Preparation: CBIS 220

Grading: letter grade or credit/no credit

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.

<p>CBIS 208B 4.0 units</p> <p>Advanced Visual Basic Programming 3.0 hours lecture, 3.0 hours laboratory Recommended Preparation: CBIS 8B Grading: letter grade or credit/no credit 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 interface using class modules and Active X components, and developing applications for the internet.</p>	<p>CBIS 220 3.0 units</p> <p>i-Net+ Internet Technologies 3.0 hours lecture, 1.0 hour laboratory Recommended Preparation: CBIS 6A Grading: letter grade or credit/no credit This course teaches the baseline technical knowledge needed to enter an Internet industry oriented career. After course completion, the student will be prepared to take the industry standard i-Net+ Certification test.</p>
<p>CBIS 208C 3.0 units</p> <p>Visual Basic for Application Programming 2.0 hours lecture, 3.0 hours laboratory Grading: letter grade or credit/no credit 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.</p>	<p>CBIS 223 3.0 units</p> <p>Unix/Linux Fundamentals 3.0 hours lecture, 2.0 hours laboratory Recommended Preparation: CBIS 6A Grading: letter grade or credit/no credit This course prepares students to work with Linux as an application programmer, a computer operator, or a system administrator. The topics include an overview of basic operating systems concepts, a history of Unix and its influence on modern operating systems, basic internal structure, details of Unix/Linux file system structures, pipes, filters and redirection, scripts, images and processes, shells, time-slicing and interrupts, memory management, and Unix/Linux internals.</p>
<p>CBIS 211AD 2.0 units</p> <p>Web Construction II 1.0 hour lecture, 3.0 hours laboratory Recommended Preparation: CBIS 207AD Grading: letter grade or credit/no credit 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.</p>	<p>CBIS 225 2.5 units</p> <p>Microsoft Windows Client OS 2.0 hours lecture, 2.0 hours laboratory Recommended Preparation: Understanding of Basic Computer Networking, including TCP/IP or CBIS 41. Grading: letter grade or credit/no credit In this class, students will install, configure and administer Windows Client O.S. in a networking environment. The class will prepare the student to take the corresponding MCSE Certification Exam.</p>
<p>CBIS 212 1.5 units</p> <p>Wireless Communications 1.5 hours lecture, 0.5 hour laboratory Recommended Preparation: CBIS 41 Grading: letter grade or credit/no credit 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.</p>	<p>CBIS 226 2.5 units</p> <p>Microsoft Windows Server OS 2.0 hours lecture, 2.0 hours laboratory Recommended Preparation: CBIS 225 Grading: letter grade or credit/no credit In this class, students will install, configure and administer Windows Server O.S. in a networking environment. The class will prepare the student to take the corresponding MCSE Certification Exam.</p>
<p>CBIS 216A 3.5 units</p> <p>Introduction to C# Programming 3.0 hours lecture, 2.0 hours laboratory Recommended Preparation: CBIS 7 Grading: letter grade or credit/no credit 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.</p>	<p>CBIS 227 2.5 units</p> <p>Microsoft Windows Networking 2.0 hours lecture, 2.0 hours laboratory Recommended Preparation: CBIS 226 Grading: letter grade or credit/no credit In this class, students will install, configure and administer Windows Server Operating System networking services and protocols. The class will prepare the student to take the corresponding MCSE Certification Exam.</p>
<p>CBIS 228 2.5 units</p> <p>Microsoft Windows Directory Services 2.0 hours lecture, 2.0 hours laboratory Recommended Preparation: CBIS 226 and CBIS 227 Grading: letter grade or credit/no credit In this class, students will install, configure and administer Windows Server Directory Services. The class will prepare the student to take the corresponding MCSE Certification Exam.</p>	

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 or credit/no credit
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 235A 3.5 units

LINUX Server Administration
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 223
Grading: letter grade or credit/no credit
This course is an in depth study of the Linux operating system. The focus is on Linux installation and administration. The course will also examine the theoretical concepts common to all Linux system that have increased its popularity. The course will also take the form of a practical hands-on approach to Linux to prepare students for the SAIR/GNU or LPI certifications.

CBIS 235B 3.5 units

LINUX Networking and Security
3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 223 or CBIS 235A
Grading: letter grade or credit/no credit
This is an advanced Linux operating system class. The focus is on Linux networking and security. The course covers networking technologies and protocols, network configuration and the use of command-line and graphical utilities. Network security issues such as firewalls, VPNs, and utilities such as nmap, ethereal, and the SAINT profiling tool will be presented.

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 or credit/no credit
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 242 3.0 units

Introduction to Oracle: SQL
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CBIS 38 or work experience with databases.
Grading: letter grade or credit/no credit
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 and hands-on programming skills of using SQL Data Manipulation Language and Data Definition Language. The course is also designed to help

students to pass Oracle Certificate Test, Introduction to Oracle: SQL.

CBIS 243AD 3.0 units

Program with Oracle PL/SQL
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CBIS 242AD
Grading: letter grade or credit/no credit
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 246AD 3.0 units

Oracle DBA Fundamentals
2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: CBIS 242AD
Grading: letter grade or credit/no credit
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 or credit/no credit
This course provides an introduction to help desk concepts and procedures, which include help desk operations, 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 or credit/no credit

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 or credit/no credit
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 420 3.5 units

PHP & MySQL for the Web

3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 38 and a previous programming language class.

Grading: letter grade or credit/no credit
This course covers PHP & MySQL, one of the fastest growing technology combinations for developing interactive Web sites. It is designed at a level for personal web development projects, as well as small to medium business Web development needs.

CBIS 430 3.5 units

Ruby on Rails Web Development

3.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: CBIS 38, CBIS 220 and a previous programming language class such as CBIS 14.

Grading: letter grade
This course is an introduction to using Ruby on Rails (or RoR) a dynamic web development framework. Students will be taught programming in Ruby language and MySQL management. Installation, development, testing, and the structure of the Ruby on Rails framework will be covered. This course is intended for web developers and others interested in getting a quick start in this technology.

CBIS 436A 3.0 units

Intro to Project Management for IT

3.0 hours lecture, 1.0 hour laboratory
Recommended Preparation: CBIS 6A
Grading: letter grade or credit/no credit

This class is an introduction to IT project management. Popular project management software will be introduced. In addition, the class will focus on the methods and techniques for managing technology projects as well as preparing students for the CompTIA's IT Project+ certification.

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

This 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

5.0 hours laboratory
Grading: LBCC Non-Graded Course
This class is designed to enhance basic computer skills required to complete assignments, study, or do research for CBIS or any college class. Material will also be available to supplement regular classroom instruction in areas such as computer security, ethics, globalization, and history of information technology.

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.

1.0 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit
This course provides an introduction to Windows operating system concepts. Students will gain an understanding of: computer hardware basics, functions and features of the Windows operating systems, Internet technologies, and email. Through hands-on practice, students will learn to use Windows Programs such as WordPad, Paint, Windows Mail, and Media Player.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 31B 1.0 unit

Microsoft Windows Operating System, Adv
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: CAOTC31A (may be taken concurrently)
Grading: letter grade or credit/no credit
In this advanced Windows class, students will learn to use and manipulate more advanced and complex features of the Windows operating system.
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
This is an introductory computer course which concentrates on computer hardware basics such as the CPU, memory, storage, input and output devices, networking, and the internet. Also, students will have hands-on experience with Microsoft Office suite for application integration. This course will satisfy the graduation requirement for Computer Information Competency.
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. This course will satisfy the graduation requirement for Computer Information Competency.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 39A 1.0 unit

Word for Windows, 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
This course provides computer training with Microsoft Word. Topics covered in this course include creating, saving, printing, editing, and formatting text. Additionally, maintaining files through routine disk maintenance, altering text appearance by changing fonts, and using tools such as Speller and Thesaurus will be covered.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 39B 1.0 unit

Word for Windows, 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

Topics covered in this course include how to create documents using templates and Microsoft wizards, to apply newspaper column formatting to text, and to design charts and diagrams. Students also apply formatting principles which add visual appeal to documents, insert comments, and track changes to documents.

Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 39C 1.0 unit

Word for Windows, 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
This course reinforces intermediate skills and introduces advanced formatting (hyphenation, line height, special symbols) creating footnotes and endnotes, formatting research papers using MLA guidelines, using wizards to merge documents, sorting text, selecting records, and customizing toolbars and menus.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 39D 1.0 unit

Word for Windows, 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
This course is designed for students who have completed the beginning, intermediate and advanced levels of Word and wish to learn and utilize Word expert shortcuts. The course covers adding visual elements to documents, using WordArt, creating and modifying styles, and preparing form documents.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 41E 1.0 unit

Excel for Windows-Beginning
1.0 hour lecture, 1.0 hour 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
1.0 hour lecture, 1.0 hour laboratory
Recommended Preparation: CAOTC41E (may be taken concurrently)
Grading: letter grade or credit/no credit
This course is a continuation of CAOTC41E. Students learn to improve uses of worksheet data and increase productivity. Topics covered include multiple worksheets, lists, templates, ranges, lookup and reference functions, and macros. This course is typically offered in a self-paced, open-entry/open-exit environment.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 41J 1.0 unit

Excel for Windows, Advanced

1.0 hour lecture, 1.0 hour 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

Publisher for Windows-Beginning

1.0 hour lecture, 1.0 hour 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

Publisher for Windows-Advanced

1.0 hour lecture, 1.0 hour 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 44D 1.0 unit

PowerPoint for Windows, Beginning

1.0 hour lecture, 1.0 hour laboratory
 Recommended Preparation: CAOTC31A (may be taken concurrently)
 Grading: letter grade or credit/no credit
 This class provides an introduction to presentation graphics software. Through hands-on practice, students learn to combine text and graphic images to develop computerized slide shows, transparencies, charts, and printed materials for group presentations. In the research component students create presentations based on information gathered from electronic sources. This course will satisfy the graduation requirement for Computer Information Competency.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 44E 1.0 unit

Power Point for Windows, Advanced

1.0 hour lecture, 1.0 hour 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. This course will satisfy the

graduation requirement for Computer Information Competency.

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
 This course is a comprehensive overview of Internet and email using Windows Internet Explorer, free Web-based email, and Microsoft Word. Through hands-on practice, students become familiar with sending/receiving/managing Web-based email, creating and sending attachments, browsing and searching the Internet, making business and personal travel arrangements, messaging via text/voice/video, scanning pictures, and designing Web pages using free Web-based software.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 47A 3.0 units

Access for Windows, Beginning

2.0 hours lecture, 3.0 hours laboratory
 Recommended Preparation: CAOTC 31A (may be taken concurrently; CAOTT 200 OR 200C or 233 or Type 25 wpm)
 Grading: letter grade or credit/no credit
 This class provides an introduction to Microsoft Access, a computerized relational database management system. Through hands-on practice, students learn to create and modify tables, queries, reports, forms, data access pages, macros, and modules. Students will also learn to share information by integrating Access with data and other applications. This course will satisfy the graduation requirement for Computer Information Competency.
Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTC 47B 3.0 units

Access for Windows, Advanced

2.0 hours lecture, 3.0 hours laboratory
 Recommended Preparation: CAOTC 47A, CAOTT 200C or 233 or type 25 wpm.
 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 211 1.0 unit

OpenOffice.org

1.0 hour lecture, 1.0 hour laboratory
 Grading: letter grade
 This course provides an overview of the free, open-source software OpenOffice.org® that includes creating documents, spreadsheets, presentations, and databases. Students learn valuable computer skills for practical tasks at work, home, and school. This course will satisfy the graduation requirement for Computer Information Competency.

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 provides comprehensive instruction in desktop management using Microsoft Outlook. Topics including how to send and receive e-mail, manage contacts, plan and track tasks, schedule the calendar, and integrate Outlook with other applications and the internet.

CAOTC 230 3.0 units

Adobe Acrobat for the Office

2.0 hours lecture, 2.0 hours laboratory
Recommended Preparation: Type 25 words a minute and CAOTC 39A
Grading: letter grade

Topics in this course include the use of Adobe Acrobat to create, review and modify PDF's (Portable Document Files) from Microsoft Office files, as well as from Web pages. the course emphasizes the use of PDF's on the web for creating multimedia presentations, adding interactive features, creating electronic forms, and adding electronic security to documents.

CAOTC 235 3.0 units

Microsoft Office- Expert

2.5 hours lecture, 2.5 hours laboratory
Recommended Preparation: CAOTC 35
Grading: letter grade

Office -Expert is an advanced hands-on course. Students will process a wide range of complex assignments requiring advanced formatting and functionality. Students will use Microsoft word, Excel, Access, and PowerPoint.

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 3.0 units

Data Entry — Level 1

2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: Type 30 wpm
Grading: letter grade or credit/no credit

Introduction to data entry prepares students for careers requiring the use of a computer to enter, compile, and interpret information. Keying skills are developed utilizing multiple computer applications with a speed goal of 8,000 keystrokes/hour with 98% accuracy and the terminal goal of successfully entering, validating, manipulating, and analyzing data.

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

This course is a continuation of CAOTC250A. Through hands-on practice, the student will continue to develop speed and accuracy skills for data entry. The opportunity to practice the skills in a simulated workplace situation will be provided as well as techniques for finding and avoiding errors.

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

This course is a continuation of CAOTC250B. Through hands-on practice, the student will continue to develop speed and accuracy skills for data entry. The opportunity to practice the skills in a simulated workplace situation will be provided, including practice working with spoken data.

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

Comp & Office Tech Skill Center

5.0 hours laboratory
Grading: LBCC Non-Graded Course
This class is designed for students enrolled in any CAOT class to enhance basic computer skills and other office skills needed to complete assignments or do research. Students will have access to self-paced tutorials, practice assignments, answer keys, and practice tests.

COMPUTER OFFICE TECHNOLOGIES (CAOTO)

CAOTO 15 3.0 units

Business Communications

3.0 hours lecture
Grading: letter grade or credit/no credit
This course covers the principles of collecting, organizing, analyzing, and presenting business information. Written and oral communication involving problem solving in business is emphasized. 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

This course offers instruction in the use of the electronic printing calculator and computer 10-key pad. It covers basic business mathematic skills and business applications solved using the electronic printing calculator. Students will develop ten-key speed and accuracy using the touch method.

Transfer Status: Transferable to CSU, see counselor for limitations.

CAOTO 214A 1.0 unit

Filing 1

1.0 hour lecture
Grading: letter grade or credit/no credit

Students in this course organize, store, and retrieve records containing personal and business names. Students apply the ARMA rules for alphabetic indexing, which are the records management industry standard. The course includes manual and computer techniques.

CAOTO 214B 1.0 unit

Filing 2

1.0 hour lecture

Recommended Preparation: CAOTO214A (may be taken concurrently)

Grading: letter grade or credit/no credit

Students in this course organize, store, cross-reference, and retrieve records in alphabetic, subject, numeric, and geographic filing systems. Students apply the ARMA indexing rules, which are the records management industry standard. The course includes manual and computer techniques.

CAOTO 216 1.0 unit

Proofreading Skills

1.0 hour lecture

Grading: letter grade or credit/no credit

Students 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 or credit/no credit

This course is designed to help students develop occupational competence for obtaining business positions including career planning skills, resume and cover letter preparation, interview and interview follow-up skills, and successful employment test completion. Students will be introduced to career management techniques to succeed and advance in business careers. This course will explore the ever-evolving requirements of the workplace and the relationship of life-long learning to career success.

CAOTO 223 3.0 units

Legal Procedures, Litigation

3.0 hours lecture, 1.0 hour laboratory

Recommended Preparation: CAOTT 200 or CAOTT 200B-C or CAOTC 39A or CAOTC 236A

Grading: letter grade or credit/no credit

This course is designed to provide students with a study of and instruction in the legal procedures applicable to civil litigation. Topics covered will include legal terminology, legal office routine, preparation of legal documents, procedures for court filing, calendaring, and the use of a legal forms creation software application.

CAOTO 224 3.0 units

Legal Procedures

3.0 hours lecture, 1.0 hour laboratory

Recommended Preparation: CAOTT 200 or CAOTT 200B-C or CAOTC 39A or CAOTC 236A

Grading: letter grade or credit/no credit

This course is designed to provide students with a study of and instruction in legal procedures. Topics covered will include legal terminology, legal office routine, procedures for court filing and calendaring, and the use of a legal forms creation software application.

CAOTO 260 1.0 unit

Business Telephone Procedures

1.0 hour lecture

Grading: letter grade or credit/no credit

This course is designed for the person who needs instruction and practice in developing professional communication skills 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 or credit/no credit

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

Soft Skills for the Workplace

1.0 hour lecture

Grading: letter grade or credit/no credit

This course covers the fundamentals of human relations in various business environments and develops a basic proficiency using these 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 its importance, customer needs and wants, support, and interactions/relationships. Customer service positions are on the rise and may be found in a variety of areas.

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, 8.3 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

Grading: letter grade

This course consists of seminar or workshop discussions related to work experience objectives; career goals; employment preparation and required skills; and workplace success and issue resolution. It also involves vocational learning experiences through volunteer time directly related to occupational goal or career of interest to the student.

**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 1.0 unit

Distance Learning- Success Strategies

0.5 hour lecture, 1.5 hours 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

This is the second of three introductory courses in computer science. This course introduces the classic data structures (primitive, arrays, queues, stacks, tables, hash, maps, and trees) and looks at implementation of abstract data types. This course also covers the topics of time and space efficiency, recursion, object oriented design, software engineering introduction, 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

Students in this course develop computer typing skills for business and personal use with emphasis on proper technique, speed, and accuracy. Students create correspondence, business reports, academic reports, tables, resumes, and other employment documents. The course is typically offered as semester-length with instructor lectures. This course will satisfy the graduation requirement for Computer Information Competency.

CAOTT 200A 1.0 unit

Beginning Typing/Keyboarding 1

1.0 hour lecture, 1.0 hour laboratory

Grading: letter grade or credit/no credit

Students in this course develop computer typing skills for business and personal use with emphasis on proper technique, speed, and accuracy. The course is typically offered as self-paced and semester-length or for six weeks.

CAOTT 200B 1.0 unit

Beginning Typing/Keyboarding 2

1.0 hour lecture, 1.0 hour laboratory

Recommended Preparation: CAOTT200A (may be taken concurrently)

Grading: letter grade or credit/no credit

This course continues to develop computer typing skills for business and personal use with increased speed and accuracy. Using word processing and other software, students create correspondence, business reports, and tables. This class is typically offered as self-paced and semester-length or for six weeks. This course and CAOTT 200C will satisfy the graduation requirement for Computer Information Competency.

CAOTT 200C 1.0 unit

Beginning Typing/Keyboarding 3

1.0 hour lecture, 1.0 hour laboratory

Recommended Preparation: CAOTT200B (may be taken concurrently)

Grading: letter grade or credit/no credit

This course continues to develop computer typing skills for business and personal use. Using word processing and other software, students create correspondence, business reports, academic reports, tables, resumes, and other employment documents. This class is typically offered as self-paced and semester-length or for six weeks. This course and CAOTT 200B will satisfy the graduation requirement for Computer Information Competency.

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

This course is an intermediate course in keyboarding designed to give the student ample opportunity to refine typing skills through diagnostic and skill building exercises with the goal of applying these skills to real-life personal and office document processing tasks.

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

This course is an advanced course in keyboarding and document processing designed to give the student ample opportunity to refine typing skills and apply these skills to real-life personal and integrated office document processing tasks in a highly professional manner.

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 1.0 unit

Orientation for College Success

1.0 hour lecture, 0.2 hour supplemental learning

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 the principles of student development theory, student conduct, academic procedures, policies, goal setting, educational planning, college and student support services. Students will learn the various academic opportunities of higher education in California, pursue academic major explorations, and develop a tentative educational plan to achieve personal and academic goals. Students are required to complete 3 hours of supplemental learning activities through a Success Center.

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, student development, and mentoring will be explored. Students will discover 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

This course is designed to teach students the important strategies for academic success and how to be confident college students. Course content will cover specific techniques and methods on effective time management, note taking, critical thinking skills, life skills, textbook reading and test taking skills. Students will identify their own individual learning styles through self assessment and presented learning theories. Topics will be presented as a practical and applicable approach to specific strategies for gaining academic competency and achieving self confidence for academic success.

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

This is an introductory course designed to teach students important strategies for academic success. Course content will cover specific techniques such as effective time management plan, note taking skills, textbook reading and test taking skills. Students will identify their own learning styles and important factors to college success through self assessment and interpretation.

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

This course presents a reflective model of the career planning process that integrates theory and practice applicable in a variety of situations over an individual's life span. Through the study of various career planning and decision-making approaches, the course is design to explore the importance of how psycho-social, physical and affective factors impact their own cognitive processes. Using self-evaluation instruments and self-discovery processes, students develop life-long learning skills which help them focus on pathways for academic and career satisfaction.

Transfer Status: Transferable to CSU, see counselor for limitations.

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

This course serves as a humanities requirement and is an introduction to and exploration of the creative arts including art, film, music and the theatre arts for the general student. Each student is required to view/attend an exhibit/live performance related to the major areas of concentration in this course (art, music & theatre).

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

This course describes the significance of sanitation in food service and provides the practical knowledge needed to implement a sanitation program in any kitchen. It 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

This course is designed to develop the fundamentals of commercial cooking including: food and kitchen safety & sanitation, equipment identification, fruit, vegetable, and fresh herb identification, and cooking vegetables and various recipe preparation.

CULAR 201B 8.0 units

Hotel, Restaurant: Institutional Cooking

5.0 hours lecture, 10.0 hour laboratory

Grading: letter grade

This course is designed to develop the fundamentals of commercial cooking including: food and kitchen safety & sanitation, equipment identification, fruit, vegetable, and fresh herb identification, and cooking vegetables and various recipe preparation.

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

This course provides a study of pastry and cake making. It covers the techniques and methods for the preparation of different cakes, sponges, mousses, cream fillings and icings, tarts, as well as French pastries, classical cakes, and an introduction to candy making.

CULAR 206 5.0 units

Baking and Pastry II

2.0 hours lecture, 9.0 hours laboratory

Prerequisite: CULAR 204

Grading: letter grade

This course provides a study of pastry, advance cake making, sorbet and ice cream, show pieces, and plated desserts. It covers the techniques and methods for chocolate molding, chocolate modeling, as well as pulled, blown, and poured sugar, nougatine, and pastillage.

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, 0.6 hour supplemental learning

Grading: letter grade

This course is an introduction to the culinary arts profession. It includes instruction in culinary professionalism, food & kitchen safety, weights, measures, equipment identification, salads & dressings, sandwiches, cold & hot appetizers, charcuterie; baking yeast breads, quick breads, cakes, pastry doughs, cookies, icings/ dessert sauces, creams, and ice creams. In addition, students will be required to attend 10 hours of culinary math instruction in the CTE Success Center.

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 Asian Cuisine, 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
 This course emphasizes safety and sanitation procedures, knife skills, and poultry & meat fabrication in the preparation of various international recipes for buffets.

CULAR 271AD 2.0 units

Work Experience: Food Services
 1.0 hour lecture, 4.1 hours laboratory
 Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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.

CULAR 298 3.0 units

Viennese Pastries
 1.5 hours lecture, 2.0 hours laboratory
 Grading: letter grade
 This course introduces the basics of Viennese Pastries, baked goods made in a similar manner to bread but with ingredients that give them a heavier, sweeter quality closer to pastry (including American, French and Tea Pastries, as well as Savories). The course also emphasizes the use of tools, equipment, materials, and basic characteristics of ingredients.

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
 This course includes 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
 This course is a physical and mental conditioning program for dancers involving Pilates mat and apparatus work as well as Gyrokinesis® stool and mat exercises. This course is designed to enhance dance technique and performance and prevent injuries.
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 or 20AB or 14AB or by Audition
 Grading: letter grade or credit/no credit

This course includes 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
 This course serves as an introduction to the movement skills used in jazz dance. It includes 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
 This course is 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

Choreography I

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

This course is a study of creating movement for the dancer focusing on discovering inventive movement, creating a personal style of expression, and development of aesthetic judgment.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

DANCE 32AB 1.0 unit

Choreography II

1.0 hour lecture, 2.0 hours laboratory
 Recommended Preparation: One semester of DANCE31AB
 Grading: letter grade or credit/no credit
 This course is a study of choreography for a group of dancers focusing on the use of design in space to create dances of significant form. It includes 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
 This course is 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.
 Grading: letter grade or credit/no credit
 This performance course emphasizes 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.
 Grading: letter grade or credit/no credit
 This performance course emphasizes 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 41/3 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.
 Grading: letter grade or credit/no credit
 This performance course emphasizes 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 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.
 Grading: letter grade or credit/no credit
 This performance course emphasizes 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 60AD 1.0 unit

Special Projects in Dance
 3.0 hours laboratory
 Grading: letter grade or credit/no credit
 This course 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
 This course is a study of the criteria required to select x-ray machine settings to produce diagnostic quality radiographs and the compensations in radiographic technique that are required for pathologic conditions.
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

This course is 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 image quality control. The course 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

This course is 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 image quality control. The course includes an assignment to a radiology department in an accredited hospital for clinical experience.

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

This course is 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 image quality control. The course includes an

assignment to a radiology department in an accredited hospital for clinical experience.

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

This course is 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 image quality control. The course includes an assignment to a radiology department in an accredited hospital for clinical experience.

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

This course is 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 image quality control. The course 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

This course is an introduction to the study of disease as it relates to radiologic technology. It includes the causes, signs, symptoms and radiographic demonstration of common human diseases. The course 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: DMI 40D or Equivalent

Corequisite: DMI 14

Grading: letter grade

This course includes the principles of radiation protection, fluoroscopy and viewing equipment, recording systems, quality control, patient positioning and regulatory provisions associated with fluoroscopy. This course 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 40D or equivalent

Grading: letter grade

This course prepares students to obtain the Department of Health Services Mammography license. It 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 or DMI 403
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 405AB 2.5 units

MRI Clinical Practicum

8.0 hours laboratory
Prerequisite: DMI 402 or DMI 298B
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 (DIESEL)

DIESEL 281 10.0 units

Detroit Diesel Engines

5.0 hours lecture, 15.0 hours laboratory, 0.6 hour supplemental learning
Grading: letter grade or credit/no credit

This course is an introduction to Detroit Diesel Engines. It covers the safety procedures, disassembly, problem evaluation, repair procedures, reassembly, engine testing, troubleshooting and tuning of the Detroit diesel engine. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

DIESEL 282 10.0 units

Cummins Four Cycle Engine

5.0 hours lecture, 15.0 hours laboratory, 0.6 hour supplemental learning
Grading: letter grade or credit/no credit

This course is an introduction to Cummins Four-Cycle Engines. It covers safety procedures, disassembly, problem evaluation, repair procedures, reassembly, engine testing, troubleshooting and tuning of the engine. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

DIESEL 283 10.0 units

Powered Systems

5.0 hours lecture, 15.0 hours laboratory
Prerequisite: DIESEL 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.

DIESEL 284 10.0 units

Highway Transport

5.0 hours lecture, 15.0 hours laboratory
Recommended Preparation: DIESEL 282
Grading: letter grade or credit/no credit

This course covers safety, troubleshooting, and repair of all components that are used on heavy diesel trucks. Maintenance of the total truck and service operations will be highlighted.

DIESEL 287 10.0 units

Diesel Fuel Injection Systems

5.0 hours lecture, 15.0 hours laboratory
Grading: letter grade or credit/no credit

In this course students will learn safety, history of fuel injection, current types of fuel systems and function of a fuel injection system. Students will also learn equipment testing procedures, as well as, to disassemble and reassemble pump and injectors in Cummins, American Busch, Mack Engine, Detroit Engine, Caterpillar

Engine, KiKi Mode Distributor Pumps and Roosa Master Fuel Systems.

DIESEL 288 10.0 units

Diesel Engine Chassis

5.0 hours lecture, 15.0 hours laboratory

Prerequisite- DIESEL 281 or 282

Grading: letter grade or credit/no credit

This course is an introduction to medium and heavy diesel truck chassis. Topics covered include learn safety, inspection, troubleshooting, removal, repair and replacement of all components that are used on a diesel truck chassis. Maintenance of the total chassis and service operations will be highlighted.

DIESEL 289 10.0 units

Caterpillar 3406 and 3116 Engine

5.0 hours lecture, 15.0 hours laboratory, 0.6 hour supplemental learning

Grading: letter grade or credit/no credit

This course is an introduction to Caterpillar Four-Cycle Engines. It covers safety procedures, disassembly, problem evaluation, repair procedures, reassembly, engine testing, troubleshooting and tuning of the engine. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

DIESEL 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

This course covers steering, clutches, brakes, transmissions and final drive units for Caterpillar heavy equipment intended for off-highway use.

DIESEL 291 10.0 units

C.A.T. Hydraulics

5.0 hours lecture, 15.0 hours laboratory, 0.6 hour supplemental learning

Grading: letter grade or credit/no credit

This course is an introduction to Caterpillar hydraulics systems. It covers safety procedures, troubleshooting of hydraulic systems, problem evaluation and repair procedures on hydraulic pumps, valves and hydraulic equipment. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

DIESEL 292 10.0 units

C.A.T. Chassis & Electrical

5.0 hours lecture, 15.0 hours laboratory

Grading: letter grade or credit/no credit

This course is an introduction to Caterpillar off-highway and on-highway chassis and related components to support vehicles in a variety of powered system applications. It will include testing, analysis and repair of engines, vehicles and their components.

DIESEL 293AD 4.0 units

General Engines

3.0 hours lecture, 3.0 hours laboratory

Grading: letter grade

This course is an introduction to the operation and maintenance of various types of diesel and spark ignited engines. It will include fuel injection and fuel pump systems, governors, marine, special tools and testing equipment, and safety practices.

DIESEL 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.

DIESEL 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.

DIESEL 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

This course 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

This course 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 rendering 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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 volunteer time 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 1BH 3.0 units

Honors Micro Economics Analysis

3.0 hours lecture
 Prerequisite: Qualification for the Honors Program
 Grading: letter grade
 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 economic analysis of contemporary questions including environmental, institutional, and multicultural issues. The class will determine the role of economics, as a social science, assisting in understanding causes, effects, and possible policies 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
 This course is an introduction to direct current electrical theory. Covered are industry practices, application, study of nomenclature and components. Also covered are formulas used in electrical theory, information regarding proper use and selection of hand tools, and laboratory practices as performed in the electrical maintenance and construction industry.

ELECT 200B 8.0 units

Second Semester Industrial Electricity
 6.0 hours lecture, 6.0 hours laboratory
 Prerequisite: ELECT 200A or ELECT 204
 Grading: letter grade
 This course covers operational theory and practices associated with motors and generators. Included are theory and lab work associated with motors, generators, motor controls and circuit diagrams, including wiring practices in the electrical maintenance and construction industry.

ELECT 200C 8.0 units

Third Semester Industrial Electricity
 6.0 hours lecture, 6.0 hours laboratory
 Prerequisite: ELECT 225 and ELECT 209 or ELECT 200B
 Grading: letter grade
 This course is an introduction to Alternating Current theory, practices and applications with studies of nomenclature and components. It is a course that requires previous Direct Current electrical coursework and math.

ELECT 200D 8.0 units

Fourth Semester Industrial Electricity
 6.0 hours lecture, 6.0 hours laboratory
 Prerequisite: ELECT 200C or ELECT 212
 Grading: letter grade
 This is an advanced course that requires knowledge of AC circuitry, systems, and components. This course covers the complete electrical design of a commercial/industrial facility inclusive of general electrical, AC motors, lighting, transformers and electrical load calculations. All design work is completed to applicable codes.

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
 This course is an introduction to direct current electrical theory, its practices, applications and study of nomenclature and components for students beginning electrical studies for occupational goals, continuing university education or for increasing skill levels. Included in this course are formulas used in electrical theory, information regarding proper use and selection of hand tools, materials, and wiring as practiced in the electrical maintenance and construction industry.

ELECT 209 3.0 units

Second Sem Fund of Motors/Generators
 3.0 hours lecture
 Prerequisite: ELECT 200A or (ELECT 202 and ELECT 204).
 Grading: letter grade
 This course covers the operational theory and practices associated with motors and generators. This includes theory associated with motors, generators, motor controls, circuit diagrams, and wiring practices in the electrical maintenance and construction industry.

ELECT 210A 1.0 unit

Laboratory Practices 1
 3.0 hours laboratory
 Corequisite: ELECT 204
 Grading: letter grade
 This course covers laboratory work associated with the fundamentals of DC electricity, electromagnetism, series, parallel and combination circuits, wiring practice and hand tools.

ELECT 210B 1.0 unit

Laboratory Practices 2
 3.0 hours laboratory
 Prerequisite: ELECT 210A or ELECT 200A
 Corequisite: ELECT 209
 Grading: letter grade
 This course covers lab work associated with the fundamentals of DC electricity, DC principles and practices, as well as fundamentals of DC motors and generators and motor controls. Motors and generators are characterized and connected with various hard wired motor control circuits.

ELECT 210C 1.0 unit

Laboratory Practices 3
 3.0 hours laboratory
 Prerequisite: ELECT 210B or ELECT 200B
 Corequisite: ELECT 212
 Grading: letter grade
 This course has lab work associated with the fundamentals of Alternating Current electricity, Alternating Current principles, practices and safe wiring practices with hand tools and instrumentation.

<p>ELECT 240 3.0 units Electrical Code-Residential 3.0 hours lecture Prerequisite: ELECT 200A or ELECT 204 Grading: letter grade This course is an introduction to National Electrical Code requirements for residential wiring. Interpretation of electrical wiring diagrams, material use, installation methods and calculation of electrical loads to size feeders and conductors is included.</p>	<p>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.</p>
<p>ELECT 242 1.5 units Electrical Code-Grounding 1.5 hours lecture Prerequisite: ELECT 245 or ELECT 250 Grading: letter grade This course covers National Electrical Code requirements for grounding. Grounding system components, principles of operation, design and fault current calculations are included.</p>	<p>ELECT 275 0.5 unit Electrical Pipe Bending (A) 0.3 hour lecture, 0.7 hour laboratory Grading: letter grade This course is a study of how to properly calculate, layout and bend electrical metallic tubing (E.M.T.) as per industry and National Electrical Code standards.</p>
<p>ELECT 245 3.0 units Electrical Code-Commercial 3.0 hours lecture Prerequisite: ELECT 240 and (ELECT 209 or ELECT 200B) Grading: letter grade This course covers National Electrical Code requirements for commercial, office and light industrial wiring. The electrical layout and design of commercial buildings, feeder circuit calculations, branch circuit calculations and circuit over current protection are included.</p>	<p>ELECT 276 0.5 unit Electrical Pipe Bending (B) 0.3 hour lecture, 0.6 hour laboratory Prerequisite: ELECT 275 Grading: letter grade This course covers the proper methods to layout and bend rigid conduit. Methods taught include, hand bending and the use of mechanical and machine benders.</p>
<p>ELECT 250 3.0 units Electrical Code-Industrial 3.0 hours lecture Prerequisite: ELECT 240 and (ELECT 209 or ELECT 200B) Grading: letter grade This course covers National Electrical Code requirements for industrial applications. Materials and wiring methods for heavy industrial applications, life, safety and hazardous systems are included.</p>	<p>ELECT 277 3.0 units Blueprint Reading for Electricians 3.0 hours lecture Prerequisite: ELECT 212 or ELECT 200C Grading: letter grade This course is designed for students to comprehend, and correctly interpret blueprints used in the electrical and related construction trades.</p>
<p>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.</p>	<p>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.</p>
<p>ELECT 261 3.0 units Introduction to Renewable Energy 3.0 hours lecture Grading: letter grade This course will introduce students to renewable energy sources (wind, solar, micro-hydro, geothermal et. al.) along with the advantages and disadvantages of each. Suitable use for each energy source will be discussed, as well as emerging technology, products, and programs available that allow builders and owners to take advantage of renewables.</p>	<p>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.</p>
<p>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</p>	

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 1

2.0 hours lecture, 1.0 hour laboratory

Prerequisite: ELECT 209 or ELECT 200B

Grading: letter grade

This course covers the theoretical and practical principles involving the control of direct and alternating current electric motors. Industry standard wiring practices and troubleshooting methods are covered. An introduction to Programmable Logic Controllers is included. Mandatory safety awareness assessment will be conducted early in the course.

ELECT 435B **2.0 units**

Electric Motor Control 2

2.0 hours lecture, 1.0 hour laboratory

Prerequisite: ELECT 435A

Grading: letter grade

This course consists of 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. GE Fanuc PLCs and GE Proficy software are utilized.

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

The EMT-1 must have certification that is current or not expired more than six months. This course will be a review and update of 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

This course provides an introduction to electrical circuits from an engineering perspective. This includes mesh and node equations, controlled sources, Thevenin and Norton equivalencies, natural 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
 This course provides a laboratory study of electrical circuits and instrumentation to accompany the lecture course.
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
 This is a first course in mechanics that will enable engineering students to analyze any problem in a simple and logical manner and to apply to its solution a few, well-understood, basic principles. This course introduces students to statics of particles, rigid bodies, Equilibrium of two- and three-dimensional force systems employing free-body diagrams. Topics that will be examined are centroids, center of gravity, analysis of structures, friction, and forces in beams and cables.
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 from 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
 This course will introduce students to the nature of computers, algorithms, problem solving procedures and programming. This course is designed to explore computer methods used to solve various applications from engineering, computer science, physical sciences and math areas. C++ is the primary programming language.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGLISH (ENGL)

ENGL 1 (CAN ENGL 2) 4.0 units

Reading and Composition
 4.0 hours lecture, 0.2 hour supplemental learning
 Prerequisite: Qualify through the English assessment process or ENGL 105 or ESL 34.
 Grading: letter grade
 In this course, students read and analyze college-level texts in order to write researched, thesis-based essays. During the semester, students are required to complete 3 hours of supplemental learning activities in a Success Center.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ENGL 1H 4.0 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
 In this course, students read and analyze college-level texts in order to write researched, thesis-based essays. 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
 This introduction to literature and composition places its emphasis on genre, such as short stories, poetry and drama. Writing assignments emphasize critical analysis and interpretation 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 4 4.0 units

Critical Analysis of Literature
 4.0 hours lecture
 Prerequisite: ENGL 1, ENGL 1H or placement through the assessment process.
 Grading: letter grade
 This course develops critical thinking skills through the written analysis of literary elements in fiction, poetry, and drama. Writing assignments emphasize argumentative strategies and the effective use of primary and secondary sources.
Transfer Status: Transferable to 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

Students will study the principles and practice involved in editing and producing complete literary publications ranging in size and complexity from small pamphlets to books.

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 of 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

This course examines the origins and development of detective and crime fiction. Students read and discuss the works of major 19th, 20th, and 21st 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

College Grammar is a transfer-level course designed to lead students through an examination of the English language, focusing on both theory and practice in grammar, usage and mechanics. It is recommended for students who wish to strengthen their knowledge of grammar and to improve their skill in writing and speaking in English as well as 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

This course 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

This course 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

This course 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

This course 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

This course 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

This course 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
 This course is an introduction to Asian literature (in translation), with an emphasis on major literary works of India, China and Japan. The course is designed 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 course 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
 This course is a study of the interpretation of the short story and application of the 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
 This course is a study of the novel as a literary form. Students will read representative works in the English, American, European Continental, and other traditions within their respective cultural contexts. The course will examine how literary movements and schools, critical concepts such as canonicity, and various formal elements shape conceptions of the novel.
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
 This course surveys major works of speculative fiction with an emphasis on major themes and genres.
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
 This course 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
 This course 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 Native American oral literature to published texts from the time of the Civil War. Readings will include authors of diverse cultural backgrounds: African American, European American, Hispanic American, and 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
 This course is 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 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 and selections from the longer poems. The course 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

This course 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 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

This course offers an honors 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

This course is a survey course that focuses on 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 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

This course focuses on 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 the 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

This course is a study of English literature from the late 18th (the time of the French Revolution) to the early 21st century. English literature is defined as literature written in English except by Americans and, thus, includes writers from such countries as South Africa, Ireland, Canada, and Australia, New Zealand.

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 course 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

Prerequisite: Eligibility for ENGL 1.

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 UC/CSU, see counselor for limitations.

ENGL 49H 3.0 units

Honors Film and Literature

3.0 hours lecture

Prerequisite: Qualification for the Honors Program and Eligibility for ENGL 1.

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 UC/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 96 3.0 units

ST: The Craft of Writing
3.0 hours lecture
Prerequisite: ENGL 27A, 27B, 27C, 27D or 27E
Recommended Preparation: ENGL 1
Grading: letter grade or credit/no credit
This special topics creative writing course focuses on the techniques and conventions of writing in a specific genre (e.g., poetry, short fiction, the novel, stage/screen writing, and creative non-fiction) and acquaints students with the process of preparing manuscripts for publication. Course 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 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
This course is 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, 0.2 hour supplemental learning
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. During the semester, students are required to complete 3 hours of supplemental learning activities in a Success Center.

ENGL 600 0.0 unit

Great Works of Literature
3.0 hours lecture
Grading: LBCC Non-Graded Course
This course is an introduction to literature with an emphasis on both the reading of major works of literature and on training in written expression.

ENGL 627 0.0 unit

Writing for Publication or Pleasure
3.0 hours lecture
Grading: LBCC Non-Graded Course
This course gives students experience with the creative and critical processes in creative writing.

ENGL 801A 4.0 units

College English Skills I
4.0 hours lecture, 0.2 hour supplemental learning
Prerequisite: Qualification through the English assessment process.
Grading: credit/no credit
In this course, students practice the basic forms of composition. The course also focuses on further developing standards of written English skills to prepare students for ENGL 801B or 105. During the semester, students are required to complete 3 hours of supplemental learning activities in a Success Center.

ENGL 801B 4.0 units

College English Skills II
4.0 hours lecture, 0.2 hour supplemental learning
Prerequisite: ENGL 801A or Qualification through the English Assessment Process, which must be completed before registration.
Grading: credit/no credit
In this course, students practice the basic forms of composition, particularly moving from the paragraph to the essay. The course also focuses on further developing standards of written English skills to prepare students for ENGL 105. During the semester, students are required to complete 3 hours of supplemental learning activities in a Success Center.

ENGLISH, READING (READ)

READ 82 3.0 units

Proficient Reading
3.0 hours lecture, 0.3 hour supplemental learning
Prerequisite: Qualification through Reading assessment process or READ 883.
Grading: letter grade or credit/no credit
This course 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. To assist students in gaining efficiency with the challenges of college reading, students are required to complete 5 hours over the semester in a Success Center to complete activities and assignments that relate specifically to this course’s content.
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

3.0 hours lecture

Grading: letter grade or credit/no credit

This course provides instruction in the strategies needed for logical thinking, critical reading, and analysis of argumentative writing. Emphasis is placed on the ability to analyze and evaluate written material by establishing thesis and support, identifying patterns of logic and reason, and determining point of view and authority. READ 84 enables students to gain efficiency with the challenges of critical reading and analytical thinking in all academic disciplines.

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

This course provides a study of methods to expand general word knowledge and build academic vocabulary across the disciplines emphasizing conceptual development and effective communication. The course is 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

This course is an initiation to the world of reading for emergent readers. The course focuses on creating pathways to literacy through an introduction to decoding, word recognition skills, and building of vocabulary skills. These skills serve as a foundation for comprehension development.

READ 881 3.0 units

Reading Essentials

3.0 hours lecture, 0.3 hour supplemental learning

Prerequisite: Qualification through Reading assessment process or READ 880.

Grading: credit/no credit

This course focuses on essential reading skills and strategies with an emphasis on comprehension, vocabulary, and reading fluency. Comprehension skills are developed through the use of narrative and expository text. To help gain efficiency with comprehension, students are required to complete 5 hours during the semester in a Success Center focusing on activities and assignments related to the course content.

READ 882 3.0 units

Reading Development

3.0 hours lecture

Prerequisite: Qualification through Reading assessment process or READ 881.

Grading: credit/no credit

This course develops essential reading concepts. The course focuses on literal and inferential comprehension strategies with continued building of vocabulary skills. Exposure to longer text selections provides 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

This course reinforces instruction in reading comprehension strategies and vocabulary enrichment. The course is designed for students who have previously acquired essential reading skills and need continued developmental instruction. Focus continues to be on literal and critical comprehension strategies, mainly the activation of prior knowledge, setting of purposes, making predictions, and creating new learning from text. Students will be exposed to longer selections that will provide opportunities to apply reading/study strategies such as notetaking and annotating, outlining, mapping, and summarizing.

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 890AD 0.5 unit

Sentence Structure

0.2 hour lecture, 0.9 hour laboratory

Grading: credit/no credit

This course offers instruction and practice in a variety of sentence structure skills and is available to students enrolled in classes in any discipline. Instruction may

focus on using complete sentences, correcting sentences, and varying sentence structure.

EWRC 891AD **0.5 unit**

Spelling Principles

0.2 hour lecture, 0.9 hour laboratory

Grading: credit/no credit

This course assesses individual spelling needs through a developmentally appropriate tool and provides instruction based on individual need.

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

This course offers instruction and practice in a variety of punctuation skills and is available to students enrolled in classes in any discipline.

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 898AD **0.5 unit**

Experimental: Accelerated Reading

0.2 hour lecture, 0.9 hour laboratory

Prerequisite: Qualification through Reading Assessment for READ 82 or successful completion of READ 883

Grading: credit/no credit

This course is intended to increase the efficiency and reading rate for those students who have met reading proficiency, or who are eligible for READ 82 or have successfully completed READ 883. Through the use of computer-assisted learning, instructor-guided practices, and audio listening and reflection students will gain additional reading fluency and comprehension while increasing the rate of reading speed. This course is open to students in all transfer-related and nontransfer-related disciplines.

EWRC 899AD **0.5 unit**

English Adjunct

0.2 hour lecture, 0.9 hour laboratory

Grading: credit/no credit

This course offers instruction and practice in writing and research skills and is available to students enrolled in classes in any discipline. The class may provide instruction in the writing process (prewriting, planning, and editing), and in research and writing strategies. Instruction may focus on any aspect of writing from generating ideas or conducting research to organizing research notes or writing a bibliography.

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.

Recommended Preparation: ESL 65 or READ 882

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.

Recommended Preparation: ESL 65 or READ 882

Grading: letter grade

This course is an intensive study of reading and writing English focusing on the academic language skills needed for the AA and AS degrees. Skills taught include expository essay writing, summarizing, paraphrasing, reading comprehension, and critical analysis. Students use personal computers to complete the writing assignments. This course prepares students for ESL 34.

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.

Recommended Preparation: ESL 65 or READ 882

Grading: letter grade

This course is an intensive study of reading and writing focusing on the academic language skills needed for the AA and AS degrees and for entrance into English 1 and English 82. Skills taught include expository and argumentative essay writing, summarizing of academic readings and articles about current events, critical analysis of readings in literature, library and Internet research, and documentation of sources.

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.

Recommended Preparation: ESL 65 or READ 882

Grading: letter grade

This course is an intensive study of reading and writing English focusing on the academic language skills needed for the AA and AS degrees and for entrance into English 1 and English 82. Students use personal computers to complete the writing assignments. Skills taught include expository and argumentative essay writing, summarizing of academic readings and articles about current events, critical analysis of readings in literature, library and Internet research, and use and documentation of sources.

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

This course focuses on intensive sentence structure practice and paraphrase skill-building 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

This course focuses on intensive summarizing of articles 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.

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

This course focuses on intensive summarizing of articles 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 or eligibility for ESL 54.

Grading: letter grade or credit/no credit

This course is designed to improve student ability to comprehend written English, primarily academic prose and fiction, and focuses on developing systematic strategies to derive sentence meaning; expand general and academic vocabulary; extract main ideas; extrapolate information; draw conclusions; recognize basic Standard North American written discourse conventions; interpret charts, timelines, and tables; and interact with text through writing. ESL 63 is the first in a sequence of two ESL reading courses and not required for entry into the second, ESL 65, except in 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

This course focuses on the development of strategies for effective reading and lecture comprehension; enhancement of critical reading; listening and notetaking; general and academic vocabulary expansion; and interaction with text through writing. Intensive and extensive application primarily to academic oral and written discourse and to novel-length fiction prepares nonnative students for placement in READ 882, 883, or 82. ESL 63 is 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
This course 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

This course 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 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.

ESL 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.

ESL 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.

ESL 273 2.0 units

Intermediate Grammar

6.0 hours lecture

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.

ESL 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.

ESL 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.

ESL 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.

ESL 602A 0.0 unit

Reading Skills for ESL Students 1

1.5 hours lecture

Grading: LBCC Non-Graded Course

Learn to read and comprehend words, sentences, paragraphs and passages or texts without depending on a dictionary, as well as the rules for morphology, spelling and reading.

ESL 602B 0.0 unit

Reading Skills for ESL Students 2

1.5 hours lecture

Recommended Preparation: ESL 602A

Grading: LBCC Non-Graded Course
Learn to read and comprehend words, sentences, paragraphs and passages or texts without depending on a dictionary, as well as the rules for morphology, spelling and reading.

ESL 602C 0.0 unit

Reading Skills for ESL Students 3

1.5 hours lecture

Recommended Preparation: ESL 602B

Grading: LBCC Non-Graded Course

Learn to read and comprehend words, sentences, paragraphs and passages or texts without depending on a dictionary, as well as the rules for morphology, spelling and reading.

ESL 602D 0.0 unit

Reading Skills for ESL Students 4

1.5 hours lecture

Recommended Preparation: ESL 602C

Grading: LBCC Non-Graded Course

Learn to read and comprehend words, sentences, paragraphs and passages or texts without depending on a dictionary, as well as the rules for morphology, spelling and reading.

ESL 602E 0.0 unit

Reading Skills for ESL Students 5

1.5 hours lecture

Recommended Preparation: ESL 602D

Grading: LBCC Non-Graded Course

Learn to read and comprehend words, sentences, paragraphs and passages or texts without depending on a dictionary, as well as the rules for morphology, spelling and reading.

ESL 602F 0.0 unit

Reading Skills for ESL Students 6

1.5 hours lecture

Recommended Preparation: ESL 602E

Grading: LBCC Non-Graded Course

Learn to read and comprehend words, sentences, paragraphs and passages or texts without depending on a dictionary, as well as the rules for morphology, spelling and reading.

ESL 602G 0.0 unit

Reading Skills for ESL Students 7

1.5 hours lecture

Recommended Preparation: ESL 602F

Grading: LBCC Non-Graded Course

Learn to read and comprehend words, sentences, paragraphs and passages or texts without depending on a dictionary, as well as the rules for morphology, spelling and reading.

ESL 640 0.0 unit

English for Everyday 0

6.0 hours lecture

Grading: LBCC Non-Graded Course

This course is the first of a six-course series in the basics of English structure designed to bring students 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 standard North American English.

ESL 641 0.0 unit

English for Everyday 1

6.0 hours lecture

Prerequisite: ESL 640 or Equivalent skills as determined by ESL assessment process .

Grading: LBCC Non-Graded Course

This course is the second of a six-course series in the basics of English structure designed to bring students 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 standard North American English.

ESL 642 0.0 unit

English for Everyday 2

6.0 hours lecture

Prerequisite: ESL 641 or Equivalent skills as determined by ESL assessment process .

Grading: LBCC Non-Graded Course

This course is the third in a six-course series in the basics of English structure designed to bring students 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 Standard North American English.

ESL 643 0.0 unit

English for Everyday 3

6.0 hours lecture

Prerequisite: ESL 642 or equivalent skills as determined by ESL placement process.

Grading: LBCC Non-Graded Course

This course is the fourth of a six-course series in the basics of English structure designed to bring students 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 standard North American English.

ESL 644 0.0 unit

English for Everyday 4

6.0 hours lecture

Prerequisite: ESL 643 or equivalent skills as determined by ESL assessment process.

Grading: LBCC Non-Graded Course

This course is the fifth of a six-course series in the basics of English structure designed to bring students 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 standard North American English.

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

This course is the sixth of a six-course series in the basics of English structure designed to bring students 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 standard North American English.

ESL 800AB 0.5 unit

Basic ESL Reading

1.5 hours lecture
Grading: credit/no credit

This first course in a series of seven reading skills courses is designed to teach ESL students how to read, comprehend what they read, and build vocabulary. ESL 800AB teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students learn the rules for morphology, spelling and reading to assist them in vocabulary building, pronunciation and comprehension. Course content coincides with ESL 602A.

ESL 801AB 0.5 unit

Reading Skills for ESL Students

1.5 hours lecture
Recommended Preparation: One semester of ESL 800AB.
Grading: credit/no credit

This course is the second course in a series of seven reading skills courses. In ESL 801AB, students read for comprehension and to build vocabulary. Students will identify, reproduce and comprehend words, sentences, paragraphs and passages without the dependency on a dictionary. Working with materials appropriate to this level, students build upon the content of ESL 800AB and learn to analyze a passage for specific content and define words in context. The course content of ESL 801AB coincides with ESL 602B.

ESL 802AB 0.5 unit

Reading Skills for ESL Students

1.5 hours lecture
Recommended Preparation: One semester of ESL 801AB.
Grading: credit/no credit

This course is the third course in a series of seven reading skills courses. In ESL 802AB, students identify, reproduce, and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with materials appropriate to this level, students build upon the content of ESL 801AB, analyze a passage for specific content, and define words in context. The course content of ESL 802AB coincides with ESL 602C.

ESL 803AB 0.5 unit

Reading Skills for ESL Students

1.5 hours lecture
Recommended Preparation: One semester of ESL 802AB.
Grading: credit/no credit

This course is the fourth course in a series of seven reading skills courses. In ESL 803AB, students identify, reproduce, and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with materials appropriate to this level, students build upon the content of ESL 802AB, and analyze a passage for specific content, and define words in context. The course content of ESL 803AB coincides with ESL 602D.

ESL 804AB 0.5 unit

Reading Skills for ESL Students

1.5 hours lecture
Recommended Preparation: One semester of ESL 803AB.
Grading: credit/no credit

This course is the fifth course in a series of seven reading skills courses. In ESL 804AB, students read for comprehension to build vocabulary. Students will identify, reproduce and comprehend words, sentences, paragraphs, and passages with the dependency on a dictionary. Working with materials appropriate to this level, students build upon the content of ESL 803AB and learn to analyze a passage for specific content and define words in context. The course content of ESL 804AB coincides with ESL 602E.

ESL 805AB 0.5 unit

Reading Skills for ESL Students

1.5 hours lecture
Recommended Preparation: One semester of ESL 804AB.
Grading: credit/no credit

This sixth course in a series of seven reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. In ESL 805AB, students read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 804AB and in addition learn to identify central conflicts of stories and make inferences based on facts and details. The course content of ESL 805AB coincides with ESL 602F.

ESL 806AB 0.5 unit

Reading Skills for ESL Students

1.5 hours lecture
Recommended Preparation: One semester of ESL 805AB.
Grading: credit/no credit

This seventh course in a series of seven reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. In ESL 806AB, students read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 805AB and learn to identify central conflicts of stories and make inferences based on facts and details. The course content of ESL 806AB coincides with ESL 602G.

ESL 810AB 1.0 unit

Fundamentals of English Grammar

3.0 hours lecture
Recommended Preparation: ESL 645/845AB or Equivalent skills as determined by ESL placement process.
Grading: credit/no credit

This course introduces grammatical terminology and guides intermediate-level ESL students to mastery of specific grammatical patterns. ESL 810 emphasizes the use of verb tenses and agreement between subject and verb, article and noun, as well as verb and adverb.

ESL 812AB 0.5 unit

Reading for Information and Pleasure

1.5 hours lecture
Grading: credit/no credit
This course is designed to improve students' ability to extract essential information from academic passages of a variety of written English material while building vocabulary, improving dictionary skills, and developing comprehension and critical reading skills.

ESL 813AB 0.5 unit

Conversation 2

1.5 hours lecture

Prerequisite: ESL 645 or ESL 845AB or placement course recommendation for ESL 146AB.

Grading: credit/no credit

This course provides conversational practice through group discussions of current topics and practice in expressing feelings, opinions, and ideas.

ESL 814AB 0.5 unit

Composition for ESL Students

1.5 hours lecture

Grading: credit/no credit

This course (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. This course provides instruction and practice in organizing ideas and in identifying and writing topic and support sentences.

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

Grading: credit/no credit

This course is Preparation for College Classes, helps students improve college study techniques as well as provides college orientation and gives information on opportunities for further study.

ESL 818AB 0.5 unit

Vocabulary Development

1.5 hours lecture

Grading: credit/no credit

In this course, nonnative students prepare for academic success in institutions of higher learning by studying the general academic vocabulary encountered across college disciplines. Instruction focuses on incorporating vocabulary mastery strategies that stimulate students to become active lifelong learners of the North American English lexicon.

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
 This course is the first of a six-course series in the basics of English structure designed to bring beginners up to 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, comprehension of spoken English and correct written expression.

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
 This course is the second of a six-course series in the basics of English structure designed to bring beginners up to 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, comprehension of spoken English and correct written expression.

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
 This course is the third of a six-course series in the basics of English structure designed to bring beginners up to 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, comprehension of spoken English and correct written expression.

ESL 843AB 1.0 unit

Introduction to College English 3
 6.0 hours lecture
 Prerequisite: ESL 642 or equivalent skills as determined by ESL placement process.
 Grading: credit/no credit
 This course is the fourth of a six-course series in the basics of English structure designed to bring beginners up to 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, comprehension of spoken English and correct written expression.

ESL 844AB 1.0 unit

Introduction to College English 4
 6.0 hours lecture
 Prerequisite: ESL 643 or equivalent skills as determined by ESL assessment process.
 Grading: credit/no credit

This course is the fifth of a six-course series in the basics of English structure designed to bring beginners up to 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, comprehension of spoken English and correct written expression.

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
 This course is the sixth of a six-course series in the basics of English structure designed to bring beginners up to 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, comprehension of spoken English and correct written expression.

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
 This course provides individualized programmed instruction for non-native speakers of English who are enrolled in courses and need to improve their mastery of English as a Second Language or who are enrolled in ESL courses but need additional assistance in building or improving literary or communicative skills.

ENVIRONMENTAL SCIENCE (ENVR)

ENVR 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
 This course covers personal finance, debt reduction, and investment for individuals and families. Topics include monthly budgeting for food, clothing, housing, transportation, health care, investing and insurance.

Additional topics that will be examined are short-term and long-term financial goals related to savings, investments, insurance and wills, and consumer rights and responsibilities. This course is applicable for personal and professional use.

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 provides individuals with skills for understanding and using resources for effective functioning now and in the future. Major topics include steps in goal setting; problem solving and value clarifications; time, energy, stress, and conflict management; education and career planning; effect of cultural forces and future trends on goals, values, standards, and time management.

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 course is designed for men and women. Topics include a study of gender roles and examines personal development and the educational and career opportunities available. 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 designed for men and women. Topics include a study of gender roles, personal potential and 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 607 0.0 unit

Living Skills for/Mentally Challenged

4.0 hours laboratory

Grading: LBCC Non-Graded Course

This course develops skills and attitudes necessary to function as an active member of the community. Topics stress development of social skills, leisure time activities and personal hygiene.

FASHION (FD)

FD 3 2.0 units

Intro to Careers in Design/Merchandising

2.0 hours lecture

Grading: letter grade or credit/no credit

This course surveys the fashion industry and related occupations emphasizing 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. The course is 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

This course is a study of textile fibers and fabrics, their production/development, environmental impact, selection, use and care of wearing apparel and home furnishings. The course also covers current and future textile production and how appropriate performance characteristics are incorporated into materials and products. This course is required for all Fashion Design and Fashion Merchandising majors.

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 is an overview of the current content of Fashion courses offered at LBCC and their interrelationship.

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.

<p>FD 22B 1.5 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>FD 29AB 2.0 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>FD 23 3.0 units</p> <p>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. It is required for all Fashion Merchandising Majors. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>FD 32 3.0 units</p> <p>History of Fashion 3.0 hours lecture Grading: letter grade or credit/no credit This course is a survey of the evolution of clothing styles from the ancient Egyptian to the present time period. Content includes the importance of costume as a social record and how costume has influenced lifestyle, culture and contemporary fashions. The course emphasizes costume, its effects and relationships to political, social and economic conditions. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>FD 24AB 1.5 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>FD 36A 1.5 units</p> <p>Pattern Drafting I: Basic Block 1.0 hour lecture, 1.5 hours laboratory Recommended Preparation: FD 24AB or Beginning sewing skills Grading: letter grade or credit/no credit This is a beginning course in pattern drafting. The students will develop a basic block pattern for the commercial dress form or individual figure. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>FD 25AB 1.5 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>FD 36B 1.5 units</p> <p>Pattern Drafting II: Pattern Manipulation 1.0 hour lecture, 1.5 hours laboratory Recommended Preparation: FD 36A Grading: letter grade or credit/no credit This is an intermediate course in the manipulation of the basic blocks drafted for commercial dress forms or individual figure. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>FD 26AB 2.0 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>FD 37A 1.5 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>FD 27AB 1.5 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>FD 37B 1.5 units</p> <p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>

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
 This advanced course provides the opportunity for students to design, illustrate, pattern draft and construct full-scale sample 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 and FD 24AB and one semester of FD 214AB.
 Grading: letter grade or credit/no credit
 This is an advanced course that provides an opportunity for students to design, illustrate, drape and construct full scale sample 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 38A and FD 38B
 Grading: letter grade or credit/no credit
 This is 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 38D 3.0 units

Fashion Design IV
 2.0 hours lecture, 3.0 hours laboratory
 Recommended Preparation: FD 38A, FD 38B, FD 38C
 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 board consisting of a target customer profile, price range, season, market and sketches. The student will complete production patterns, cost sheets, specification sheets, and toiles for three production quality garments.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD 39A 1.0 unit

Garment Technical Packages
 1.0 hour lecture, 0.5 hour laboratory
 Grading: letter grade or credit/no credit
 This course covers the development of offshore technical packages to include: garment knock-offs, pattern adjustment, appropriate fit, fabric qualities and package specifications.
Transfer Status: Transferable to CSU, see counselor for limitations.

FD 40AB 1.5 units

Advanced and Production Pattern Drafting
 1.0 hour lecture, 2.0 hours laboratory
 Recommended Preparation: FD 36B
 Grading: letter grade or credit/no credit

This course surveys the problems of 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 and pattern grading.
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
 Students plan and implement a professional fashion production from concept to runway. 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
 Corequisite: Enrollment in FD 71AD, 72AD or 73AD.
 NOTE: You must enroll in the corequisite course before enrolling in this course.
 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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
 This course demonstrates various specialty techniques in hand painting and chemical processes 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: 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 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.

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.

<p>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. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>FILM 11D 3.0 units Film Art and Artists 4 3.0 hours lecture Grading: letter grade or credit/no credit The class will survey and critically analyze the content and form of films expressing cultures other than the United States. The class will include lectures, film viewing, possible guest lecturers and possible field trips. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>
<p>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. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>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 This course introduces the basic principles of film production, including operation of equipment and details involved in making a film from idea development to final production. The course encompasses lectures, lab workshops as well as group and individual projects. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>
<p>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. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>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 This class provides intermediate film production experiences for the transfer film major. It includes editing, directing, scripting and producing, with special emphasis on pre- and post-production considerations. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>
<p>FILM 11A 3.0 units Film Art and Artists 1 3.0 hours lecture Grading: letter grade or credit/no credit This class involves a survey and critical analysis of films by various film directors within the International Film Industry. It will focus on film directors looking at their films in terms of their content, plot, theme, characterization and tone as well as the screenplay. There will be lectures, screening of films and film clips, possible guest lecturers and field trips. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>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 This is an intensive course in the complete experience of filmmaking. In a concentrated format, students will create their own films putting to practical application the fundamental techniques in all phases motion picture 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. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>
<p>FILM 11B 3.0 units Film Art and Artists 2 3.0 hours lecture Grading: letter grade or credit/no credit The purpose of this class is to survey and critically analyze film focusing on cinematic form including visual design, cinematography, color, sound, musical score, editing and special effects. Lectures, screening films and film clips along with possible guest lecturers and field trips will be included. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>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 This course permits lower division students with generalized background in cinema to explore an in-depth specific aspect of cinema in theory and execution and topics not covered in other courses currently offered. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>FILM 11C 3.0 units Film Art and Artists 3 3.0 hours lecture Grading: letter grade or credit/no credit This course will survey and critically analyze various cinematic genres. The focus will be on Western films, gangster films and musicals. The class will include lecture, film viewing, possible guest lecturers and possible field trips. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p style="text-align: center;">FIRE SCIENCE (FIRE)</p> <p>FIRE 1 3.0 units Fire Protection Organization 3.0 hours lecture Grading: letter grade</p>

This course will outline the components of fire protection, career opportunities in fire protection, and suppression fields. It will introduce the philosophy and history of fire protection and analyze the effects of fire losses to the community. The course will address the organization and functions of public and private fire protection services. The course will address fire departments as part of local governments including the laws and regulations affecting the fire service. This course will introduce the student to fire service nomenclature, specific fire protection functions, and the culture of the fire service. This course will introduce the students to a basic fundamental approach to fire chemistry and physics, and 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

This is an introductory class which outlines the history and philosophy of fire prevention, including the organization and operation of a fire prevention bureau utilizing fire prevention codes. This course also identifies fire hazards and the proper method of correction in compliance of each fire hazard. This course allows the students to identify the relationship of fire prevention with fire safety educational codes in accordance with industry standards.

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

This course provides educational information relating to the features and operations of fire detection, protection and alarm systems. This course also addresses the use, inspection and maintenance of 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

This course will present the theory and fundamentals of how and why fires start, and the factors which affect the spread of fires. A study of the basic fundamentals of fire chemistry and their physical components will be presented and discussed. In addition, an analysis of fires'

characteristics and the effects of extinguishing agents and fire management methods are studied.

Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 6A 2.0 units

Fire Command 1A

2.2 hours lecture

Grading: letter grade

This course is a seminar for certified fire officer candidates. It is the first in a series of State Board Fire Services accredited courses in fire command. The course provides fire company officers with information and experience in command and control techniques. It is designed to emphasize decision making, command authority, preplanning and training requirements for effective performance as an officer. Fire Command 1A is 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

This course is the second in a series of eight State Board of Fire Services accredited courses in fire command. The course provides fire company officers with information and experience in command and control techniques used at the scene of a hazardous material emergency. The course emphasizes decision making, command authority and the preplanning and training requirements for effective performance as an officer. Students must attend each day and pass a state-mandated 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

This course is designed for certified fire fighters. The class provides information on fire prevention organization, laws, regulations and standards, inspection procedures and fire hazards. This course 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

This course 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. The course 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

This course covers 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. The course is one of several that lead 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

This course is designed to prepare Fire Service personnel to become fire instructors. This is one of the State Board of Fire Services accredited courses and applies to California Fire Service Training and Educational System certifications as a California Certified Fire Instructor. Topics covered include instructional techniques, lesson plan development, performance goals, evaluation techniques, instructor responsibilities, the learning process, instructional aids and training records.

Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 10B 2.0 units

Fire Instructor 1B

2.2 hours lecture

Grading: letter grade

This course is a seminar on fire service training techniques, emphasizing how to teach technical skills and evaluate teaching. The course 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

This course is a seminar for certified fire fighters. It provides information on fire origin and cause, evidence preservation, prosecution of arson cases, maintaining records and dealing with special arson and investigation problems. The course 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

This course is a seminar for certified fire fighters. It provides a summary of state laws, legal principles, terms, codes and methods relative to fire investigations. The course provides information necessary to conduct an investigation and present a case in court. The course 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

This course prepares the fire officer to use management techniques and the Incident Command System when commanding multiple alarms or large suppression forces. The course meets the requirements of the California State Fire Marshal.

Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 26B 2.0 units

Fire Command 2B

2.2 hours lecture

Grading: letter grade

This course prepares fire officers to manage a serious hazardous materials incident. The course 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. The course meets the requirements of the California State Fire Marshal's Office.

Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 40 2.0 units

Fire Management 1

2.2 hours lecture

Grading: letter grade

This course covers the role of the fire manager, proper application of management skills, organizational behavior and management concepts. It 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

This course provides fire service personnel with information on how to make the transition from supervisor to manager. It offers sound management principles in preparation for more intensified training in a specific discipline. Topics of discussion include internal and external influences, personality traits of fire fighters, managing human relations, group dynamics, and conflict solution.

Transfer Status: Transferable to CSU, see counselor for limitations.

FIRE 42B 2.0 units

Fire Management 2B

2.2 hours lecture

Grading: letter grade

This course is designed to provide insight into the cyclical nature of budgeting and financial management. The course covers the essential elements of financial planning, budget preparation, budget justification and budget controls.

Transfer Status: Transferable to CSU, see counselor for limitations.

<p>FIRE 53 Fire Hydraulics 3.0 hours lecture Grading: letter grade This course provides a study of applied math and formula calculations of hydraulics in conjunction with the procedures of the fire service industry, and includes the application of mental hydraulic calculations. The course will introduce students to basic components required when utilizing water supplies methods and procedures. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>3.0 units</p>	<p>arson and incendiary type of fires, including mock court preparation and testimony. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>FIRE 54 Hazardous Materials 1 3.0 hours lecture Grading: letter grade This course is a study of basic fire chemistry and physics. A variety of topics will be addressed, including problems of flammability encountered by firefighters during fire suppression activities. Topics that will be examined are the dynamics associated during fire suppression activities involving fuels and chemical oxidizers in conjunction with hazardous materials during storage and transport. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>3.0 units</p>	<p>FIRE 61 Rescue Practices 3.0 hours lecture Grading: letter grade This course is a study of rescue problems and techniques, including the use of rescue equipment, care of childbirth victims and newborns, the effects of toxic gases and chemicals, radiation hazards, respiration and resuscitation, and extrication. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>FIRE 57 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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>3.0 units</p>	<p>FIRE 62 Fire Apparatus and Equipment 3.0 hours lecture Grading: letter grade This course focuses on a study of mobile and fixed fire apparatus designs, with a review of their perspective construction specifications and performance capabilities. The course outlines the effective deployment, utilization and performance of Fire apparatuses and equipment under emergency conditions, when used for firefighting purposes. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>FIRE 58 Intro to Fire Company Administration 3.0 hours lecture Grading: letter grade This is an introductory level class which outlines a review of fire department organization and administration. Students will identify planning, organizing and supervising within the Fire department occupation, with an emphasis on the first line company officer's role, as a Fire Captain. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>3.0 units</p>	<p>FIRE 64 Hazardous Materials 2 3.0 hours lecture Grading: letter grade This course is a continuing study of hazardous materials addressing the identification of explosives, toxic substances and radioactive materials in storage and in transit. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
<p>FIRE 60 Fire Investigation 1 3.0 hours lecture Grading: letter grade This course outlines the principles of fire investigations, and the theories on determining the causes of fires, including accidental, suspicious and incendiary. This course also will introduce the students to the definition of</p>	<p>3.0 units</p>	<p>FIRE 65 Fundamentals of Fire Safety 3.0 hours lecture Grading: letter grade This course will be appropriate for students who wish to pursue a career in a paid or volunteer fire department. A variety of topics will be addressed, including information on current techniques and prevention of injuries while promoting safe routine and emergency fire operations. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>
		<p>FIRE 203 Fire Tools, Equipment & Related Tech 1.0 hour lecture, 1.0 hour laboratory Grading: letter grade or credit/no credit This course is a hands-on tool class to assist fire science students in recognizing and using the hand and power tools used in the fire fighter occupation. The course emphasis is on safety procedures and efficient use of tools and equipment.</p>
		<p>FIRE 240AD Firefighter I Physical Agility 0.2 hour lecture, 0.9 hour laboratory Grading: letter grade or credit/no credit</p>

This course is designed to assess physical agility requirements for the fire service. It includes a review of nutritional facts and physical training principles. The course meets the statewide standards of the CalChiefs organization.

FIRE 242C 2.0 units

Fire Management 2C

2.2 hours lecture

Grading: letter grade

This course is designed to provide insight into personnel and labor relations. The course meets California State Fire Marshal certification requirements. It is designed as in-service training for fire professionals.

FIRE 245 2.0 units

Marine Safety Academy

2.0 hours lecture, 3.5 hours laboratory

Grading: credit/no credit

This is a basic training program for non-career lifeguards which is 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

This course is an orientation to fire service organization, practices, procedures, tactics and duties, basic training in the use of fire suppression equipment, first aid and fire prevention procedures. The course meets State Fire Marshal standards.

FIRE 271AD 2.0 units

Work Experience — Fire Science

1.0 hour lecture, 4.1 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

FIRE 272AD 3.0 units

Work Experience — Fire Science

1.0 hour lecture, 8.3 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

FIRE 273AD 4.0 units

Work Experience — Fire Science

1.0 hour lecture, 12.5 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student

FIRE 298A 1.0 unit

EXP Fire Tools, Equipment and Related Tech

0.7 hour lecture, 1.1 hours laboratory

Grading: letter grade

This course is a hands-on tool class to assist fire science students in recognizing and using the hand and power tools used in the fire fighter occupation. The course emphasis is on safety procedures and efficient use of tools and equipment.

FIRE 303 1.0 unit

Intro to Fire Company Administration

2.2 hours lecture

Grading: credit/no credit

This course is designed for in-service fire personnel and presents a total management system, including firefighting techniques, strategies and tactics of command.

FIRE 353 1.0 unit

Fire Hydraulics/Driver Operator 1B

2.2 hours lecture

Grading: credit/no credit

This course is a study of fire hydraulics as related to apparatus and equipment, including water supplies, services, operations and techniques. The course is designed for in-service personnel 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

This course presents first responder techniques associated with hazardous materials. The course meets certification standards of the California Specialized Training Institute (CSTI) and the Industrial Emergency Council (IEC).

FIRE 354M1 1.5 units

Hazmat/First Responder II

1.5 hours lecture

Grading: credit/no credit

This course covers first responder techniques associated with hazardous materials. The course is designed for in-service training to meet state and federal Occupational Safety and Health Administration (OSHA) standards.

FIRE 361 1.0 unit

Rescue Practices/Disaster Preparedness

1.1 hours lecture

Grading: credit/no credit

This course covers rescue problems and techniques related to earthquakes, emergency rescue, care of victims, evacuation procedures and steps for earthquake

preparedness and survival. The course is designed for in-service training for fire personnel.

FIRE 362 **1.0 unit**

Apparatus & Equipment-Operator 1A

2.2 hours lecture

Grading: credit/no credit

This course is a study of fire apparatus and related operating principles and procedures. The course is designed for in-service training to meet requirements for certification by the California State Fire Marshal.

FIRE 400A **1.0 unit**

ST Fire Science

1.0 hour lecture, 1.0 hour laboratory

Grading: credit/no credit

This course is a series of seminars designed to provide maintenance of basic skills and/or to update knowledge of new technology in the fire service expected of all fire service personnel. Topics will be offered to meet the interests and needs of fire protection specialists. Modules are designed to meet the criteria specified in National Fire Protection Association (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

This course is a series of seminars designed to provide maintenance of skills and/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 National Fire Protection Association (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

This course is 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 the criteria specified in the National Fire Protection Association (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 course is a series of seminars designed to provide maintenance of skills learned and/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 course 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 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: Fall Flowers

1.5 hours lecture, 1.5 hours laboratory

Grading: letter grade or credit/no credit

This course covers the elements and principles of design, color coordination, basic floral arranging and basic corsage construction. Nomenclature of flowers and foliage and their uses are included. FLO 286A covers fall flowers; FLO 286B covers spring flowers.

FLO 286B 2.0 units

Introduction to Floral Design: Spring Flowers

1.5 hours lecture, 1.5 hours laboratory
Grading: letter grade or credit/no credit
This course covers the elements and principles of design, color coordination, basic floral arranging and basic corsage construction. Nomenclature of flowers and foliage and their uses are included. FLO 286A covers fall flowers; FLO 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-based floral business. Topics range from licensing procedures to shop layout and day-to-day operations, including the handling of perishable floral materials. Policies, pricing, personnel and selling techniques are examined. This course is required for Floral Design Majors.

FLO 290 0.5 unit

Floral Creativity and Competition

0.5 hour lecture, 1.0 hour laboratory
Recommended Preparation: Intermediate floral design skills.
Grading: letter grade or credit/no credit
Individualized, non-standard, contemporary flower arrangements will be created emphasizing the use of the student's own imagination and creative talent. This course will broaden the student's design experience, personally expand and develop beyond the student's present personal creativity potential. The course will enhance the student skills to prepare for competition, including emphasis in design speed. A field trip to the Cal State Floral Association Top Ten Competition is offered for competing or observing.

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.
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

This course covers the scope, organization, management and administration of a food service system operating within a health care, community or school feeding program. Topics include facility layout and design, motion economy, task analysis and method improvement, and the education and experience necessary for employment .

F_N 227 3.0 units

Supervision and Training Techniques

3.0 hours lecture

Grading: letter grade or credit/no credit

This course 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

This course introduces management techniques related to food service operations. Menu planning, production scheduling, equipment utilization, staffing and service systems are presented in this course.

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

Therapeutic Diets

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 233 1.0 unit

Special Topics-Health Care Dietetics

1.0 hour lecture

Grading: letter grade or credit/no credit

This course covers a variety of topics of interest to professionals in the field of health care dietetics/food and nutrition as well as nutrition/dietetics students. The latest developments and trends in the field will be addressed, such as medical nutrition therapies, nutrition care, and new products and resources. Course subject matter varies by semester; see the schedule of classes. This course may be repeated for credit as topics change.

F_N 234 3.0 units

Advanced Nutrition Care

3.0 hours lecture

Prerequisite: F_N 232

Grading: letter grade or credit/no credit

This course presents 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 252AD 1.5 units

Cake Decorating and Sugar Cookery

1.0 hour lecture, 2.0 hours laboratory
Grading: letter grade or credit/no credit

Topics in this course include the principles of sugar cookery and the appropriate use of confections in making molds and cake decorating. Various forms of cake decoration will be demonstrated and practiced by the students, using a variety of icings.

F_N 253 1.0 unit

Food Handler Certification

1.0 hour lecture
Grading: letter grade or credit/no credit

This course will address the required standards of sanitation and safety in the handling, preparation and serving of food to protect the public's health. Students will receive a Food Handler Certificate after passing the food handler exam given at the conclusion of the course. This Certificate required for those working in a food service establishments and meets 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.

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

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 261AD 1.0 unit

Creative Cooking

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

This course provides the knowledge and skills required to plan, prepare and serve nutritious meals for the single person or couple. Menu planning, recipe and food selection, healthy preparation and presentation will be covered.

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

Creative Cooking

0.5 hour lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit

This course 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 LANGUAGE, ARABIC
(ARAB)***

ARAB 1 5.0 units

Elementary Arabic 1

5.0 hours lecture, 1.0 hour laboratory
Grading: letter grade or credit/no credit

This course provides an introduction to modern standard Arabic, with emphasis on the four skills necessary for language acquisition: listening, speaking, reading and writing. Students will learn the basics of the language as well as aspects of Arabic culture. This course is not recommended for native speakers of Arabic nor for students who have completed two years of high school Arabic with a grade of B or better.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ARAB 2 5.0 units

Elementary Arabic 2

5.0 hours lecture, 1.0 hour laboratory

Prerequisite: ARAB 1 or recent successful completion of two years of high school Arabic.

Grading: letter grade or credit/no credit

This course is the second of two beginning level courses on the fundamentals of modern standard Arabic. Students will acquire further competency in the four skills necessary for language acquisition: listening, speaking, reading and writing. It is not recommended for native speakers of Arabic.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

**FOREIGN LANGUAGE, 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

This course introduces students to the standard Chinese language (Mandarin). Students will study grammar, vocabulary, pronunciation, and culture. They will develop elementary competency in listening, speaking, reading and writing. The course will present everyday situations and topics in the context of Chinese cultural traditions. It is 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

This course introduces students to the standard Chinese language (Mandarin). Students will study grammar, vocabulary, pronunciation, and culture. They will develop elementary competency in listening, speaking, reading and writing. The course will present everyday situations and topics in the context of Chinese cultural traditions. It is not recommended for native speakers. This course in combination with CHIN 1B is equivalent to CHIN 1.

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

This course is the second half of CHIN 1A. It continues the study of Chinese language (Mandarin) grammar, vocabulary, pronunciation, and culture. Students will further develop elementary competency in listening, speaking, reading and writing. The course presents

everyday situations and topics in the context of Chinese cultural traditions. It is not recommended for native speakers. This course in combination with CHIN 1A is equivalent to CHIN 1.

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

This course is the second of two beginning courses on the fundamentals of modern standard Chinese (Mandarin). It is designed to further develop students' competency in speaking, listening, reading, and writing. Topics will be placed in the contemporary context in the Chinese world. It is not recommended for native speakers.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHIN 3 5.0 units

Intermediate Chinese

5.0 hours lecture

Prerequisite: CHIN 2 or recent successful completion of three years of high school Chinese.

Grading: letter grade or credit/no credit

This course is an intermediate course on the fundamentals of Chinese. Students will acquire further competency in the four skills necessary for language acquisition: listening, speaking, reading and writing. Topics will be placed in the contemporary context in the Chinese world. It is not recommended for native speakers of Chinese.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

CHIN 4 5.0 units

Intermediate Chinese

5.0 hours lecture

Prerequisite: CHIN 3 or recent successful completion of four years of high school Chinese.

Grading: letter grade or credit/no credit

This course is the second semester of an intermediate course on the fundamentals of Chinese. It continues the review of Chinese grammar, emphasizing more advanced structures. Topics include structural particles, expansion of vocabulary, development of reading and speaking abilities, and improvement of writing skills through the writing process.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

**FOREIGN LANGUAGE, 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.

**FOREIGN LANGUAGE, 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

This course provides an introduction to French vocabulary and grammar structures, emphasizing listening, speaking, reading, and writing, based on modern topical material. It 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. This course comprises the first half of French 1.

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

This course provides an introduction to French vocabulary and grammar structures, emphasizing listening, speaking, reading, and writing, based on modern topical material. It 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. This course comprises the second half of French 1.

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

This course is the first half of the second of two beginning courses on the fundamentals of modern standard French. It is designed to further develop students' competency in speaking, listening, reading, and writing. Topics will be placed in the contemporary context in the Francophone world. It is not recommended for native speakers of French.

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

This course is the second half of the second of two beginning courses on the fundamentals of modern standard French. It is designed to further develop students' competency in speaking, listening, reading and writing. Topics will be placed in contemporary context in the Francophone world. It is not recommended for native speakers of French.

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

This course consists of French grammar presentation and review. Students will also study vocabulary and idiomatic expressions based on situational dialogues, articles and readings which reflect various French-speaking cultures. There is continued listening and speaking practice, as well as development of reading and writing skills.

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.

FOREIGN LANGUAGE, 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
 This course is an introduction to the German language and emphasizes the four skills necessary for language acquisition: listening, speaking, reading and writing. This course exposes students to basic everyday situations and cultural topics of the German speaking world. It is 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
 This course is a continuation of German 1. It focuses on the four skills necessary for language acquisition: listening, speaking, reading and writing. It exposes students to everyday situations and cultural topics of the German speaking world. It is 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
 This course is a continuation of the study of basic grammar forms. Emphasis is placed on vocabulary expansion for meaningful communication. The four language learning skills, listening, reading, speaking and writing, are practiced on a regular basis.
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

This course is a continuation of the study of basic German grammar forms. Emphasis is placed on vocabulary expansion for meaningful communication. The four language learning skills, listening, reading, speaking and writing, are practiced on a regular basis.

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

This course is a continuation of the study of basic German grammar forms. Emphasis is placed on vocabulary expansion for meaningful communication. The four language learning skills, listening, reading, speaking and writing, are practiced on a regular basis.

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

This course is a review of German grammar as well as an intensive study of idiomatic expressions and vocabulary based on the reading of short stories and a variety of articles and situational dialogues that reflect German culture. It focuses on the development of reading and listening comprehension as well as speaking and writing skills.

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

This course is a review of German grammar as well as an intensive study of idiomatic expressions and vocabulary based on the reading of short stories and a variety of articles and situational dialogues that reflect German culture. It focuses on the development of reading and listening comprehension as well as speaking and writing skills.

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

This course is a continuation of the review of German 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 a guided writing process.

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

This course is a continuation of the review of German 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 a guided writing process.

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

This course is designed to improve comprehension, structure, oral expression and fluency in German used in travel, in the home, in school and in business. This course emphasizes vocabulary, idioms and language patterns fundamental to an 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

This course is a survey course that explores the relationship between culture and literature. Students review literary works of authors from Germany, Switzerland and Austria and study the social-historical evolution of cultural norms as portrayed in literature.

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

This course is a survey course that explores the historical and cultural evolution of the German-speaking countries from the origins of Germany, Austria, and Switzerland to modern times.

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

This course focuses on the current events of the German speaking world. The course includes topics such as politics, socio-cultural studies, sports events, and national and regional celebrations.

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
 This course is a literature survey course of major literary works from Germany, Austria, and Switzerland. The course covers basic concepts of literary theory and literary criticism in German.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

**FOREIGN LANGUAGE, 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
 This course 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 Italian culture. It is not recommended for native speakers of Italian nor 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 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

This course is a continuation of the study of basic Italian 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.

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
 This course is the first half of the second of two beginning courses on the fundamentals of modern standard Italian. It is designed to further develop students' competency in speaking, listening, reading, and writing. Topics will be placed in the contemporary context in the Italian world. It is not recommended for native speakers of Italian.
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
 This course is the second half of the second of two beginning courses on the fundamentals of modern standard Italian. It is designed to further develop students' competency in speaking, listening, reading and writing. Topics will be placed in contemporary context in the Italian world. It is not recommended for native speakers of Italian.
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
 This course is an intermediate course on the fundamentals of modern Italian. Students will acquire further competency in the four skills necessary for language acquisition: listening, speaking, reading and writing. Topics will be placed in the contemporary context in the Italian world. It is not recommended for native speakers of Italian.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

ITAL 4 5.0 units

Intermediate Italian
 5.0 hours lecture
 Prerequisite: ITAL 3 or recent successful completion of three years of high school Italian.
 Grading: letter grade or credit/no credit
 This course continues the review of Italian 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.

**FOREIGN LANGUAGE, 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

This course 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

This course introduces students to essentials of the modern Japanese. Students will study grammar, vocabulary, and culture. They will develop elementary competency in listening, speaking, reading and writing (Hiragana). The course will present everyday situations and topics in the context of Japanese cultural traditions. It is not recommended for native speakers. This course in combination with JAPAN 1B is equivalent to JAPAN 1.

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

This course is the second half of JAPAN 1A. This course continues with the study of Japanese grammar, vocabulary, pronunciation, and culture. Students will further develop elementary competency in listening, speaking, reading and writing (Katakana). The course presents everyday situations and topics in the context of Japanese cultural traditions. It is not recommended for native speakers. This course in combination with JAPAN 1A is equivalent to JAPAN 1.

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

This course 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.

JAPAN 3 5.0 units

Intermediate Japanese

5.0 hours lecture

Prerequisite: JAPAN 2 or recent successful completion of two years of high school Japanese.

Grading: letter grade or credit/no credit

This course is an intermediate course on the fundamentals of Japanese. Students will acquire further competency in the four skills necessary for language acquisition: listening, speaking, reading and writing. Topics will be placed in the contemporary context in the Japanese world. It is not recommended for native speakers of Japanese.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

JAPAN 4 5.0 units

Intermediate Japanese

5.0 hours lecture

Prerequisite: Japan 3 or recent successful completion of three years of high school Japanese.

Grading: letter grade or credit/no credit

This course is the second semester of intermediate Japanese. It continues the review of Japanese grammar, emphasizing more advanced structures, and introducing 150 additional kanji characters. Topics include 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.

**FOREIGN LANGUAGE, KOREAN
(KOR)**

KOR 1 5.0 units

Elementary Korean 1

5.0 hours lecture, 1.0 hour laboratory

Grading: letter grade or credit/no credit

This course provides an introduction to standard Korean, with emphasis on four skills necessary to language acquisition: listening, speaking, reading and writing. Students will learn the phonetics and basic grammatical structures as well as aspects of Korean culture. This course is not recommended for native speakers of Korean nor for students who have completed two years of high school Korean with a grade of B or better.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

KOR 2 5.0 units

Elementary Korean 2

5.0 hours lecture, 1.0 hour laboratory

Prerequisite: KOR 1 or successful completion of two years of high school Korean.

Grading: letter grade or credit/no credit

This course is the second of two beginning level courses on the fundamentals of modern Korean. Students will acquire further competency in the four skills necessary for language acquisition: listening, speaking, reading and writing. It is not recommended for native speakers of Korean.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

**FOREIGN LANGUAGE, 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

This course 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

This course is an intermediate course on the fundamentals of Spanish. Students will acquire further competency in the four skills necessary for language acquisition: listening, speaking, reading and writing. Topics will be placed in the contemporary context in the Spanish-speaking world. It is not recommended for native speakers of Spanish.

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

This course is an intermediate course on the fundamentals of Spanish. Students will acquire further competency in the four skills necessary for language acquisition: listening, speaking, reading and writing. Topics will be placed in the contemporary context in the Spanish-speaking world. It is not recommended for native speakers of Spanish.

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

This course is designed to improve comprehension, structure, oral expression and fluency in Spanish used in travel, in the home, in school and in business. This course 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

This course is the first semester of intermediate Spanish. It develops reading and writing skills of native Spanish speakers as well as perfects their oral skills. Students explore the intellectual and cultural connections and variations of the Hispanic culture in Latin America, the U.S. and Spain. This course also includes extensive review of Spanish grammar, and spelling and writing conventions.

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

This course is the second semester of intermediate Spanish. It continues developing reading and writing skills of native Spanish speakers. It also includes an extensive grammar review. The Hispanic cultural and reading materials support the development and understanding of writing styles and techniques, enabling the Spanish speaker to apply them to creative writing and to use argument and debating skills in novel situations.

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

This course 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

This course 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

This course 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

This course 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

This course provides basic health-related Spanish conversation skills and vocabulary for those who work in the health professions and introduces Hispanic customs and culture. It is not recommended for native speakers of Spanish or students who have completed more than two years of high school Spanish with a grade of B or better.

**FOREIGN LANGUAGE,
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.

FORKLIFT (FORK)

FORK 801 1.0 unit

Forklift Safety and Operation

0.8 hour lecture, 0.6 hour laboratory

Grading: credit/no credit

This course will cover content of safety and operation of the forklift, including basic lifting principles, load rating, stability and operation techniques.

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

This course will introduce students to 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 in this course for an interpretation of the geographic areas of the Americas, 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

This course is an introduction to the diversity of the state of California through a study of its cultural and social geography, regions, landscapes and resources. Students investigate 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.

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.

PGEOG 2 3.0 units

Weather and Climate

3.0 hours lecture

Grading: letter grade or credit/no credit

This is an introductory science course developed by the American Meteorological Society with support from the National Science Foundation. This course examines the physical properties of the atmosphere, radiation heating and cooling, precipitation, clouds, weather disturbances, climate controls, and climate change. There is an emphasis on the analysis and forecasting of weather

using real-time data from satellites, weather charts/maps, and other remote sensing platforms.

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

This course is a survey of the materials and structures 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.

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 4.5 units

Historical Geology

4.0 hours lecture, 2.5 hours 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 4.5 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

This is a field course to selected locations in the Owens Valley and Death Valley. This course is an excellent opportunity to travel through California and experience many different examples of geology firsthand.

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

Students enrolled in this course will 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. Students will explore environmental issues of the Los Angeles basin that are directly related to the earth, such as water supply, pollution and land use. One Saturday field trip is required.

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

This course 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

This is a class designed to expose geology majors and others to the techniques employed by geologists in the field and laboratory. The class includes: geologic map reading and preparation, identification of geologic features in the field, and microscope laboratory techniques. Attendance at two week-end field trips is required.

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

This is a field trip class offering two weekend 3-day field trips. The purpose of these trips is to acquaint students with the interesting and diverse geologic features of the California Deserts. 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
This course presents the basic principles of geology through the examination of the rocks, minerals, fossils, and tectonic events unique to California. The class further places California's unique geology in context of Earth's plate tectonic processes and geologic history.

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

This course is designed to explore today's contemporary health issues and their impact on individuals and society. The importance of lifestyle behaviours and choices will be emphasized. Topics that will be discussed include vital statistics, infectious diseases, non-communicable diseases, nutrition, weight management, human sexuality, consumer health, mental health and psychoactive drugs. This course is 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
This course proposes to help women attain an optimum state of health; includes becoming discerning consumers of the health care industry. Fundamentals of normal physiology 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 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 or credit/no credit
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
This is an introduction to human sexual knowledge, attitudes and behaviors viewed from the biological, psychological, sociological, cultural and historical perspectives. The course 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 nor is it 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

This course is a broad survey of European civilization and its world significance from pre-history to the end of the Thirty Years War, including Greece, Rome, the 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

This course is a broad survey of European civilization and its world significance from pre-history to the end of the Thirty Years War, including Greece, Rome, the 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

This course, History of Western (European) History, traces European civilization from the end of the Thirty Years War in 1648 to the present, including the French Revolution, the Napoleonic era, the Industrial Revolution, the age of nationalism and imperialism, World Wars I and II, the atomic age, the rise and fall of Soviet power and the post cold 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

This course, History of Western (European) History Honors, traces European civilization from the end of the Thirty Years War in 1648 to the present, including the French Revolution, the Napoleonic era, the Industrial Revolution, the age of nationalism and imperialism, World Wars I and II, the atomic age, the 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

This course is an introduction to the earliest stages of human culture from Paleolithic times through the establishment of the classical civilizations of the Eurasian continent and Nilotic Africa concluding with the collapse of the ancient era and the fall of Rome, Han China, Gupta India 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

This course is an introduction to the development of world civilizations from the ancient world to about 1700. The emphasis is comparative and the focus is on the

interactions of major cultures. This course explores 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

This course is a comprehensive survey of the major world civilizations at the start of European expansion. This course explores the creation and impact of European colonial empires, the role of industrialization, science, technological innovation and communication in the decades after 1700. This course will explore competing ideologies and their impact as well as the emergence of the modern nation state. In this course, major themes are brought together in 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

This course is a comprehensive survey of the major world civilizations at the start of European expansion. This course explores the creation and impact of European colonial empires, the role of industrialization, science, technological innovation and communication in the decades after 1700. This course will explore competing ideologies and their impact as well as the emergence of the modern nation state. In this course, major themes are brought together in 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 Course 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 Wars 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 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

This course is a comprehensive survey of the Western Hemisphere from the development of its earliest human communities, the subsequent encounters with European civilizations, 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. This course is 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

This course is 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. This course is 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. This course is recommended for Spanish majors. CSU/UC transferable.

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

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. This course is recommended for Spanish majors. CSU/UC transferable.

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. CSU/UC transferable.

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. UC/CSU transferable.

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. UC/CSU transferable

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 10H 3.0 units

Honors History/Early America

3.0 hours lecture

Prerequisite: Qualification for the Honors Program

Grading: letter grade

This course is a survey of major political, economic, social, and intellectual trends from 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 10H and 11H 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 11H (CAN HIST 10) 3.0 units

Honors History/Modern America

3.0 hours lecture

Prerequisite: Qualification for the Honors Program

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 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 10H and 11H 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

This course is a survey of the history of women in America from the pre-colonial period to the present. Emphasis is on the relevant political, economic, intellectual, and social role filled by American women. This course 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

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

This course is a comprehensive survey of California from pre-Columbian times to the present. It 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. This course is 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

This course offers a broad survey of the history of the American West and examines its significance from pre-history to the present. Course topics include Native Americans, the frontier experience, the Gold Rush, women in the West, the diverse racial and ethnic groups in the history of the West, environmental issues, popular cultural representations of the West, twentieth century problems, and 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

This course will present 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

This course will present the basic aspects and techniques of the horticulture industry: nomenclature, plant physiology, soils, fertilizers, irrigation, propagation, pruning and pest identification and control — Fall

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.

<p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>HORT 202AB 4.0 units Principles of Pruning 2.0 hours lecture, 6.0 hours laboratory Grading: letter grade or credit/no credit Students will learn to properly prune trees, shrubs, vines and identify pruning periods for deciduous and evergreen plants. Students will also identify and safely operate tools and equipment to industry standards as well as perform maintenance and repair of tools and equipment.</p>
<p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>HORT 223AD 4.0 units Landscape Construction 2.0 hours lecture, 6.0 hours laboratory Grading: letter grade or credit/no credit This course will enable students to develop a basic knowledge of the theory and application of soil preparation, equipment operation, planting, installation and maintenance and hardscape techniques. Landscape plan layout and bidding will be emphasized along with decking and masonry construction and irrigation troubleshooting, design and installation.</p>
<p>HORT 28A 3.0 units Horticulture Equipment Operation (Fall) 2.0 hours lecture, 3.0 hours laboratory Grading: letter grade or credit/no credit This course focuses on the safe operation and maintenance of power equipment commonly used in the Landscape and Nursery industries. Students will experience extensive hands on training with numerous types of gasoline, diesel, electric and pneumatic powered equipment. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>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.</p>
<p>HORT 28B 3.0 units Horticulture Equipment Operation (Spr) 2.0 hours lecture, 3.0 hours laboratory Grading: letter grade or credit/no credit This course focuses on the safe operation and maintenance of power equipment commonly used in the Landscape and Nursery industries. Students will experience extensive hands on training with numerous types of gasoline, diesel, electric and pneumatic powered equipment. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>HORT 271AD 2.0 units Work Experience: Horticulture 1.0 hour lecture, 4.1 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. 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/volunteer time directly related to occupational goal or career of interest to the student.</p>
<p>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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i></p>	<p>HORT 272AD 3.0 units Work Experience: Horticulture 1.0 hour lecture, 8.3 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. 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/volunteer time directly related to occupational goal or career of interest to the student.</p>
<p>HORT 273AD 4.0 units Work Experience: Horticulture 1.0 hour lecture, 12.5 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. Grading: letter grade or credit/no credit</p>	<p>HORT 273AD 4.0 units Work Experience: Horticulture 1.0 hour lecture, 12.5 hours laboratory Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned. Grading: letter grade or credit/no credit</p>

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/volunteer time 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
 This course is an introduction 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
 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.

HORT 323AD 0.5 unit

Landscape Construction

0.4 hour lecture, 1.1 hours laboratory
 Grading: letter grade or credit/no credit
 This course will aid students in developing a basic knowledge of the theory and application of soil preparation, equipment operation, planting, maintenance and techniques in irrigation, masonry, wood fences and gates and bidding.

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
 Students will learn 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 and industrial applications. This course 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

This course is designed to identify and analyze the history and development of the primary services in urban and rural communities in America. Working in the social work field is explored as a helping process with a wide range of systems and social work knowledge; ethics, values, principles, professional relationships, interviewing and beginning assessment and intervention phases are also examined. The skills and responsibilities of the Social Worker in resolution of psychosocial problems are examined. Class work is supplemented by observing and/or interacting with personnel from 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
 The course examines the cost of victimization to society. Emphasis is on examining the existing resources, participation in the creation and expansion of knowledge and resources plus the career opportunities in this field. Classwork is 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
 This course is an overview of various disabilities and their etiology. It includes the study of methods and the processes involved in the adjustments of people and their families to various disabilities. It includes an in-depth analysis of stereotypes, prejudices and discrimination and the psychological factors involved with limiting persons with disabilities. An overview of the various social services available to persons with disabilities needed to allow them to return to as close to a normal life as possible is given.

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
 This course provides an overview of the social, psychological and biological effects of aging, emphasizing individual differences among older adults, including ethnic differences. Demographic trends, historical and cross-cultural issues in aging will also be examined. Additional topics include how to evaluate social support systems, economic issues and risk factors of the elderly. Social policies relating to aging, including health and long term care programs, will also be presented.

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
 This course is designed for individuals who wish to expand their overall knowledge of addictive behaviors. Topics covered include the basic causal relationship between alcoholism, drug abuse and addictive

personalities. Students will be taught how to identify treatable issues, establish goals and objectives to treat these issues and practice implementing them to determine their effectiveness with both inpatient and outpatient populations. This course is designed to prepare students for level entry positions in the growing human services 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

This course is designed for individuals who wish to expand their knowledge of addictive behaviors. Topics covered include basic theories of codependency and eating disorders; and the exploration of methods to identify, classify, intervene and treat clients. This course is designed for persons who are preparing for careers in the rapidly growing human services 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

This course takes the student through the abuse of alcohol and other mood altering substances throughout history. The ability to abuse and become addicted to other behaviors, such as food and sex, will also be examined. Psychological, social and physical contributions and outcomes of addictive behavior will be presented. This course is designed for those students interested in the helping professions, especially those interested in a career in Alcohol and Drug Studies. This 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 tests.

HS 43 3.0 units

Case Management: Treatment & Aftercare

3.0 hours lecture

Grading: letter grade

Students will examine ways to conduct initial intake assessments, design, implement and evaluate a treatment plan plus examine various types of treatment programs and major issues for effective termination. Client/case manager legal and confidentiality issues will also be presented. This course is designed for those interested in the helping fields. This course is required for students in preparing for the California Association of Alcohol/Drug Educators (CAADE) and/or California Association of Alcohol and Drug Abuse Counselors (CAADAC) certification. This course is required for both CAADE and CAADAC certification.

HS 45 3.0 units

Stress Management for Case Managers

3.0 hours lecture

Grading: letter grade

This course examines the many psychological, social and environmental stresses commonly experienced by persons working in the helping fields. Specific ways to cope or more effectively manage these stressors will be presented. Material will include techniques to deal with both individual and social/interpersonal issues. The course is strongly recommended for individuals working

as case managers in the helping fields. Several skills from the Cognitive Behavioral Therapy model will be included. It 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 exam. HS 45 is required for persons seeking CAADAC certification. This course is an elective for CAADE students.

HS 46 3.0 units

Physiology & Pharmacology of Drugs

3.0 hours lecture

Grading: letter grade

This course examines the effects that alcohol and several other psychoactive drugs have on our brain, body and everyday behavior. Issues including drug tolerance, dual diagnosis and the effects of drugs on sexual performance are examined and as well as how to utilize this information when developing a treatment plan. This course is required for students preparing for both the California Association of Alcohol/Drug Educators (CAADE) and/or California Association of Alcohol and Drug Abuse Counselors (CAADAC) certification.

HS 47 3.0 units

Intervention, Treatment & Recovery

3.0 hours lecture

Grading: letter grade

This course examines the communication process from the perspective of both the client and case manager. Several therapeutic individual treatment approaches will be presented and applied through role playing and case presentations. This course is designed for students interested in the helping professions or pursuing a career in alcohol/drug studies. This 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 exam. HS 47 is "required" by both CAADE & CAADAC boards. This course was formerly known as HS 247; the name of this course was titled "Process & Individual Techniques".

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

Topics covered include the applicable laws and ethics relating to case manager/client relationship in a treatment setting. Laws relating to confidentiality, patient rights, assessments and sharing of personal information will be presented. This course is designed

for students interested in the helping professions. It 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. This course is required for students seeking CAADAC certification. This course was formerly known as HS 248.

HS 71AD 2.0 units

Work Experience — Human Services

1.0 hour lecture, 4.1 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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, 8.3 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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

This course is designed for persons who are interested in working in counseling/case manager roles in the human services field. Topics covered include developing techniques for volunteer, peer and para-professionals working in the people-helping fields. Students will develop skills in initiating, attending, responding and personalizing assistance to clients. Small groups will be used to guide students through a learning sequence of listening and helping skills.

HS 226 3.0 units

Stress on Caregivers to Elderly

3.0 hours lecture

Grading: letter grade

This course is designed for students who wish to work with or who are already working with the elderly. Important issues that affect both the elderly and their providers will be examined. Interventions/solutions to these problems will be developed, implemented and evaluated as to their effectiveness and ways they can be improved. Several methods of relieving daily stresses of working with the elderly will be presented.

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 presented. Such legal and medical issues as MediCal and Medicare, Power of Attorney and Conservatorships will also be examined. Experiential learning is key to this course. It is designed for those working/seeking work with seniors in the Human Services field.

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 Competency 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.

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 approach or team teaching drawn from the Humanities and the Social Sciences. It covers the study of two or more major cultures to determine how these human communities met their basic biological, material, religious and intellectual needs, and experienced both continuity and change through time. This course is not open for credit to students who have completed Humanities 1H, Social Science 1, or Social Science 1H.

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

This course compares and contrasts major civilizations using an interdisciplinary approach or team teaching 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, religious and intellectual needs, and experienced both continuity and change through time. This course is part of the Honors Curriculum. This course is not open for credit to students who have completed Humanities 1, Social Science 1, or Social Science 1H.

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. This course is not open for credit to students registered in or with credit in SOCS 7.

Transfer Status: Transferable to UC/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

This course analyzes Charles Darwin's theory and the impact his writing had on science from the perspective of philosophy and biology. Honors option credit will be granted for students completing the seminar. The course is 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

This course analyzes contemporary American society from the standpoint of power and aggression using the perspective of history and psychology. Honors option credit will be granted for students completing this seminar. This course is 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

This course analyzes the Columbian Revolution from its origins to its impact on the Americas, using the perspective of history and library science. Honors option credit will be granted for students completing the seminar. The course is 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

This course 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. Honors option credit will be granted for students completing the seminar. The course is 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

Fundamentals of Interior Design provides an introduction to the design principles and elements necessary for the planning of interior environments that meet individual, functional, legal and environmental needs. The application of design materials and products used in interior environments will be emphasized.

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

Interior Design Studio I is designed to introduce the beginning student to the application process of interior design. Studio I projects will include residential design solutions and beginning project construction.

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

The beginning drafting course for interior design will focus on 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

This course will provide a survey of the interior design profession, industry, related occupations and work sites. This course will emphasize 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

This course provides review of basic color and design theory and design application. The review of color theories includes Munsell, Albers, Itten and Ostwald. Interior color exercises are applied to an interior design project. This course also explores psychological implications of design and color forecasting trends.

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

The Interior Materials and Products course will focus on the analysis, application and evaluation of products and materials used in interior design. Various design materials and products will include interior textiles, furnishings and finish materials.

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

This course will provide space planning evaluation and creation involving both residential and contract interior design projects. Formal drawings will incorporate programming, matrix adjacency study, furniture arrangement, as well as ADA code and Universal Design.

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 ID 71AD, 72AD or 73AD.

NOTE: You must enroll in the corequisite course before enrolling in this course.

Grading: letter grade or credit/no credit

This course 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

Grading: letter grade or credit/no credit

This course provides vocational learning experiences through employment placement which is directly related to the Interior Design industry.

Transfer Status: Transferable to CSU, see counselor for limitations.

ID 72AD 2.0 units

Work Experience: Interior Design

8.3 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

Grading: letter grade or credit/no credit

This course provides vocational learning experiences through employment placement which is directly related to the Interior Design industry.

Transfer Status: Transferable to CSU, see counselor for limitations.

ID 73AD 3.0 units

Work Experience: Interior Design

12.5 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

Grading: letter grade or credit/no credit

This course provides vocational learning experiences through employment placement which is directly related to the Interior Design industry.

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. The history of interiors course will emphasize 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 in America, this course analyzes the influences and changes in design to the present. The course 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

This course covers application methods, techniques and tools used for illustrating interior spaces and products. Instruction will include one and two point perspective, elevations, 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 course will introduce lighting theory and application for the interior environment. Additional topics will include critical lighting vocabulary; how light affects color and vision; incandescent and fluorescent lamps; and 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

Studio II will apply the formal design process to the contract design project. This contract project will include the application of LEED/Green Design practices, illustration and rendering techniques and a complete set of formal design drawings.

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 272 1.0 unit

Residential Furnishings

1.0 hour lecture

Grading: letter grade or credit/no credit

This course provides a practical analysis of furniture design for the residential space. Consideration of furniture function, social use, case studies, design theory and fabrication will be observed. The construction of upholstered furniture and case goods will be evaluated for quality standards. Current trends in interior furniture will be discussed.

ID 298A 3.0 units

EXP-Intro to Green Design

3.0 hours lecture

Grading: letter grade

This course will provide an overview of environmentally responsible design including green and sustainable design application for Interior Designers. Case studies of green building projects will include evaluation of "green" interior finishes and materials, energy efficient lighting design, and water efficiency systems. This course also provides preparation for the LEED Accredited Professional certification.

ID 298B 300.0 units

EXP-Introduction to LEED

3.0 hours lecture

Grading: letter grade or credit/no credit

This course will present an overview of LEED (Leadership in Energy and Environmental Design). The LEED rating system will be covered including: Sustainable Sites, Water Efficiency; Energy & Atmosphere; Materials & Resources and Indoor Environmental Quality. This course will provide preparation for the LEED Accredited Professional examination.

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
 In this course, students study and practice desktop publication skills such as writing, editing, designing and producing Web sites, 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
 In this course, students study and practice desktop publication skills such as writing, editing, designing and producing Web sites, 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
 This course includes instruction in fundamentals of publicity and public relations for community groups and business organizations. Students identify and discover 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
 Students will analyze principles of magazine publication and methods of researching, writing, editing, and producing magazines of every type. Students will receive practical training and instruction in researching, interviewing, writing, editing, proofreading and headline writing.
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
 In this course students study the social, economic, political, and cultural influence of the mass media on the individual and society. The class is 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
 This course offers training in the writing and marketing of Web site, 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
 This course offers instruction in basic and advanced photojournalism techniques and practical experience in newspaper photography. It is 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, 4.1 hours laboratory
 Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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/volunteer time directly related to occupational goal or career of interest to the student.
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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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/volunteer time directly related to occupational goal or career of interest to the student.
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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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/volunteer time directly related to

occupational goal or career of interest to the student.
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 3.0 units

Learning and Academic Strategies

3.0 hours lecture, 0.2 hour supplemental learning

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. To assist students in gaining efficiency with the challenges of college learning and studying, students are required to complete 3 hours over the semester through a Success Center to complete activities and assignments that relate specifically to this course's content.

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 610 0.0 unit

Basic Study Skills Laboratory

3.0 hours laboratory

Grading: LBCC Non-Graded Course

This is a non-credit course in basic study skills. This course covers a variety of basic learning and study skills including note-taking, test-taking, memory enhancement and time management. This course may be offered in a self-paced and individualized format or in a workshop format.

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 course is designed to provide students with individual and small-group tutoring in specific subject areas to improve academic performance. Tutoring appointments will be scheduled, per the guidelines established by the specific location at which tutoring is offered, on a recurring, as-needed, and/or drop-in basis.

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: letter grade or 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.

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

This course 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

This course 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

This course 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

This course 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

Information Literacy in Allied Health

1.0 hour lecture

Grading: letter grade or credit/no credit

The course introduces students to health resources on the Internet and via subscription; it is designed 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

Information Literacy in Business

1.0 hour lecture

Grading: letter grade or credit/no credit

The course introduces students to business resources on the Internet and via subscription; it is designed for the general community and for students in the business 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

Information Literacy in Law

1.0 hour lecture

Grading: letter grade or credit/no credit

This course is beneficial to students enrolled in the Administration of Justice, Business Law, Legal Secretary, and Human Services programs, as well as law professionals and members of the general community who want to expand their knowledge in order to gain a competitive edge in the marketplace and upgrade their job skills.

LIB 213 1.0 unit

Information Literacy in Government

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.

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

This course is designed to explore the machining techniques utilized in the machine shop. 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. Students learn to operate the milling machine and engine lathe. This course is primarily design as a supplemental course so that students in an other field appreciate and apply techniques utilized in the machine shop.

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

This follow up course builds on the previous experiences in MACHT 50A by providing more difficult tasks & where expectations in accuracy are also higher. Student are required to work with greater independence by developing their own manufacturing plans. Projects include three axis's machining, precision grinding, drill and tool grinding.

Transfer Status: Transferable to CSU, see counselor for limitations.

MACHT 201 4.0 units

Basic Machine Shop 1

2.0 hours lecture, 4.0 hours laboratory, 0.3 hour supplemental learning

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. Students will be required to attend 10 hours at the CTE Success Center for specially designed activities and assignments that relate to this course's content.

MACHT 202 3.0 units

Machine Shop 2

1.0 hour lecture, 5.0 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 3.0 units

Machine Shop 3

1.0 hour lecture, 5.0 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 3.0 units

Machine Shop 4

1.0 hour lecture, 5.0 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

MACHT 272AD 3.0 units

Work Experience-Machine Tool

1.0 hour lecture, 8.3 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

MACHT 273AD **4.0 units**
Work Experience-Machine Tool
 1.0 hour lecture, 12.5 hours laboratory
 Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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/volunteer time directly related to occupational goal or career of interest to the student.

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
 This is a laboratory only class. Training is customized based on students needs. This course is recommended for the individual working in the field with the need of upgrading their skills. Topics will include tools and equipment, practical projects on the lathe, milling machines, shapers, drill press, grinders, etc. Safety practices are included.

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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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/volunteer time 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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/volunteer time 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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/volunteer time 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 objective is to develop a thorough understanding of the importance of professional selling within the entire marketing process, with an emphasis on developing strong customer relationships.

Transfer Status: Transferable to CSU, see counselor for limitations.

MKTG 41 3.0 units

Marketing Communications

3.0 hours lecture

Grading: letter grade or credit/no credit

This course will help the student develop a thorough understanding of the various forms of Marketing Communications, such as advertising, sales promotion, direct-response and publicity/public relations. The focus will be on the concept of Integrated Marketing Communications as one of the functions of marketing strategy.

Transfer Status: Transferable to CSU, see counselor for limitations.

MKTG 41H 3.0 units

Honors Marketing Communications

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 an 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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 or Qualification through the Math assessment process.

Grading: letter grade

Probability and Statistics for Elementary Teachers is a general education course that is 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 or Qualification through the Math assessment process.

Recommended Preparation: Eligibility for ENGL 1
 Grading: letter grade
 This course is one of several courses designed for prospective elementary teachers. Topics that are covered include pattern recognition, problem solving, sets, numeration systems, number theory and models and algorithms for operations with whole numbers, integers, rational numbers and decimals. 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
 This course is designed for prospective elementary teachers. Topics Include basic geometric vocabulary and notation, constructions, congruence, similarity, measurement, the Pythagorean Theorem, motion geometry and tessellations. The problem solving process is emphasized throughout the course. The course 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 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 or Qualification through the Math assessment process.
 Grading: letter grade

The topics covered in this course include right triangle trigonometry, circular functions, inverse functions, identities and formulas, graphing, trigonometric equations, the Law of Sines and the Law of Cosines, and complex numbers and polar coordinates.
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
 This course is a study of differentiation of functions of one and several variables, optimization methods, integration of functions of one variable, exponential and logarithmic functions. This course will be appropriate for students who wish to pursue a career in business and economics.
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 or Qualification through the Math assessment process.
 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 55 4.0 units

Discrete Mathematics
 4.0 hours lecture
 Prerequisite: MATH 50 or a high school precalculus with a grade of B or better as reflected by the second semester grade.
 Recommended Preparation: Knowledge of Java or CBIS 14.
 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 60 (CAN MATH 18) 5.0 units

First Calculus Course

5.0 hours lecture

Prerequisite: MATH 50 or one year high school precalculus with a grade of B or better as reflected by the second semester grade or Qualification through the Math assessment process.

Grading: letter grade

Topics covered in this first semester calculus course include limits; differentiation rules for all basic functions, including exponential, logarithmic and inverse trigonometric functions; applications of differentiation including optimization problems, L'Hospital's Rule, and graphing; definite and indefinite integrals; and applications of integrals, including areas between curves, volumes, and work problems.

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

This course is the second in the calculus sequence. Topics include Differential Equations, Applications of Integration, Integration Techniques, Improper Integrals, Sequences and Series, Parametric Equations and Polar Graphs.

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

This course serves as the third course in the calculus sequence. Topics include vectors and the geometry of space, vector functions, partial derivatives, multiple integrals and vector calculus.

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 is an introduction to the solutions of ordinary differential equations and their relationship to linear algebra. Topics include systems of linear equations, matrix algebra, determinants, vector spaces, linear transformations and linear second order differential equations. Other topics include power series solutions, numerical methods, Laplace transforms, eigenvalues, eigenvectors and systems of linear differential equations and applications. This course also has a lab component in which students use computers to complete projects related to the content.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MATH 110 5.0 units

First Course in Algebra

5.0 hours lecture, 0.3 hour supplemental learning

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 course in algebra. Topics in this course include solving linear equations and inequalities in one variable; graphing linear equations and inequalities in two variables; solving systems of linear equations; factoring; performing operations on polynomials, rational expressions, and radical expressions; and solving rational, radical, and quadratic equations. Application problems are solved throughout the course. Students are required to complete 5 hours of supplemental learning activities in any designated Success Center. A student may take either MATH 110 or Math 110A and Math 110B to fulfill the course requirement.

MATH 110A 3.0 units

First Course in Algebra

3.0 hours lecture, 1.0 hour laboratory, 0.3 hour supplemental learning

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. Students are required to complete 5 hours of supplemental learning activities in any designated Success Center. 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, 0.3 hour supplemental learning

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. Students are required to complete 5 hours of supplemental learning activities in any designated Success Center. A student may receive credit for either MATH 110 or Math 110A and 110B.

MATH 120 **4.0 units**

Geometry

4.0 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 **5.0 units**

Intermediate Algebra

5.0 hours lecture, 0.3 hour supplemental learning

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. Students are required to complete 5 hours of supplemental learning activities in any designated Success Center.

MATH 130A **3.0 units**

Intermediate Algebra

3.0 hours lecture, 0.3 hour supplemental learning

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. Students are required to complete 5 hours of supplemental learning activities in any designated Success Center. A student may receive credit for either Math 130 or 130A and 130B.

MATH 130B **3.0 units**

Intermediate Algebra

3.0 hours lecture, 0.3 hour supplemental learning

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. Students are required to complete 5 hours of supplemental learning activities in any designated Success Center. 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

A course designed to provide students with individual and group tutoring in mathematics, to improve academic performance. Tutoring will be available for all math courses from basic arithmetic through differential equations and including Statistics and other branches of mathematics.

MATH 805 **4.0 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 **4.0 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 **5.0 units**

Review of Basic Algebra

5.0 hours lecture, 0.3 hour supplemental learning

Grading: credit/no credit

This course is designed for students who have successfully completed a beginning algebra course but need a review of the course before enrolling in intermediate algebra. Topics include, but are not limited to, solving linear equations and inequalities; solving quadratic equations; graphing; solving rational and radical equations; and applications. Students are required to complete 5 hours of supplemental learning activities in any designated Success Center. This course is not applicable for degree credit.

MEDICAL ASSISTING (MA)

MA 270 **3.0 units**

Introduction to Medical Assisting

2.0 hours lecture, 3.0 hours laboratory

Grading: letter grade

This is the first course of three courses designed for prospective medical assistants. Topics will include instruction of procedures utilized by medical assistants. This includes the beginning level skills of asepsis, vital signs, health history, office emergencies, telephone techniques, patient education, and appointment scheduling. 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

This course is designed for prospective medical assistants and those students interested in medical insurance billing. This course will include medical insurance billing requirements, ICD-9, and CPT coding to successfully file claims and effect collection of payment for medical services given.

MULTIMEDIA TECHNICIAN

MMT 201 3.0 units

M/M Literacy and Presentation Design

2.0 hours lecture, 3.0 hours laboratory
Recommended Preparation: COMIS 1 or CPAS 1
Grading: letter grade

Students who take Multi-Media Literacy & Presentation Design will become acquainted with the process of developing educational multimedia projects and principles of multimedia literacy and interactive design. Students will create linear and web-based multimedia presentations and prepare a portfolio of design deliverables to be implemented in subsequent courses.

MUSIC (MUSIC)

MUSIC 1A 3.0 units

Music Theory I

3.0 hours lecture, 1.0 hour laboratory
Prerequisite: MUSIC 6

Grading: letter grade or credit/no credit

Music Theory I 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, figured bass, and early-species counterpoint. It is recommended that students co-enroll in Music 5AD.

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 II 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.

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 1B

Grading: letter grade or credit/no credit

Music Theory III 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 UC/CSU, see counselor for limitations.

MUSIC 3 3.0 units

Music Theory — Counterpoint
 3.0 hours lecture, 1.0 hour laboratory
 Prerequisite: MUSIC 1B
 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 I
 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
 Musicianship I covers the techniques of music dictation and sight-singing with basic, tonal materials. Topics covered are scales, intervals, basic chord structures, and harmonic-melodic-rhythmic dictation. It is recommended that the student co-enroll in Music 1A.
Transfer Status: Transferable to UC/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
 Elementary Voice is a performance class designed to improve singers of all ages and talent levels. Students will learn correct techniques in tone production, breathing, diction, repertoire and song interpretation. The student will also be able to develop their self confidence through class performance. This course is designed to meet the voice requirements of music majors.
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 voice is a performance class designed to improve vocal techniques of the more accomplished singer. Students will be able to perform standard repertoire from classical literature which includes art songs and arias in English, German, French and Italian as well as vocal selections from Musical Theater. Students will be able to work with a professional accompanist, improve their vocal and musical technique and receive written critiques by the instructor.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 9AD 1.0 unit

Musicianship II
 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 UC/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 intermediate and semi-advanced, tonal 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 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
 This choir is a 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

This course is a 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
This is a course that 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
Beginning instruments entails instruction in the elementary and intermediate principles of playing woodwind, brass and percussion instruments. This class is not designed for the study of the student's major instrument, but for students who want to learn a new instrument. Reading music is not a requirement, and will be taught in the class.
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 Viking Women's Chorale will perform choral music of all historical musical periods written or arranged for treble voices. Singers will perform repertoire including a'capella, secular and sacred, light opera and musical theatre works. The Women's Chorale 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 Viking Men's Chorale will perform choral music of all historical musical periods written or arranged for men's voices. Singers will perform repertoire including a'capella, secular and sacred, light opera and musical theatre works. The Viking Men's Chorale involves participation in all concerts and performances.
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 Viking Men's Chorale will perform choral music of all historical musical periods written or arranged for men's voices. Singers will perform repertoire including a'capella, secular and sacred, light opera and musical theatre works. The Viking Men's Chorale involves participation in all concerts and performances.
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
This course serves as a study and performance of string literature. The course will include literature associated with both string orchestra and string chamber music and include literature from the Baroque, Classical and Romantic periods. The ensemble will perform 1 to 2 times a semester.
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. One concert performance is required each semester.
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
 This course 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
 This course 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 32 3.0 units

History of Jazz
 3.0 hours lecture
 Grading: letter grade
 This one semester course is an overview on the development of the jazz tradition, tracing back to its African roots, and forward through the different styles, including blues, ragtime, swing, bebop, and post-bop. This course also focuses on the critical cultural and social issues associated with African-Americans and American history, and the role the musical developments played within the context of art as a reflection of society.
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
 This course 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

This hands-on course includes an in-depth examination of the components necessary to produce a music video, including completion of a camera-ready production proposal, script, storyboard and budgeting. Selected projects will be produced.
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
 This course is a comparative and integrative study of the multicultural musical styles of the United States, based on the fundamental principles of music appreciation. Some of the musical topics included are 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. Also, an analysis of musical traditions from a technical and cultural perspective; and a 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
 This course serves as a broad approach to musical literature and its place in the cultural development of western civilization. It is designed for the non-music 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
 This course serves as a broad approach to musical literature and its place in the cultural development of Western civilization. The course is designed for non-music majors.
Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 41AD 1.0 unit

Madrigal A Capella Choir
 1.0 hour lecture, 3.0 hours laboratory
 Recommended Preparation: Prior vocal experience

Grading: letter grade or credit/no credit

This choir provides the study of vocal techniques and music reading through performance of a capella choral literature. Participation in several 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

Jazz Standards and Pop Classics are studied and performed in advanced, small vocal groups, emphasizing the musical styles characteristic of this genre.

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 are studied and performed in a choral setting (Soprano, Alto, Tenor, Bass), emphasizing the musical styles characteristic of this genre. The choir is 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

This course covers the study and performance of Gospel Music including traditional, historic, contemporary, Praise and Worship styles. Emphasis will be directed to vocal techniques, genre, and the origin of Gospel Music. Key figures in the field will be studied. There will be a minimum of two concerts per semester.

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

This course is the study of performing contemporary jazz styles through reading, rehearsal and performance in a group of variable instrumentation.

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 I

2.0 hours lecture, 2.0 hours laboratory

Prerequisite: 51B

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.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 51D 2.0 units

Intermediate Piano II

2.0 hours lecture, 2.0 hours laboratory

Prerequisite: MUSIC 51C

Grading: letter grade

This course will allow students to refine and develop intermediate keyboard skills. Piano technique, harmonization techniques, ensemble skills, and stylistic considerations are encountered in upper-intermediate piano repertoire.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 52AD 2.5 units

Advanced Piano

2.0 hours lecture, 2.0 hours laboratory

Prerequisite: MUSIC 51B

Grading: letter grade or credit/no credit

This course 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

This course provides beginning instruction in the guitar, using a classical approach to basic technique, musicianship, and repertoire.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

MUSIC 56AD 1.0 unit

Intermediate Guitar

1.0 hour lecture, 2.0 hours laboratory

Prerequisite: MUSIC 55AD

Grading: letter grade or credit/no credit

This course provides intermediate/advanced instruction in the guitar, using a classical approach to advanced technique, musicianship, ensemble work, and repertoire.

Transfer Status: Transferable to 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

This course involves the study and performance of the orchestral repertoire and works by contemporary composers. It emphasizes ensemble techniques including articulation, balance, phrasing, expression and accompanying. Participation in two concerts per semester, at minimum, is required.

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

This class is a study of the digital recording and sampling techniques used in contemporary songwriting, music production, sound design and film scoring (i.e. remixes, rap music, pop, contemporary jazz, R&B, 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

This course provides instruction on the functions and operations of Pro Tools software and a general overview of Pro Tools related hardware. The class instruction provides a hands-on experience through 'real-world' related assignments for students to record, edit and mix digital audio in a computer environment. Although the Pro Tools systems vary in specifications, 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

This course is a hands-on lecture/lab based 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

This course is the 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

This course is the 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 95

Recommended Preparation: MUSIC 96AD

Grading: letter grade or credit/no credit

This hands-on class deals with advanced studio recording and mixdown techniques, as well as handling engineer/client relationships. Alternating semesters include 'weekend intensive' sessions; analog technologies, including 2" machine calibration and tape splicing; recording of orchestra or 'sectional' groups; production of an album from start to finish.

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

This course provides 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. Both analog and digital domains are addressed.

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

In this course students will create a recording studio design based on the evaluation of acoustical specifications, equipment needs and industry standards, space availability, budget requirements/ limitation, 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

This course is an introduction to the theoretical and practical aspects of sound, recording studio and live sound reinforcement 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

This course examines the development of different styles of music videos and their relationship to current music videos in today's music industry, and the

techniques necessary to produce them.

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

This course examines the development of different styles of music videos and their relationship to current music videos in today's music industry, and the techniques necessary to produce them.

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

This course examines the development of different styles of music videos and their relationship to current music videos in today's music industry, and the techniques necessary to produce them.

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

This course examines the development of different styles of music videos and their relationship to current music videos in today's music industry, and the techniques necessary to produce them.

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

This course is a hands-on approach to the techniques necessary for successful performance in the maintenance of a recording studio and sound reinforcement equipment. Topics include troubleshooting, cable connections, 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

“Commercial Solo Voice (Music 74 AD)” is a performance class designed to help singers of all ages and talent levels improve their craft by performing in front of a “live” audience. All genres (pop, rock, gospel, rap, classical and jazz) are welcome. Students will learn microphone techniques, work with a professional accompanist and/or prerecorded accompaniment tracks and receive written critiques by the instructor after each performance. All performances are recorded and returned to the student for artistic review.

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

This course covers the study of how the music business system is structured and how it works. Job opportunities, job responsibilities and auxiliary jobs related to the music business will be surveyed and discussed. Students are directed towards research in their areas of interest. Guest speakers serve as industry resources. The course also includes an introductory study of music industry personalities covering historical, traditional and contemporary genres.

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

This course continues the study of how the music business system is structured and how it works. Job opportunities, job responsibilities and auxiliary jobs related to the music business will be surveyed and discussed. Students are directed towards research in their areas of interest. Guest speakers serve as industry resources. Music 75B also includes an advanced study of music industry personalities covering traditional and contemporary genres. Key music industry figures will be studied. This course also covers the techniques required to develop a resume and/or a portfolio.

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

This class is for Advanced Recording and Record Production students who wish to further their education through upper level individualized study. Topics may include: advanced level individual and group studio projects; production of a fully mastered CD duplication ready project; live and recorded location audio techniques; and other special projects as assigned by the instructor.

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

Jazz Standards and Pop Classics are studied and performed in a choral setting (Soprano, Alto, Tenor, Bass), emphasizing the musical styles characteristic of this genre.

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 mic-ing 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

This course serves as 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 continuing students the knowledge and hands-on techniques required 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 89 3.0 units

History Of Rock

3.0 hours lecture
Grading: letter grade or credit/no credit

The History of Rock Music will be treated as a chronological study. This allows for brief overviews of society in periods and then illustrates how the music of a particular period either supports or contradicts societal views. Although the main emphasis of study will be from 1955 to the present, brief attention will be given to sixteenth through twentieth century musical history and form as it relates to this period.

Transfer Status: Transferable to UC/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

This course is a study of Diatonic and Nondiatonic harmony as used in commercial/contemporary music. Course instruction includes the study of basic music, scales/keys, intervals, common chord structures, Circle of Fifths, chord progressions, standard song forms, lead sheets and song analysis. The course is designed to accommodate students with and without a formal 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

This course 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 CDs 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 mic'ing 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

his class provides hands-on instruction in advanced recording techniques, including the use of a digital multi-track studio, studio miking techniques, studio etiquette, dealing with musicians, and mixing at the advanced level, including the advanced use of out-board gear.

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

This course covers the study of state of the art technology, skills, principles, methods and terminology used in the creation of contemporary music. Students are directed in detailed Internet research that is designed to foster and enhance their understanding and knowledge of industry tools currently in use.

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 200AB 3.0 units

Lister-Sink Keyboard Technique Method

2.0 hours lecture, 4.0 hours laboratory

Prerequisite: MUSIC 92AD and/or MUSIC 52AD

Grading: letter grade or credit/no credit

This course is designed to give the keyboard player practical and theoretical knowledge of the fundamentals of a holistic, injury-preventive technique. It will address biomechanics, keyboard mechanics, wellness, and instruction in the fundamentals of healthful sound production through the Lister-Sink Method. Students apply principles of injury-preventive technique to basic keyboard exercises, studies and graduated repertoire.

MUSIC 271AD 2.0 units

Work Experience-Music

1.0 hour lecture, 4.1 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

MUSIC 272AD 3.0 units

Work Experience-Music

1.0 hour lecture, 8.3 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

MUSIC 273AD 4.0 units

Work Experience-Music

1.0 hour lecture, 12.5 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

NURSING ASSISTANT (NA)

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: ADN 11A

Grading: letter grade or credit/no credit

The course includes on-campus lab practice and application of the course content in clinical 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.

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: 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.

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 and 11BL. Compliance with all clinical agency health and safety policies is required the first day of the course.

Corequisite: ADN 12A. You must first enroll in the corequisite course before you attempt to enroll in this class.

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 and 12AL.

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 and 12AL. Compliance with all clinical agency health and safety policies is required the first day of the course.

Corequisite: ADN 12B. You must first enroll in the corequisite course before you attempt to enroll in this course.

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 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 CPR certification for health care providers.

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, intrapartum, and postpartum 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 20A and CPR certification.

Corequisite: ADN 21A. You must first enroll in the corequisite course before you attempt to enroll in this class.

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 .

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. 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 clinical 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 introduces the study of drugs and drug administration as a part of health care. Representative drugs are classified into large sets so that relationships can be recognized and remembered. General principles of drug actions and interactions, both therapeutic and undesirable, are the basis for the study of individual drugs. Administration of medications, including dosage calculation, is emphasized. Not open for credit to students registered in or with credit in VN 225.

ADN 298 2.5 units

EXP NCLEX-RN Prep Course
2.5 hours lecture
Prerequisite: Letter of Eligibility to take NCLEX-RN or Authorization to test (ATI) letter from BRN.
Grading: letter grade
This course is designed to prepare the graduate nurse to pass the NCLEX-RN. The content includes medical, surgical, pediatrics, nursing of the child-bearing family, mental health, pharmacology, critical thinking, community health and leadership.

ADN 321A 1.5 units

Women's Health & Advanced Obstetrics
1.5 hours lecture
Prerequisite: ADN 20A and CPR certification for health care providers.
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 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 430 2.5 units

NCLEX-RN Preparation Course

2.5 hours lecture

Prerequisite: Letter of Eligibility to take NCLEX-RN or Authorization to test (ATI) letter from BRN.

Grading: letter grade

This course is designed to prepare the graduate nurse to pass the NCLEX-RN. The content includes medical, surgical, pediatrics, nursing of the child-bearing family, mental health, pharmacology, critical thinking, community health and leadership refresher course.

ADN 600 0.0 unit

Health Care Learning Center

15.0 hours laboratory

Corequisite: Current enrollment in a health care program course.

Grading: LBCC Non-Graded Course

A non-credit course designed to augment classroom instruction and to improve student achievement through self-paced multi-media programs. Through the use of modern teaching machines, materials and methods, the student can receive personalized instruction beginning at his present level and progressing at his own speed.

ADN 610 0.0 unit

Nursing Skills Refresher Laboratory

0.7 hour laboratory

Grading: LBCC Non-Graded Course

This course is designed to provide students with individual and small-group instruction in basic bedside nursing skills and advanced bedside nursing skills. Supervised practice is available on a recurring, as needed, and/or drop-in basis to improve performance levels.

ADN 810 0.5 unit

Preparation for Nursing

0.5 hour lecture

Grading: credit/no credit

This course is designed for a beginning nursing student with no previous experience in health care. The course supports the beginning nursing student in the development of effective study habits and test-taking skills, the study of common nursing terms, abbreviations and symbols, and reading drug labels that are basic to nursing. In addition it prepares the student for calculation of drug dosages.

***NURSING, VOCATIONAL NURSING
(VN)***

VN 205AD 0.5 unit

Nursing Skills 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.

VN 215 3.5 units

Fundamentals of Nursing

3.5 hours lecture, 0.2 hour supplemental learning

Prerequisite: High School Graduation or Equivalent

Recommended Preparation: READ 883 and MATH 805

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. Students will be required to attend 4 hours in the CTE Success Center for specially designed writing and math activities and assignments that relate to this course's content.

VN 215L 2.5 units

Fundamental of Nursing Laboratory

7.5 hours laboratory

Corequisite: VN 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 VN215. Compliance with all clinical agency health and safety policies is required the first week of the course.

VN 220 3.0 units

Transition to Vocational Nursing

3.0 hours lecture

Prerequisite: BIO 60 or ANAT 1 plus PHYSI 1 plus BIO 2, and VN 225 or ADN 225

Corequisite: VN 215

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: VN 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 3.0 units

Common Health Deviations 1

3.0 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 and fluid and electrolytes. Other topics include pathophysiology and nursing care for patients with diabetes, cardiovascular problems and respiratory disorders.

VN 230L 3.5 units

Common Health Deviations 1 Lab

10.5 hour 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 or sub-acute setting. The campus lab content includes basic data collection and health assessment, preparation of nursing care plan, nursing documentation, oxygen therapy, 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 3.0 units

Common Health Deviations 2

3.0 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, gastrointestinal system, immune system, urinary-renal system, Hepatic-biliary, and infectious diseases.

VN 235L 3.5 units

Common Health Deviations 2 Lab

10.5 hour 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 2.0 units

Maternal-Infant Nursing

2.0 hours lecture
Prerequisite: VN 230 and VN 230L
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 1.0 unit

Maternal-Infant Nursing Lab

3.0 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 2.0 units

Nursing Care of Children

2.0 hours lecture
Prerequisite: VN 230 and VN 230L
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 vocational nursing concepts. Pathophysiology and nursing care of the following health deviations are studied: female reproductive, male urinary & reproductive, sexually transmitted diseases, basic emergent and cardiac deviations, advanced fluid and electrolyte balance, oncological, hematologic, neuro-sensory, thyroid & adrenal disorders.

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 III

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 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 which includes blood withdrawal for vocational nursing. This course maybe 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 in a critical investigation of theoretical positions, such as Platonic idealism, Christian theology, Freudian analysis, Skinnerian behaviorism, existentialism and other major intellectual viewpoints.

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 introductory philosophy course explores perennial questions in philosophy dealing with metaphysics, epistemology, and axiology. Philosophical discussions that answer these questions in various ways will be critically analyzed.

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 introductory philosophy course explores perennial questions in philosophy dealing with metaphysics, epistemology, and axiology. Philosophical discussions that answer these questions in various ways will be critically analyzed.

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

This course examines the nature of morality and the application of moral principles. Topics covered include moral theories from the history of philosophy and their applications to contemporary moral issues such as abortion, euthanasia, animal rights, censorship, 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

This course examines the nature of morality and the application of moral principles. Topics covered include moral theories from the history of philosophy and their applications to contemporary moral issues such as abortion, euthanasia, animal rights, censorship, 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

This course provides a broad introduction to some of the main philosophical traditions from around the world, such as Buddhism, Taoism, African Philosophy, and American Indian Philosophy. The major themes to be examined include the nature of reality, the meaning of life, the role of the individual and society, and the effects 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, Dostoevsky, Nietzsche, 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 readings on philosophical issues in metaphysics, epistemology, and axiology. This exploration will occur through the examination of theories as well as pragmatic activities of feminists.

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

This class focuses on the improvement of practical reasoning skills. Students will be required to improve their reasoning skills and will learn to detect and avoid common argument fallacies. Students 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

Introduction to Logic focuses on informal and formal logic. Informal logic will focus on basic concepts in argumentation, the ways that arguments can be erroneous, and various types of inductive reasoning. Formal deductive logic will cover basic concepts of both categorical and sentential logic, including, but not limited to, Venn diagrams, The Squares of Opposition, truth tables, and natural deduction. All of the tools of formal deductive logic are designed to equip students to assess arguments.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PHIL 14 3.0 units

Philosophy of Religion

3.0 hours lecture

Grading: letter grade or credit/no credit

This course examines the philosophical themes within the world's religions. Central questions include: What is a spiritual life? Does God exist? What is God's nature? Why is there evil? Can conflicting religions still be true? The emphasis will be on understanding and critically analyzing the claims of the world's religions.

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 examines some of the main issues within political philosophy. Topics include the justification of political authority, the ideal state, distributive justice, and the rights and responsibilities 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.

PHIL 22 3.0 units

Symbolic Logic

3.0 hours lecture

Grading: letter grade

This course is an introduction to the formal techniques of evaluating arguments. The emphasis is on developing symbolic techniques, including sentential and quantificational, for representing and evaluating ordinary language arguments.

Transfer Status: Transferable to UC/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 course is a speakers and critique series which introduces students to a broad range of photographic visions. The class will also provide the student with the skills necessary to critically evaluate and discuss the photograph. Technical information will be used to give students a deeper understanding of the photographer's 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

This is a comprehensive course for the beginning photography student. The course emphasizes practical applications in the use of the camera, natural lighting and the darkroom. Emphasis is on traditional techniques with an introduction to digital cameras, editing and printing.

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

Recommended Preparation: ART 31

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 or PHOT 32AD or ART 81AD

Grading: letter grade or credit/no credit

This is a comprehensive course in commercial photography with major emphasis on medium and large format cameras, studio composition and lighting techniques. The course incorporates both traditional and digital techniques. It is part of the vocational program in photography as well as the general fine arts curriculum.

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

This is an comprehensive studio course for the advanced student of photography. The major emphasis is centered around continuing to build complex problem solving in

studio photography for professional uses.

Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 35AD 3.0 units

Photography for Publication

2.0 hours lecture, 4.0 hours laboratory

Prerequisite: One semester of PHOT 31AB or one semester of ART 81AD

Grading: letter grade or credit/no credit

This is a comprehensive course in basic and advanced photojournalism techniques. Students will gain practical experience in photography for publication in newspapers and magazines. This class is not open to students registered in or with credit in JOURN 35AD.

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 or ART 81AD

Grading: letter grade or credit/no credit

This is a comprehensive course for the beginning and advanced student of portraiture with a special emphasis on the use of portrait photography as a career or creative path.

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

This course is a study of the application of current practices utilized in marketing professional photographic skills. Topics includes freelance marketing, design and use of a portfolio, and professional photographic business practices.

Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 39AD 3.0 units

Photography on Location

2.0 hours lecture, 4.0 hours laboratory

Prerequisite: One semester of PHOT 31AB or PHOT 32AD or ART 81AD

Grading: letter grade or credit/no credit

This is a comprehensive occupational course in exterior location photography. The subjects covered will include: documentary, landscape, environmental and product photography for annual reports, stock photography, public relations, advertising and editorial publications.

Transfer Status: Transferable to CSU, see counselor for limitations.

PHOT 40AD 3.0 units

Mastering the Photographic Print

2.0 hours lecture, 4.0 hours laboratory

Prerequisite: One semester of ART 81AD or PHOT 31AB

Recommended Preparation: PHOT 43AD

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 or PHOT 32AD or ART 81AD

Recommended Preparation: PHOT 33AD

Grading: letter grade or credit/no credit

This course is a comprehensive course designed for the advanced student in photography. The emphasis is on development of a professional portfolio for use in a photographic career. Emphasis is also placed on digital and traditional image-bank management skills such as: archiving, storage and organization.

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 81AD

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 81AD and ART 41

Grading: letter grade or credit/no credit

This is a comprehensive digital photography course designed to train students in the application of electronic media and its use in manipulating and creating photographic images. The course includes digital capture, editing and output. Topics include: the fundamentals of Color Management, development of a successful digital workflow and the basics of image-bank management.

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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to photography. One unit of field work credit will be granted for every 75 hours of paid work or 60 hours of volunteer work per semester. This class includes 1 unit of field work.

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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to photography. One unit of field work credit will be granted for every 75 hours of paid work or 60 hours of volunteer work per semester. This class includes 2 units of field work.

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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to photography. One unit of field work credit will be granted for every 75 hours of paid work or 60 hours of volunteer work per semester. This class includes 3 units of field work.

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

This class is designed for students enrolled in the photography program or students who have a background in photography and wish to improve their skills. The course emphasizes practical applications in traditional and digital photographic techniques.

PHOT 291AD

1.0 unit

Advanced Photography Laboratory

3.0 hours laboratory

Grading: letter grade or credit/no credit

The course is for advanced students enrolled in the photography program or students who have a background in photography and wish to improve their skills. The course emphasizes practical applications in digital and traditional photographic techniques.

PHOT 681

0.0 unit

Fundamentals of Photography Laboratory

6.0 hours laboratory

Grading: LBCC Non-Graded Course

This class is a lab for the beginning photo student or persons who have a background in photography and wish to improve their skills. The emphasis is on practical applications of image processing, including digital and traditional technologies. This class is 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

This course is part of a program of developmental activities, games, sports and rhythms suited to the interest, capabilities and limitations of students with disabilities who may not safely or successfully engage in unrestricted activities of the general physical education program. Participation in this course 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 will include a brief history of badminton; its terminology, rules, conditioning, strokes, footwork, tactics, and strategies utilized in single and doubles play.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 10AD 1.0 unit

Badminton

3.0 hours laboratory

Grading: letter grade

This course is designed to provide instruction in the fundamentals of badminton including a brief history of badminton; its terminology, rules, conditioning, strokes, footwork, tactics, and strategies utilized in single and doubles play.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 11AD 0.5 unit

Baseball

2.0 hours laboratory

Grading: letter grade

This course is designed to provide instruction in the fundamentals of baseball including strategy, rules, and the skills of catch play, hitting and baserunning.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 12AD 1.0 unit

Baseball

3.0 hours laboratory

Grading: letter grade

This course is designed to provide instruction in the fundamentals of baseball including strategy, rules, and the skills of catch play, hitting and baserunning.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 13AD 0.5 unit

Basketball

2.0 hours laboratory

Grading: letter grade

This course is designed to provide an overview of the sport of basketball with focus on instruction in the rules, techniques and strategies.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 14AD 1.0 unit

Basketball

3.0 hours laboratory

Grading: letter grade

This course is designed to provide an overview of the sport of basketball with focus on instruction in the rules, techniques and strategies.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEG 19AD 0.5 unit

Bowling

2.0 hours laboratory

Grading: letter grade

This course is designed to provide instruction in the fundamentals of bowling, including strategy, rules, and the skills 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

This course is designed to provide instruction in the fundamentals of bowling including strategy, rules, and the skills of bowling such as foot work, ball placement, and grip.

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.

<p>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. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>PEG 74AD 1.0 unit Softball 3.0 hours laboratory Grading: letter grade Instruction in the rules, techniques and strategies of softball. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>
<p>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. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>PEG 75AD 0.5 unit Swimming 2.0 hours laboratory Grading: letter grade This course is designed to provide instruction in the fundamentals of swimming including basic skills, strategies, rules, stroke mechanics and techniques. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>
<p>PEG 65AD 0.5 unit Self-Defense 2.0 hours laboratory Grading: letter grade The course covers safety, defense, techniques and practical applications of martial art skills for self-defense, psychological defenses and assertiveness training in a technical and practical framework. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>PEG 76AD 1.0 unit Swimming 3.0 hours laboratory Grading: letter grade This course is designed to provide instruction in the fundamentals of swimming including basic skills, strategies, rules, stroke mechanics and techniques. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>
<p>PEG 66AD 1.0 unit Self-Defense 3.0 hours laboratory Grading: letter grade The course covers safety, defense, techniques and practical applications of martial art skills for self-defense, psychological defenses and assertiveness training in a technical and practical framework. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>PEG 83AD 0.5 unit Tennis 2.0 hours laboratory Grading: letter grade This course is designed to provide instruction in the fundamentals of tennis, including strategy, rules, the forehand and backhand groundstrokes, and the serve. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>
<p>PEG 69AD 0.5 unit Soccer 2.0 hours laboratory Grading: letter grade This course is designed to provide an overview of the sport of soccer with focus on instruction in the rules, techniques and strategies. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>PEG 84AD 1.0 unit Tennis 3.0 hours laboratory Grading: letter grade This course is designed to provide instruction in the fundamentals of tennis, including strategy, rules, the forehand and backhand groundstrokes, and the serve. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>
<p>PEG 70AD 1.0 unit Soccer 3.0 hours laboratory Grading: letter grade This course is designed to provide an overview of the sport of soccer with focus on instruction in the rules, techniques and strategies. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>	<p>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. <i>Transfer Status: Transferable to UC/CSU, see counselor for limitations.</i></p>
<p>PEG 73AD 0.5 unit Softball 2.0 hours laboratory Grading: letter grade</p>	<p>PEG 86AD 1.0 unit Touch Football 3.0 hours laboratory Grading: letter grade</p>

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 87AD 0.5 unit

Track & Field

2.0 hours laboratory

Grading: letter grade

This course incorporates 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

This course incorporates 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 UC/CSU, see counselor for limitations.

PEOS 44AD 2.0 units

Sailing 1

1.0 hour lecture, 3.0 hours laboratory

Grading: letter grade

This course is designed to provide the basic fundamentals of sailing including strategy, rules and the skills of boarding procedures, rigging procedures, and maneuvering the boat.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEOS 55AD 0.5 unit

Cross Country (Nordic) Skiing

2.0 hours laboratory

Grading: letter grade

This course will cover instruction and practice in cross-country ski techniques, including an exercise program, dry land drills, proper ski equipment, clothing and accessories for ski tours, ski waxing, conditioning, nutrition, tour planning, wilderness hazards, safety and wilderness conservation.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEOS 56AD 1.0 unit

Cross Country (Nordic) Skiing

3.0 hours laboratory

Grading: letter grade

This course will cover instruction and practice in cross-country ski techniques, including an exercise program, dry land drills, proper ski equipment, clothing and accessories for ski tours, ski waxing, conditioning, nutrition, tour planning, wilderness hazards, safety and wilderness conservation.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEOS 58AD 1.0 unit

Basic Rock Climbing

3.0 hours laboratory

Grading: letter grade

Basic Rock Climbing is an introductory course with instruction and skills development in the techniques of rope handling, use of knots, natural and artificial protection, anchoring, belays, and rappels for top rope climbing systems. With an emphasis on safety, the elements of risk will be analyzed to develop a system of appropriate practices and an understanding of good judgment. This course includes a required 2-3 day field trip which will involve camping. The field trip will provide the student with real climbing experience and application of techniques.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEOS 98AD 2.0 units

EXP Sailing 1

1.0 hour lecture, 3.0 hours laboratory

Grading: letter grade

This course is designed to provide the basic fundamentals of sailing including strategy, rules and the skills of boarding procedures, rigging procedures, and maneuvering the boat.

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

The course consists of selected field tests of physical fitness, joint flexibility, and muscular dexterity which 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. In addition, the course

focuses on individualized and group goals, including but not limited to demonstration of skill levels and measurement of increase in strength. Safe and balanced approaches to exercise and diet are outlined and the effects of alcohol and drugs will be stressed.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF 3AD 0.5 unit

Water Aerobics and Training

2.0 hours laboratory

Grading: letter grade

This course 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 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

Students receive cardiovascular and strength fitness training in a circuit setting. This format is ideal for normal, healthy people. The process allows for 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 UC/CSU, see counselor for limitations.

PEPF 21AD 0.5 unit

Physical Fitness

2.0 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 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 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 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

This course provides conditioning and instruction in the rules, techniques and strategies of water polo. The course is designed for student-athletes who are participating with the intercollegiate water polo teams.

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

This course provides conditioning and instruction in the rules, techniques and strategies of water polo. The course is designed for student-athletes who are participating

with the intercollegiate water polo teams.

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

Lectures for this course focus on physical fitness and healthy lifestyles for aviators and students preparing for FAA and airline medical exams. Students also exercise to develop and maintain cardiorespiratory endurance, muscular strength and joint mobility. May be taken before or after PEPF 70B.

Transfer Status: Transferable to UC/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

This course covers physical fitness and fit lifestyles for aviators and students preparing for FAA and airline medical exams. Fitness testing and exercise are emphasized. May be taken before or after PEPF70A.

Transfer Status: Transferable to UC/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 physical fitness tests are administered before, during and after exercise programs to improve endurance, strength, and joint mobility. Lectures focus on individualized goals, continuous self-evaluation, safe and sane diet and exercise, scientific information versus fallacy, and wellness lifestyles that reduce health risks.

Transfer Status: Transferable to UC/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 UC/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 quality of life and reduce health risks.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEPF 629 0.0 unit

Physical Fitness

2.0 hours laboratory

Grading: LBCC Non-Graded Course

This course uses 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. The course is 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 are taken before, during and after an assortment of exercise programs to check improvements in cardiorespiratory endurance, local muscular endurance, muscular strength and joint mobility. Instruction focuses on individualized goals and continuous self-evaluation, safe and sane approaches to diet and exercise, and scientific information versus fallacies. We recommend talking to your physician if you have doubts about being fit enough to exercise.

***PHYSICAL EDUCATION,
PROFESSIONAL
PREPARATION(PEPP)***

PEPP 1 2.0 units

Introduction to Physical Education

2.0 hours lecture

Grading: letter grade

Introduction to Physical Education is a survey of physical education and its significance in the school program. It is an analysis of established standards, professional ethics, and a discussion of personal qualities and interests necessary to be a successful leader in this field. It is 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

This class will explore sports and its role in society. Topics will include a survey of a variety of sports and spectator appreciation. The class will explore careers in amateur and professional sports organizations.
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
This course is designed for recreation majors and non-majors. This is a general orientation to the field of recreation and parks services. Included is a history of the development of the recreation profession, and a survey of recreation and leisure services. The course also includes 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. The role of the professional leader in a variety of settings is emphasized.
Transfer Status: Transferable to CSU, see counselor for limitations.

PEPP 10 3.0 units

Prevention & Care of Athletic Injuries

3.0 hours lecture, 0.5 hour 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 UC/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 & Safety Education

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 CSU, see counselor for limitations.

PEPP 25AD 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

The goal of the course is to improve 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 provides study and practice in the areas of conditioning and professional instruction in the rules, techniques and strategies of soccer. The course is designed for students seeking the ability to prepare instruction and practice activities for teaching and coaching. A variety of topics will be addressed, including offensive strategies, defensive strategies and game preparation.

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

This course provides instruction and practice in the fundamental skills of all swimming strokes, diving, team and individual aquatic competitive events, and pool maintenance and operation. This course is designed for students seeking the ability to prepare instruction and practice activities for teaching and coaching.

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

This course provides study and practice in the areas of conditioning and professional instruction in the rules, techniques and strategies of golf. The course is designed for students seeking the ability to prepare instruction and practice activities for teaching and coaching. A variety of topics will be addressed, including golf swing technique, rules, and etiquette.

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

This course provides study and practice in the areas of conditioning and professional instruction in the rules, techniques and strategies of tennis. The course is designed for students seeking the ability to prepare instruction and practice activities for teaching and coaching. A variety of topics will be addressed, including forehand and backhand and serve.

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

This course provides study and practice in the areas of conditioning and professional instruction in the rules, techniques and strategies of basketball. The course is designed for students seeking the ability to prepare instruction and practice activities for teaching and coaching. A variety of topics will be addressed, including ball handling, shooting, and defensive and offensive strategies.

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

This course provides study and practice in the areas of conditioning and professional instruction in the rules, techniques and strategies of soccer. The course is designed for students seeking the ability to prepare instruction and practice activities for teaching and coaching. A variety of topics will be addressed, including offensive strategies, defensive strategies, and game preparation.

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

This course provides instruction and practice in the basic skills and team play of softball. This course is designed for students seeking the ability to prepare instruction and practice activities for teaching and coaching.

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

This course provides study and practice in the areas of conditioning and professional instruction in the rules, techniques and strategies of Track and Field. The course is designed for students seeking the ability to prepare instruction and practice activities for teaching and coaching. A variety of topics will be addressed, 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or 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 UC/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 preparatory 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 UC/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

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 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 UC/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 UC/CSU, see counselor for limitations.

PEIA 9AD 3.0 units

Golf (Men)

10.0 hour laboratory
 Recommended Preparation: Admission is limited to tryouts.
 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 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 UC/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 UC/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 UC/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

This course 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 UC/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

This course implements a diverse intercollegiate athletics program 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

This course is intended to provide advanced preparatory instruction for participation in men's intercollegiate track and field. It is designed for try-outs, out-of-season conditioning and strength and cardio respiratory training.

Transfer Status: Transferable to UC/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 UC/CSU, see counselor for limitations.

PEIA 23AD 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

This course is offered to students who are interested in playing intercollegiate athletics (basketball) and for students who possess advanced basketball skills and knowledge of the game and knowledge of its rules and regulation.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PEIA 27M1 1.5 units

Basketball (Women)

5.0 hours laboratory

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 UC/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 UC/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
 This class is offered as a part of a diverse program of intercollegiate athletics for women of exceptional ability which fulfills the legal requirement for physical education activity.
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 UC/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 UC/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
 This class 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 UC/CSU, see counselor for limitations.

PEIA 37M1 **1.5 units**
Softball (Women)
 5.0 hours laboratory
 Grading: letter grade
 This class is offered as part of a diverse program of intercollegiate athletics for men and women of exceptional ability in softball, which fulfills the legal requirement for a physical education activity.
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
 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 participate with the intercollegiate swimming team.
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 UC/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
 This class 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 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 UC/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
 This course 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 UC/CSU, see counselor for limitations.

PEIA 43M1 1.5 units

Track & Field (Women)

5.0 hours laboratory
Grading: letter grade

This course 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 UC/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

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 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 UC/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 specific conditioning, techniques, strategies and instruction in the rules of water polo. The course is designed for women of exceptional ability who wish to prepare to participate with the intercollegiate water polo team.

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

This course 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

This course is an algebra and trigonometry based general physics course for students not majoring in physics or engineering. The course covers electric charge, Coulomb'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

This course 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

This course 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

This course 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
This course 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
This course is an introduction to the principles and issues of government and the political process in a diverse society, emphasizing the U.S. government and California state and local governments. The course 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
Recommended Preparation: ENGL 1
Grading: letter grade
This course is an introduction to the principles and issues of government and the political process in a diverse society, emphasizing the U.S. government and California state and local governments. The course 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 2 3.0 units

Comparative Government

3.0 hours lecture
Grading: letter grade or credit/no credit
This course is an introduction to the comparative analysis of governmental institutions and political processes of selected governments of the world with an emphasis on political and institutional development within countries. The course 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
This course is an introduction to recent and contemporary international relations, foreign policy-making institutions, and the politics of selected foreign states. This class 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
This Course is a general survey of U.S. Constitutional law and its origins, emphasizing the legal system and its interdisciplinary nature. 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

This course is an introduction to scientific exploration of human psychology and behavior. The course includes 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

This course is an introduction to the field of psychological science through consideration of such topics as human development, motivation, emotion, intelligence, learning, thinking, perception, personality, and social relations. It looks at individual differences, including the continuum from mental health to disorder. This course includes additional assignments not required in Psych 1.

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

The course provides a basic understanding of research designs and statistical techniques used in psychological investigation. Students perform a literature review, design an original research study, collect and analyze data, and write an APA-style 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

This course brings an application of psychological principles to one's everyday life, emphasizing the adjusting to life's challenges and growth toward one's potential. Stress is placed on self-awareness, self-management, interpersonal communication and the quality of interpersonal relationships.

Transfer Status: Transferable to CSU, see counselor for limitations.

PSYCH 6 3.0 units

Physiological Foundations of Psychology

3.0 hours lecture

Recommended Preparation: PSYCH 1

Grading: letter grade

Physiological Foundation of Psychology is an introduction to the physiological aspects of human behavior including the central and peripheral nervous system and the endocrine system. It explores the physiological basis for cognition, consciousness, motion, motivation, learning, sensation, perception, memory, sex drive, addiction and psychopathology. This is an essential course for psychology majors, and health professionals would find this course very useful.

Transfer Status: Transferable to UC/CSU, see counselor for limitations.

PSYCH 10 3.0 units

Human Sexuality

3.0 hours lecture

Grading: letter grade or credit/no credit

This course is an introduction to human sexuality from a psychophysiological perspective. Included are its historic development, cultural, religious and

sociological influences, trends, variations, deviations and dysfunctions. This course is not open for credit 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
 This course is designed to explore how an individual's behavior, thoughts and feelings are influenced by the presence, characteristics and actions of others. This course will familiarize students with description, analysis and prediction of interpersonal behavior. A variety of topics will be addressed, including interpersonal attraction, conflict resolution, conformity and the influence of social roles on 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
 This class is a survey of maladaptive behaviors, including neurosis, psychosis, substance abuse, sexual deviation, retardation, 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
 This is an introductory level course which addresses the principles and practices of public administration in national, state and local government agencies. The course outlines basic organizational patterns, internal management, administrative functions and responsibilities.
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
 This is an introductory level course which addresses the principles and practices of public administration in national, state and local government agencies. The course outlines basic organizational patterns, internal management, administrative functions and responsibilities.
Transfer Status: Transferable to CSU, see counselor for limitations.

PUBLIC AFFAIRS (PUBAF)

PUBAF 601 0.0 unit

Analysis of World Affairs
 2.0 hours lecture
 Grading: LBCC Non-Graded Course
 This course is 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_TV 1 3.0 units

Introduction to Broadcasting
 3.0 hours lecture
 Grading: letter grade
 Introduction to Broadcasting explores the evolution of mass media and its impact on society. The class will analyze methods the media uses to persuade the consumer and become an educated viewer and evaluate their tactics.
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
 This course explores the various occupations in the radio and television field, including broadcast, cable, industrial and multimedia production. Students will investigate employment opportunities, as well as the required skills and personal qualifications necessary for employment in this element of the entertainment industry. Guest speakers will discuss current industry issues and standards.
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
 This course is designed for students to develop current computer operation skills and equipment systems related to the entertainment industry. No previous computer knowledge is necessary. It covers the basic use of hardware and certain software, Internet use, work processing, spreadsheet, database use, communications

applications, and basic digital audio and video production. The course will explore specific examples of how various applications are used in the entertainment industry.

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

This course examines pre-production principles and procedures common to all productions, emphasizing scripting and other writing skills unique to the radio, television, and film industry. It also explores budgeting, union, and legal issues.

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

A critical television viewer analyzes the power of television as a modern tool of mass communication. Issues studied in this course include 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

This course is a 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. Work in this course goes beyond what is currently offered in other courses in the Radio/TV program.

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, 4.1 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time in radio, television, film, or multimedia directly related to an occupational goal or career of interest to the student.

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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time in radio, television, film, or

multimedia directly related to an occupational goal or career of interest to the student.

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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time in radio, television, film, or multimedia directly related to an occupational goal or career of interest to the student.

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

This course is a 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 and film industries. Budgeting, casting, legal issues and other production problems are addressed.

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

This course is an introduction to the voice-over business, including voice analysis. It involves analyzing, marking, and reading copy; the demo tape; finding an agent; and the audition. 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

This course covers trends and factors affecting the value of real estate, the nature and classification of real estate economics, the development of property, construction and subdivision, economic values and real estate evaluation, real estate cycles and business fluctuations, residential market trends, and real property trends. This course may be used as an elective course for persons seeking a California Real Estate Salesperson license and is a required course for persons seeking a California Real Estate Broker license.

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 for homeowners, persons preparing for advanced study in specialized real estate courses, and those preparing for real estate license exams. This course is one of three required courses for persons seeking a Real Estate Salesperson license and is an elective course for persons seeking a Real Estate Broker license.

Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 81A 3.0 units

Real Estate Practices

3.0 hours lecture

Grading: letter grade

This course covers practices in real estate sales and brokerage, including prospecting, listing, advertising, financing, sales techniques, escrow, and ethics. This course is one of the required courses for persons seeking a Real Estate Salesperson license or a Real Estate Broker license.

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

This course covers basic appraisal principles, basic appraisal procedures, and residential appraisal report writing. Emphasis is on appraisals of single-family residential properties. Successful completion of this course satisfies up to 54 hours of the 150 hours required to obtain a Trainee or Residential Appraisal license. This course is required for persons applying for a Real Estate Broker's license and can be used as elective for persons applying for a Real Estate Salesperson's license.

Transfer Status: Transferable to CSU, see counselor for limitations.

REAL 86 3.0 units

Advanced Real Estate Appraisal

3.0 hours lecture, 1.0 hour laboratory

Recommended Preparation: REAL 80 and REAL 85

Grading: letter grade

This course covers residential market analysis, highest and best use, site valuation, the cost, sales comparison, and income approaches to valuation, and appraisal report writing and case studies for residential properties. This course provides part of the education requirements for the Office of Real Estate Appraisers Trainee and Residential license levels and can be used as an elective for the Real Estate Broker's license.

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

This competency-based course prepares students with skills for entry-level positions in an escrow office or to improve their knowledge in real estate. Focus is on understanding the escrow process and accurately completing necessary documents. This course may be used as an elective course for persons applying for the California Real Estate Salesperson or Real Estate Broker license.

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 is a practical approach to the principles and practices of managing apartments and other income properties. Topics include leasing, owner and manager objectives, management plans, landlord-tenant law, evictions, prohibited discrimination, property maintenance; management office administration, and human relations. This course can be used as an elective course by persons applying for the Real Estate Salesperson's and Broker's licenses with the California Department of Real Estate.

REAL 271AD 2.0 units

Work Experience-Real Estate

1.0 hour lecture, 4.1 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

REAL 282 3.0 units

Computer Applications in Real Estate

3.0 hours lecture

Grading: letter grade or credit/no credit

This course covers basic computer hardware, software, and Internet resources available to enhance productivity for Real Estate professionals. The course introduces students to the computer hardware typically found in a real estate office and numerous general and commercial software products designed for or used in the real estate industry. Emphasis is placed on Internet tools and resources for California Real Estate Salespersons and Brokers. This course can be used as an elective course for the Real Estate Salesperson and Broker's licenses.

REAL 286 1.0 unit

Real Estate Appraisal- USPAP

1.0 hour lecture

Prerequisite: REAL 85

Grading: letter grade or credit/no credit

This course is designed to aid appraisers in all areas of appraisal practice to understand the Uniform Standards of Professional Appraisal Practice (USPAP) and be able to incorporate USPAP into their practice. This course fulfills the 15-hour requirement, as established by the California Office of Real Estate Appraisers (OREA) and The Appraisal Foundation, for licensing and certification of real estate appraisers.

REAL 288 3.0 units

HOA Management and CIDs

3.0 hours lecture

Grading: letter grade or credit/no credit

This course is a study of the legal and practical aspects of owning, managing, purchasing and selling common interest developments (CID), including condominiums and planned developments, and the management of related Homeowner Associations (HOA). The course covers CC&Rs and other CID governing documents, and

role of the HOA Board of Directors and professional managers. This course can be used as an elective course to meet the education requirements for the California Real Estate Salesperson and Broker licenses.

SHEET METAL (SHMET)

SHMET 201 10.0 units

Sheet Metal 1

5.0 hours lecture, 12.0 hours laboratory, 0.6 hour supplemental learning

Grading: letter grade or credit/no credit

This course is designed to provide the student with a basic introduction to sheet metal fabrication and layout. Students will learn to identify and safely operate hand tools and power machinery used in sheet metal fabrication. They will be instructed in the characteristic and properties of different sheet metal materials. The course will introduce students to measurement, shop math and sheet metal layout. Students will be assigned and evaluated on lab projects which will involve sheet metal layout, forming and fabrication and include the use of mechanical seams, welding and soldering techniques. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

SHMET 202 10.0 units

Sheet Metal 2

6.0 hours lecture, 12.0 hours laboratory, 0.6 hour supplemental learning

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. Students will also be introduced to PlasmaCam and Design2Fab software and the CNC operation of a plasma table. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

SHMET 203 10.0 units

Sheet Metal 3

6.0 hours lecture, 12.0 hours laboratory, 0.6 hour supplemental learning

Grading: letter grade or credit/no credit

This course will cover the topics of work place safety practices, will cover the topics of inert gas arc welding, triangulation surface development and fabrication techniques when working with aluminum and stainless steel. The student will also work with PlasmaCam and Design2Fab software in designing sheet patterns and the operation of the plasma cutting machine. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course content.

SHMET 204 10.0 units

Sheet Metal 4

6.0 hours lecture, 12.0 hours laboratory, 0.6 hour supplemental learning

Grading: letter grade or credit/no credit

This course will cover traditional and CAD layout of flat sheet metal patterns. The advanced student will learn the

safe operation and setup of the press brake, the rollformer, the tube bender and the ironworker. Students will incorporate modern layout techniques along with machinery operation to develop advanced fabrication projects. Students will be required to attend 10 hours in the CTE Success Center for specially designed activities and assignments that relate to this course content.

SHMET 220A 4.0 units

Basic Sheet Metal Layout and Fabrication

3.0 hours lecture, 4.0 hours laboratory, 0.3 hour supplemental learning

Grading: letter grade or credit/no credit

This course is designed to provide the student with a basic introduction to sheet metal fabrication and layout. Students will learn to identify and safely operate hand tools and power machinery used in sheet metal fabrication. They will be instructed in the characteristics and properties of different sheet metal materials. The course will introduce students to measurement, shop math and sheet metal layout. Students will be assigned and evaluated on lab projects which will involve sheet metal layout, forming and fabrication and include the use of mechanical seams, welding and soldering techniques. Students will be required to attend 5 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

SHMET 220B 4.0 units

Advanced Sheet Metal Layout/ Fabrication

3.0 hours lecture, 4.0 hours laboratory, 0.3 hour supplemental learning

Corequisite- SHMET 220A or SHMET 201 or SHMET 320M1 and SHMET 320M2.

Grading: letter grade or credit/no credit

This course is designed for people working in or wishing to enter the Sheet Metal trades in the fields of air conditioning, industrial sheet metal or architectural sheet metal. This course will provide comprehensive instruction in advanced sheet metal layout, including parallel lines, radial lines and triangulation. Students will be introduced to the safe setup and operation of sheet metal fabrication power equipment with emphasis on training equal to industry standards. The course will also introduce the student to CNC operations as related to the sheet metal trade. Students will be required to attend 5 hours in the CTE Success Center for specially designed activities and assignments that relate to this course's content.

SHMET 220C 4.0 units

Power Metalworking Machine Operations

3.0 hours lecture, 4.0 hours laboratory

Corequisite- SHMET 220A or SHMET 201 or SHMET 320M1 and SHMET 320M2.

Grading: letter grade or credit/no credit

This course is designed for people working in or wishing to enter the Sheet Metal trades in the fields of air conditioning, industrial sheet metal or architectural sheet metal. This is a comprehensive course in powered sheet metal power fabrication equipment. The course will cover the safe setup and operation of press brakes, ironworkers, turret punch, rotary machines, welders, shears, rollformers, tube benders, and notchers. Individualized hands-on experience in tool set-up and job shop performance equal to industry standards will be provided.

SHMET 220D 4.0 units

Sheet Metal CNC Fabrication Systems

3.0 hours lecture, 4.0 hours laboratory

Corequisite- SHMET 220A or SHMET 201 or SHMET 320M1 and SHMET 320M2.

Grading: letter grade or credit/no credit

This course is designed for people working in or wishing to enter the Sheet Metal trades in the fields of air conditioning, industrial sheet metal or architectural sheet metal. This is a comprehensive course on CNC Sheet Metal Fabrication software as it relates to turret punch, press brake, plasma cutter and tube bender. The course will cover the design of sheet metal products using various software and the fabrication of this products using a CNC controlled turret punch, press brake and plasma cutter.

SHMET 221 2.0 units

Sheet Metal Blueprint Reading

2.0 hours lecture

Recommended Preparation: SHMET 220A or SHMET 201 or both SHMET 320M1 and SHMET 320M2

Grading: letter grade or credit/no credit

This course covers the principles of interpreting building blueprints and specifications required by the sheet metal worker. The student will learn to use building plans and specifications to layout, order, fabricate and install HVAC systems. The course also introduces the basic components used in a HVAC installation.

SHMET 223 2.0 units

Sheet Metal Duct Systems and Fabrication

2.0 hours lecture

Recommended Preparation: SHMET 220A or SHMET 201 or both SHMET 320M1 and SHMET 320M2

Grading: letter grade or credit/no credit

This course is designed to introduce the student to techniques used to install sheet metal duct systems. Various types of duct systems and their components will be discussed.

SHMET 271AD 2.0 units

Work Experience-Sheet Metal

1.0 hour lecture, 4.1 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

SHMET 272AD 3.0 units

Work Experience-Sheet Metal

1.0 hour lecture, 8.3 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time directly related to occupational goal or career of interest to the student.

SHMET 273AD 4.0 units

Work Experience-Sheet Metal

1.0 hour lecture, 12.5 hours laboratory
 Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.
 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/volunteer time directly related to occupational goal or career of interest to the student.

SHMET 320M1 2.0 units

Basic Sheet Metal Layout and Fabrication

1.5 hours lecture, 2.0 hours laboratory
 Grading: letter grade or credit/no credit
 This course is the first part of two modules and together these modules are equivalent to SHMET 220A. This course is designed to provide the student with a basic introduction to sheet metal fabrication and layout using simple pattern development. Students will learn to identify and safely operate hand tools used in sheet metal fabrication. They will be instructed in the characteristics and properties of different sheet metal materials.

SHMET 320M2 2.0 units

Basic Sheet Metal Layout and Fabrication

1.5 hours lecture, 2.0 hours laboratory
 Grading: letter grade or credit/no credit
 This course is the second part of two modules and together these modules are equivalent to SHMET 220A. This course will introduce the student to sheet metal layout and fabrication techniques using parallel line development. Students will learn to identify and safely operate power machinery used in sheet metal fabrication along with the introduction of welding, plasma cutting and soldering procedures used in the sheet metal industry.

SHMET 420AD 2.0 units

Sheet Metal Fabrication

6.0 hours laboratory
 Recommended Preparation: SHMET 220A or both SHMET 201 or SHMET 320M1 and SHMET 320M2.
 Grading: letter grade or credit/no credit
 This course is designed for the student who wishes to explore basic sheet metal fabrication as well as for the person working in the sheet metal industry who desires to upgrade their skills. The course will cover the safe use of hand and power tools, and the setup and safe operation of sheet metal fabrication equipment. This course will provide a basic introduction to sheet metal drafting and layout, along with sheet metal joining techniques which include mechanical seams, welding and soldering.

SHMET 421AD 1.0 unit

Sheet Metal Layout

3.0 hours laboratory
 Recommended Preparation: SHMET 220A or both SHMET 201 or SHMET 320M1 and SHMET 320M2.
 Grading: letter grade or credit/no credit
 This course will address the techniques used in basic sheet metal lab and fabrication. The course will also reinforce safe and correct setup and use of sheet metal fabrication machinery and hand tools. This class is an open entry/exit program, and it will require a completion of 54 lab hours.

SHMET 423AD 3.0 units

Sheet Metal Layout

9.0 hours laboratory
 Recommended Preparation: SHMET 220A or both SHMET 201 or SHMET 320M1 and SHMET 320M2.
 Grading: letter grade or credit/no credit
 This course will address the techniques used in basic sheet metal lab and fabrication. The course will also reinforce safe and correct setup and use of sheet metal fabrication machinery and hand tools. This class is an open entry/exit program, and it will require a completion of 162 lab hours.

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 approach or team teaching drawn from the Humanities and the Social Sciences. It covers the study of two or more major cultures to determine how these human communities met their basic biological, material, religious and intellectual needs, and experienced both continuity and change through time. This course is not open for credit to students who have completed Humanities 1H, Humanities 1, or Social Science 1H.

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
 This course compares and contrasts major civilizations using an interdisciplinary approach or team teaching 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, religious and intellectual needs, and experienced both continuity and change through time. This course is part of the Honors Curriculum. This course is not open for credit to students who have completed Humanities 1, Humanities 1H, or Social Science 1.

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. This course is not open for credit to students registered in or with credit in HUMAN 7.

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

Recommended Preparation: 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 13 3.0 units

Sociology of Latinos

3.0 hours lecture

Grading: letter grade

This course is a survey of the sociology of Latinos in the United States, with a focus on their contemporary cultural and socio-economic conditions. Study will include a review of the immigration patterns of various Latino groups and their experiences with important social processes and institutions in the U.S. The effects of immigration status, race, class, gender, and Latino responses to discrimination will also be examined.

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.

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 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

This course is designed to study the relationship between communication and culture. Emphasis is placed on the development of intercultural competence through the examination and understanding of the following: cultural worldviews, cultural identities, dominant U.S. cultural patterns, diverse cultural patterns, cultural rules of interaction, linguistics, and nonverbal 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 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.

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
 This course 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
 This course introduces the student to acting through the process of personalization. The student actor discovers and explores in him/herself qualities and experiences which are legitimate dimensions of the role he/she is creating. The course explores the concept of personalization through relaxation, 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
 This course is an introduction to the use of the human

body as an instrument of expression. The course provides for 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

The course provides a lucid view of the voice as an instrument of human communication. Through a series of exercises the student will free, develop and strengthen their voice. The student will practically realize an actor's sensibilities through vocal expression.

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

The course will consist of an exploration of the various applications of theatrical improvisation. Drawing from both playwrights, published routines 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 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 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

This course is an advanced application of the theory and principles of stage movement within specialized areas, such as mime, mask characterization, juggling and period movement styles. This course 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

This course focuses on 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

This course is a study of the theory, techniques and application of scenic design for the stage including the use of painting, construction and manipulation of stage scenery. Students will gain practical experience in construction of scenery for Theatre Arts Department productions.

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

This course is a study of the theory, techniques and application of stage lighting. It includes the use of lighting materials and equipment, experimenting with light and color, and lighting a stage for department productions.

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

This course presents techniques of construction of costumes and accessories for the stage, including use of fabrics, materials and equipment. Additionally, this course contains 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 students with a generalized background in drama to explore in-depth a specific aspect of theatre arts in both theory and execution and is not covered in other courses currently offered.

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 1B and TART 1C and TART 2

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. Various types of auditions will be explored, including but not limited to; stage, film & television auditions, commercial auditions and cold-reading technique. Guest lecturers may be part of the class and simulated auditions plus filming students in simulated auditions will aid in the 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

This course provides an introduction to the lodging and food service industry, to explain the complex interrelationships involved in the business, and to stress the variety of career opportunities available. People who are certain to benefit from this course include those working in the industry, or those entering or thinking of entering the industry.

Transfer Status: Transferable to CSU, see counselor for limitations.

THRH 22	3.0 units	THRH 28	3.0 units
Front Office Procedures 3.0 hours lecture Grading: letter grade This course 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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i>		Convention Management & Meeting Planning 3.0 hours lecture Grading: letter grade This course 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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i>	
THRH 24	3.0 units	THRH 30	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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i>		Hospitality Sales and Marketing 3.0 hours lecture Grading: letter grade This course 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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i>	
THRH 25	3.0 units	THRH 31	3.0 units
Hospitality Law 3.0 hours lecture Grading: letter grade This course 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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i>		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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i>	
THRH 26	3.0 units	THRH 33	3.0 units
Hospitality Supervision 3.0 hours lecture Grading: letter grade This course is 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. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i>		Housekeeping & Security Management 3.0 hours lecture Grading: letter grade This course presents a systematic approach to managing housekeeping operations in the hospitality industry. It also explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, and discusses guest protection and internal security for asset protection. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i>	
		THRH 39	3.0 units
		Hospitality Industry Computer Systems 2.5 hours lecture, 1.5 hours laboratory Grading: letter grade This course 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; and focuses on computer-based property management systems of both front office and back office functions. <i>Transfer Status: Transferable to CSU, see counselor for limitations.</i>	

THRH 271AD 2.0 units

Work Experience — Hotel/Restaurant Mgmt

1.0 hour lecture, 4.1 hours laboratory

Corequisite: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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: Concurrent enrollment in at least one additional course in the discipline which the Work Experience is assigned.

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/volunteer time 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

This course 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

This course will teach how to develop and implement an effective purchasing program, focusing on issues pertaining to supplier relations and selection, negotiation and evaluation. It 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

Grading: letter grade

This course 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. It also presents principles and theories to support and reinforce the practical aspects.

Transfer Status: Transferable to 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, 0.6 hour supplemental learning

Grading: letter grade or credit/no credit

This course is an introduction to welding, emphasizing oxy-acetylene welding, oxy-acetylene cuttings, braze welding and pipefitting. It is 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. Students are required to attend 10 hours at the Career Technical

Education (CTE) success center for specially designed activities and assignments that relate to this course content.

WELD 212 9.0 units

ARC Welding & Fabrication

5.0 hours lecture, 13.3 hours laboratory, 0.6 hour supplemental learning

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. Students are required to attend 10 hours at the Career Technical Education (CTE) success center for specially designed activities and assignments that relate to this course content.

WELD 213 9.0 units

Advanced ARC Welding

5.0 hours lecture, 13.3 hours laboratory, 0.6 hour supplemental learning

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. Students are required to attend 10 hours at the Career Technical Education (CTE) Success Center for specially designed activities and assignments that relate to this course content.

WELD 214 9.0 units

Inert Gas Welding (Heliarc, MIG)

5.0 hours lecture, 13.3 hours laboratory, 0.6 hour supplemental learning

Grading: letter grade or credit/no credit

This course is an introduction to 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. Students are required to attend 10 hours at the Career Technical Education (CTE) Success Center for Specially designed activities and assignments that relate to this course content.

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 uncorrected 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

This course covers the techniques of arc welding of steels, cast iron, aluminum, hard facing, cutting, safety practices and related information. This course may take a maximum of four semesters.

WELD 411AD 1.0 unit

Welding (ARC)

3.0 hours laboratory

Grading: letter grade or credit/no credit

This course provides practice in arc welding procedures on various types of metal and the opportunity to 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

This course explores the 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 is included. May take a maximum of four semesters.

WELD 461AD 1.0 unit

Oxygen Acetylene Welding

3.0 hours laboratory

Grading: letter grade or credit/no credit

This course is a study of the 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 provides the study and practice with 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

This course provides practice in the techniques of metallic and tungsten inert gas welding, welding of steels, aluminum, magnesium, cast iron and safety practices.

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

Welding Practice

1.0 hour laboratory

Grading: LBCC Non-Graded Course

This course offers the new student or a former student additional assistance in welding and or helps improve mastery of a specific welding position. Also, a student can use this course to practice for a practical performance test.

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Culinary ArtsRomain Bertein
Public Services Ralph De La Ossa
Social Science..... Ray Sumner

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- CONN, JUDY C.**
English, Reading
- CONOVALOFF, ELAINE**
Health Education
- CONTRERAS, THEODORE R.**
English
- COOK, RaSHANDA**
Child Development
- COOPER, CHAPMAN J.**
Music
- COOPER, KAREN L.**
Computer & Information Science
- COPELAND, JAN A.**
English as a Second Language
- CORDERO, MARIO**
Political Science
- CORRAL, KENNETH J.**
Art
- COSTANZO, ANTHONY J.**
English as a Second Language
- COTTER, ALISON**
English
- COWAN, JANICE D.**
Registered Nursing
- CRADDOCK, JONATHON P.**
History
- CRAWSHAW, JULIE**
Allied Health
- CRISOLOGO, BEJIE**
Vocational Nursing
- CRON, DAVID B.**
English as a Second Language
- CROUCH, CATHERINE A.**
Biology
- CRUTCHFIELD, RASHIDA M.**
Sociology
- CUDDIHY, WILLIAM J.**
History
- CUNRADI, GEORGIA ANN**
Geology
- CURINGTON, DEBBIE A.**
Nursing
- CURL, BEVERLY**
Public Services
- CURRY, MARY JO**
English, Reading
- CURTIS, ELIZABETH R.**
Psychology
- DAHI, KHETAM**
English as a Second Language
- DAHMS ROGERS, KATHLEEN**
English, Reading
- DAKDOUK, ROULA R.**
Mathematics
- DAMMENA, DIMETROS W.**
Mathematics
- DANIEL-BERHE, SQUARE K.**
Computer Science, Mathematics
- DANIELS, JA'NET**
English
- DARR, NORMA M.**
English
- DAUGHERTY, SARAH**
English
- DAVID, ALEXANDER Z.**
Film
- DAVIES, AGNES S.**
English, Reading & Writing
Center
- DAVIS, ALICIA M.**
Child Development
- DAVIS, ERIN J.**
Child Development
- DAVIS, PATRICIA**
Accounting
- DAWKINS, MARCIA A.**
Center for Learning Assistance
- DEERING, CHARLES F.**
Welding
- DEES, LAUREN M.**
Art
- DEGUIRE, LINDA J.**
Communicative Disorder
- DeFRANCE, ROBERT S.**
English
- DeJAGER, JILL L.**
Food and Nutrition
- De La TIERRA, TATIANA**
Library
- De LIMA, MARGUERITE E.**
English as a Second Language
- De LOS RIOS, KATYA**
Economics
- DEL VALLE, LUPE T.**
Nursing, Associate Degree
- DENMAN, JOHN F.**
Anthropology
- DEVALL, BRANDIE G.**
Administration of Justice
- DI GIOVANNI, SYBIL B.**
Basic Adult Education
- DIAZ, CARLOS O.**
English as a Second Language
- DIAZ-BROWN, WILLIAM**
History
- DIRANNA, DAVID R.**
Cabinet Making
- DISNER, EVY**
English as a Second Language
- DITTMAR, DANI-SUE**
Radio & Television
- DOLAS, CHRIS J.**
Aviation Pilot
- DOUGLAS, MELISSA R.**
Physical Education
- DOWLATSHAHI, KRISTINA**
Speech
- DOWLING, DENISE E.**
English
- DRAGHI, JOHN P.**
Physical Education
- DROBNY, MARY M.**
Art
- DU BOIS, HENRY J.**
Library
- DUENAS, H. ANTHONY**
Basic Adult Education
- DUMARS, DENISE D.**
English
- DUVALL, MARY**
English
- EDWARDS, ARNETTE S.**
Counseling
- EDWARDS, SCOTT**
Film
- EI-ABYAD, ABDELWAHAB**
Mathematics
- ELDRED, GERRY L.**
English as a Second Language
- ELLIS, ROBERT**
Biology
- ELSAYED, MOHAMAD**
Mathematics

- ENDICOTT, SUSAN C.**
Vocational Nursing
- ENGELBACH, JONATHAN P.**
Electricity
- ENGELHARDT, JAMES F.**
Theatre Arts
- ESSAYLI, MOUSSA**
Mathematics
- ESTEPHAN, JOSEPH**
Mathematics
- ESTES, MERION M.**
Art
- ESTRELLA, JEREMY J.**
Speech
- EWING, CHRISTY J.**
Nursing, Associate Degree
- EYRE, KELLY**
English
- FACTOR, HELEN J.**
English as a Second Language
- FAIRBANKS, GERALD W.**
Family & Consumer Studies
- FANNON, CECILIA A.**
Film
- FAREWELL, WENDY H. B.**
English as a Second Language
- FARGO, BRYAN D.**
Diesel Mechanics
- FARRINGTON, BRENDA**
History
- FARWELL, LAUREN L.**
Psychology
- FAVREAU, JANET J.**
Music
- FEHRENBACH, PAULA J.**
Music
- FEINER, HENRI**
Mathematics
- FERRY, MICHELLE LYNN**
History
- FERUZZI, CAROLYN**
Counselor
- FINNERTY, EDWARD W.**
Physical Education
- FLAMING, SUSAN L**
Emergency Medical Tech
- FLORES, ELIZABETH N.**
Counseling
- FLORES, MIGUEL A.**
Architectural Design
- FOGEL, SETH D.**
Administration of Justice
- FORBES, JUNKO**
Mathematics
- FORSELL, ERIK F.**
Film
- FOX, CLIFFORD G.**
Computer & Business
Information Systems
- FOX, STEVEN S.**
Art
- FRANCE, NEIL A.**
Photography, Journalism
- FRANZ-KNIGHT, KIRA**
Fashion
- FREED, ROD A.**
Mathematics
- FREEDMAN, RICHARD O.**
Theater Arts
- FREEH, RODNEY E.**
Architecture/Drafting
- FREIBURGER, STEVEN**
Computer & Business
Information Systems
- FRESCH, MARCIA A.**
English
- FROST, THOMAS J.**
Philosophy
- FRYE, CYNTHIA L.**
Journalism
- FUA, CLAUDIA M.**
Fashion
- FUCHS, JOHN D.**
Administration of Justice
- GAGEN, LAUREL M.**
Physical Education
- GALIAS, DIANA B.**
Physical Education
- GALVEZ, DELMY M.**
English as a Second Language
- GAM-HUDSON, MARLA**
Theatre Arts, Creative Arts
- GAMMA, CORINA D.**
Photography
- GAMMO, JOEL**
Physiology
- GARCIA, DIANA**
Biology
- GARCIA, ENRIQUE**
English as a Second Language
- GARCIA, ERLINDA R.**
Family & Consumer Studies
- GARCIA, JAMES**
Sociology
- GARCIA, ROBERT L.**
Diesel Mechanics
- GARRET, CURTIS**
Auto Mechanics
- GARVIN, TIMOTHY ANDREW**
History
- GARY, ROBERT D.**
Counseling
- GEORGE, ALMA R.**
Learning & Academic Assistance
- GERDTS, NANETTE M.**
English, Reading
- GHAFALEHBASHI,
MOHAMMAD M.**
Mathematics
- GIANUNZIO, TAREETIP**
English as a Second Language
- GIBBINS, ANITA L.**
Family & Consumer Studies
- GILBERT, DEAN**
Biology
- GILLIS, CARA L.**
Philosophy
- GLASSMAN, JULIA**
English
- GLOVER, CHRISTOPHER S.**
English, Writing & Reading
Center
- GODFREY, SCOTT E.**
Career Technology Success
Center
- GODWIN, SUSAN E.**
Mathematics
- GOLD, DEBRA ANN**
English as a Second Language
- GOLDNER, ALICIA**
Psychology, Human Services
- GOMES, SHANE L.**
Psychology
- GOMEZ-ORTIGOZA, LINDA J.**
Fashion Design
- GONZALEZ, ELIZABETH**
English, Reading & Writing
Center
- GONZALEZ, KERI M.**
Nursing, Associate Degree
- GORDON, LYNDA LEE**
Biology
- GRAHAM, JIANNING Y.**
English as a Second Language
- GRAHAM, KENNETH L.**
Political Science
- GRANTHAM, CONNIE F.**
Physical Education

- GRAS, LAUREN**
English
- GREENBERG, BRUCE A.**
Business, Law
- GREENE, CHAD J.**
Writing & Reading Center
- GREER, DAVID H.**
Air Conditioning/Refrigeration
- GREGORY, FAYE M.**
Vocational Nursing
- GREY, GENE**
Philosophy
- GROOMS, JEAN R.**
English
- GROTE, PATRICIA B.**
Computer Applications & Office
Technology
- GRUTZMACHER, WAYNE T.**
History
- GUADAGNINI, ROSIE MARIE**
Nursing
- GUEFFROY-BARKER,
JEANNETTE V.**
Physical Education
- GUITERREZ, ERIKA**
Sociology
- GUITERREZ, KIMBERLY P.**
English
- GUTIERREZ, LETICIA**
Spanish
- GUZIK, ELIZABETH A.**
English, Writing & Reading
Center
- HA, DONGQUAN**
Physical Education
- HADDIX, CARRIE C.**
English
- HAEHL, DONNA S.**
English as a Second Language
- HAGHIGHAT, SHAYMA**
Speech Communication
- HALEWIJN, DANIELLE C.**
Food and Nutrition
- HALL, HOLLY M.**
Child Development
- HAMM, DEBORAH L.**
Communicative Disorder
- HAMZA, HAMZA A.**
Mathematics
- HANEY, BERNADETTE A.**
English
- HANSON, TANNIS G.**
Theatre Arts
- HARRIS, JERMAINE M.**
Economics
- HARRIS, WILLIAM C.**
Drafting & Mechanical Design
- HARRISON, ELEANOR C.**
Anthropology
- HAVEN II, MICHAEL P.**
English
- HAVENS, CRAIG G.**
Photography
- HAWK, GUTA T.**
Dance
- HAY-LAVITT, ALISON**
Political Science
- HEBER, LESLIE A.**
CBIS, CAOT, CLAS
- HELDBERG, FREDERICK W.**
Forklift
- HELLER, ROSEANNE**
Food & Nutrition
- HEMKER, FREDERICK**
Political Science
- HENDRICKS, GRETA R.**
English as a Second Language
- HENDRIX, JEFFREY G.**
Dance
- HENEKS, KASARA**
Mathematics
- HENG, NAY S.**
English as a Second Language
- HEREDIA, CLAUDIA**
Child Development
- HERRERA, JILL M.**
Child Development
- HERSHENSON, KENNETH B.**
Aviation Maintenance
- HEYES, ROBERT M.**
Physical Education
- HIGGINS, KOLLEEN M.**
English
- HILBORN, LISA L.**
Physical Education
- HILL, GLEN P.**
Auto Mechanics
- HINDMAN, ELIZABETH A.**
English
- HINTON, MARION F.**
Library
- HOBBICK, CHARLES**
Aviation Maintenance
- HOERNER, DAWN H.**
Vocational Nursing
- HOFFERD, RICHARD J.**
English as a Second Language
- HOGUE, STEVE R.**
Aviation Maintenance
- HOHENSEE, JO ANNE**
English as a Second Language
- HOLBROOK, NANCY**
Nursing
- HOOTEN, DANA R.**
Learning & Academic Resources
- HOOVLER, PATRICIA J.**
English
- HOPKINS, ALAN**
Mathematics
- HOWARD, CHARLA V.**
English
- HUCKER, DONALD W.**
Management
- HUERTA JR. SALOMOM M.**
Art
- HUFF, LIBBY C.**
Business, International
- HUGHES, CHARLES**
CAOTC
- HUNTER, ELLA M.**
English
- HUNTER, SUSAN V.**
Real Estate
- IBANEZ, CRAIG G.**
Fire Science
- IBRAHIM, MAJED S.**
Mathematics
- ICARO-BOISER, RUBIROSA**
Counseling
- IGOUDIN, ALEX L.**
English as a Second Language
- IRWIN, CURTIS**
Auto Mechanics
- ITO, MANAMI**
Japanese
- IZANIAN, ARA A.**
Electricity
- JACKSON, TRIMEKA W.**
Physical Education
- JACOBI, ARIE W.**
Mathematics
- JACOBSEN, VICTOR G.**
Physical Education
- JAGODINA, MARIANNA**
Mathematics
- JAHANI, FEREDOUN**
Mathematics

JALALI, SAMMUEL M. Statistics	KANE, EDWARD Library	KNUUTILA, JILL M. Nursing, Associate Degree
JAMES, RICHARD L. Physical Education	KANEMARU, WENDA L. Basic Adult Education	KOBA, DEAN N. Music
JANOLINO, GRACELYN D. Food and Nutrition	KANG, CHAN Mathematics	KOBATA, SARAH A. Counseling
JAYNES, WILLIAM E. Art	KASA, DAVID P. Physical Education	KOLISNYK, CHRISTINE A. Fashion Design
JENSEN, KARIN Physical Education	KAWAOKA, APRIL K. Physical Education	KOLOKOTRONES, ALEXIA Speech Communication
JERVEY, ANNIE A. Physical Education	KEARNEY, KEVIN M. Music	KOMAI, STACY Physical Education
JETT, CLARKE W. Library	KEEN, PHILLIP MUSIC	KONYA, AMANDA E. Photography
JOHNSON, GARY T. Architecture	KENAH III, WILLIAM H. English	KOONS, KENNETH G. Public Affairs
JOHNSON, KIMBERLY K. Anatomy	KENDALL, CELIA A. English	KOTTAB, FARSIO Center for Learning Assistance
JOHNSON, KURT D. Fire Science	KENMUIR, SYLVIA J. Horticulture	KOVEN, MARLENE Spanish
JOHNSON, MARGARET M. Interior Design	KESSLER, JUDI A. Sociology	KRAMER, LIESKE J. Vocational Nursing Allied Health
JOHNSON, MARY B. Computer Applications & Office Technology	KHALILI, MAHNAZ Center for Learning Assistance	KRAWCZYK, SYLVIA M. Music
JOHNSON, MARY M. Nursing, Allied Health	KHAN, TANZIL A. Child Development	KREMENETSKI, KONSTANTIN V. Physical Geography
JOHNSON, ROGER R. Music	KHATIBI, HOUSHANG Sociology	KRUEGER, LARRY K. Speech
JOHNSON, STEVE E. Physical Education	KHERADYAR, HABIB Art	LaPORTA, MICHELE English
JOLLY, JEFFRY English	KILGORE, JAMES L. Chemistry	LADJIMI JR., PETE Chemistry
JONES, GABRIELLA Speech Communication	KIM, EDWARD B. Mathematics	LALANNE, HARRIS G. Food and Nutrition
JONES, KRIS D. Physical Geography	KIM, SARAH E. English as a Second Language	LAMAR, JANE Fashion Design
JONES, SHERYL Computer & Business Information Systems	KINDWEILER, MARIA English as a Second Language	LAMAS, CATHERINE English
JONGERIUS, ROBIN L. Fashion	KINRADE, KATHLEEN A. Vocational Nursing	LAMBROS, THEODORE Architecture/Drafting
JORDANOV, ZWETKO S. Mathematics	KITAGAWA, KUMIKO K. Japanese	LANCER, JARED R. Sociology
JOSEPH, SUSAN Art	KITRELL, CHRISTOPHER W. Theater, Dance & Film	LANCER, VALERIE Vocational Nursing
JULES, MICHAEL K. Counseling	KLEIN, BEN D. English	LANDON, HAROLD F. JR Theatre Arts
KAKOVITCH, SAMUEL English as a Second Language	KLINGBEIL, CYNTHIA N. Child Development	LANGEVIN, DELORES M. Mathematics
KALISKI, LUCY ANNE Physiology	KLUNE, ANTHONY J. Physical Education	LAU, LINUS S. Radio & Television
KANE, CLIFFORD C. English	KNAPP JR., MILO G. Drafting & Mechanical Design	

- LAUDICINA, PAUL F.**
Allied Health, Diagnostic
Medical Image
- LAW, JERRY M.**
Philosophy
- LAWLER, JEFFREY**
History
- Le BARBU, ANNE Y.**
French
- LEE LIN, JEAN S.**
Chemistry
- LEE, BETTY**
English, Reading
- LEE, MICHAEL**
Mathematics
- LEFFLER, KARIN L.**
Counseling
- LEHIGH, STEVEN M.**
Economics
- LEONGSON, JAIME A.**
Mathematics
- LEVINE, MICHAEL A.**
Business, General /Accounting
- LEVY, CHARLES S.**
Sociology
- LEWIS, EVERETT D.**
Film
- LEWIS, LINDA A.**
Dance
- LIAO, TING S.**
Biology
- LINARES, MANUEL**
Spanish
- LIONG, JOCELLE V.**
Library
- LOBLINER, ROBERT H.**
Chemistry
- LONG, JULIE R.**
Music
- LOONEY, NORMAN C.**
Art
- LOPES, KELLY M.**
English
- LOPEZ, ANTHONY C.**
Administration of Justice
- LOPEZ, MARCO A.**
Chemistry
- LOSCH, JESSICA**
Electricity
- LOUIS, IRIS G.**
Spanish
- LOW, SANDRA**
Art
- LUCA, NANCY J.**
Music
- LUCHTMAN, ALANA L.**
English as a Second Language
- LUGO, DENISE I.**
Art
- LUNA, KENNETH**
Spanish
- LY, THANH L.**
Counseling
- MACIAS, SUSAN E.**
English as a Second Language
- MACIVER, ELFRIEDE H.**
Communicative Disorder
- MACKOWIAK, JAMES F.**
Computer & Business
Information Systems
- MADSEN, RODNEY A.**
Economics
- MAGNO, HECTOR R.**
Interior Design
- MALEVITZ, PAUL J.**
English as a Second Language
- MALONEY, MICHAEL S.**
Physical Education
- MANLEY, JASON R.**
Art
- MANLOWE, MELINDA A.**
Speech
- MAPES, SUZANNE**
Photography
- MARCH, JAMES S.**
Accounting
- MARKSBURY, GARY**
History
- MARRUJO, LUCIENNE**
Physical Education
- MARSHALL, MARY C.**
Food and Nutrition
- MARTIN, GREGORY**
Music
- MARTIN, MELANIE A.**
English
- MARTINDALE, CYNTHIA L.**
Human Services
- MARTINEZ, KELLY J.**
Nursing, Associate Degree
- MAURO-ATKINSON, LUANNE**
Child Development
- MAZUREK, NANCY A.**
Child Development
- Mc CLAREN, WILLIAM P.**
Aviation Pilot
- Mc MILLAN, DONALD P.**
Business Administration
- McMILLEN, ROXANNE S.**
Computer Applications & Office
Technology
- McWHORTER, AMY L.**
Biology
- MEADE, EVELYN M.**
Speech Communication
- MEDINA, GLORIA**
Spanish
- MEDINA, JOHN L.**
Auto Mechanics
- MEHALE, AILALI**
Physical Education
- MEHTA, CHETNA S.**
Fashion
- MEIER, PATRICIA A.**
Allied Health
- MENACHEM, ISRAEL**
Mathematics
- MENARY, JOHN A.**
Geography
- MENDOZA, JAVIER M.**
Journalism
- MENKE, KENNETH D.**
English
- MERCADANTE, MICHAEL J.**
Environmental Science
- MERCADO, EFREN**
Physics
- MERCER, JAIME**
Food and Nutrition
- MERRILL, CHARLES F.**
Physical Education
- MESGHALI, FARID**
Mathematics
- MESHKINPOUR,
SHAGHAYEGH**
Architectural Design
- METOYER, REBECCA A.**
English, Reading
- MEYERS, ROBROY**
History
- MIKELAT, MARK R.**
Business, International
- MILLER, DANNY G.**
Computer & Business
Information Systems
- MILLER, MARIAN L.**
Human Services
- MILLER, ROBERT A.**
Art

MILLS, MICHAEL D. Physical Education	MORTON, ELAINE D. Counseling	NUNEZ, MARIA TERESA C. Spanish
MINEAR, SAMANTHA F. Art	MOTLEY, LaTONYA S. CAOTC	NUNO, HAYDEE J. Nursing, Associate Degree
MINO, JANE English as a Second Language	MUCCI, JAMES A. International Business	NYSSSEN, ADAM M. Physical Education
MINO, KATHERINE Z. Nursing	MUDUNURI, SHAIENDRA S. Anatomy, Physiology	O'BRIEN, ROSE English, Reading
MITCHELL, DOROTHY B. Human Services	MUDUNURI, SUMAN S. CAOTC	O'CONNELL, TINA LOUISE Nursing, Associate Degree
MIYAGAWA, JENNIFER A. Food & Nutrition	MUNICH, CHRISTINA Theater, Dance & Film	O'CONNOR, LAURA Draft & Mechanical Design, TEC
MOCHIZUKI, SHUNSUKE S. Japanese	MURILLO, MICAELA Counseling	O'NEIL, BRIAN P. History
MOEN, CAROLYN S. Electricity	MURPHY, BOBBIE ANN Vocational Nursing	OCHOA, JORGE Horticulture
MOGAN, JIMMY Auto Body	MUSSELMAN, BERNARD G. Nursing, Associate Degree	OKANE, JOHN R. English
MONCURE, CARMEN S. Administration of Justice	MYERS, DARYA N. English	OLDENBURG, RANI K. Biology
MONGE, J. MICHAEL Philosophy	MYERS, ROBERT R. Physical Education	OLMSTED, JOHN E. Anthropology
MONTAGNE, LISA L. English	NABULSI, ABEER AKRAM Mathematics	ORAYANI, CECILIA Nursing, Associate Degree
MONTEZ, SHILITA K. English	NAKAMURA, DAVID S. Welding	OSBORN, CAROLYN J. Vocational Nursing
MONTOYA, MANUEL Counseling	NARET, SHIRLEY Nursing, Associate Degree	OTTO, CARIE A. Sociology
MOORE, ALEXIS M. Art	NASH, ELIZABETH T. Biology	OTWELL, CHARLES A. Philosophy
MOORE, ROBIN D. Child Development	NDOUMNA, EMMANUEL Mathematics	OWENS, MICHAEL D. Physical Education
MOORE, SCOTT P. Photography	NEAL, SHIRLEY E. English as a Second Language	PACCIORINI, MICHAEL A. Theater, Dance & Film
MOORHEAD, CHRISTINA L. Speech Communication	NELSON, LINNEA R. CAOTC	PACLEB, ELISA Nursing
MORAGA, PETE Architecture/Drafting	NETZER, JEFFREY B. Art	PADBORG, KNUD H. English as a Second Language
MORALES, ALBERTO E. Anthropology	NEU, HEIDI A. Basic Adult Education	PADGETT, DONNA English, Reading & Writing Center
MORAN, CHRISTINA English	NGUYEN, HANG M. Mathematics	PAIK-SCHOENBERG, JEAN English, Journalism
MORIARTY, CYNTHIA Computer Applications & Office Technology	NGUYEN, THU THI Counseling	PAISON, ERIC R. Anthropology
MORIDZADEH, KOBY Food and Nutrition	NIKOLAOU, URSULA J. Spanish	PAKULA, JENNIFER L. Economics
MORRIS, KELLY L. Physical Education	NORDEE, ROBIN T. Library	PALMER, MELANIE I. Psychology
MORRISON, MICHAEL S. Business, Law	NORMAN, DENISE Psychology	PANTO, DANIELLE D. English, Writing & Reading Center
MORTALONI, RAYMOND E. Electricity	NOYES, PATRICK Physical Education	

- PARILLA, SEAN E.**
Administration of Justice
- PARK, ALBERT**
Library
- PARKER, SHAWN M.**
Emergency Medical Technology
- PARODI, CLAUDIA**
Spanish
- PARRAGA, KORI ANNE**
Administration of Justice
- PAUNOVIC, MILA V.**
Vocational Nursing
- PAYNE, RICK L.**
Real Estate
- PAYSAN-MODINA, MICHELLE**
Vocational Nursing
- PEARCE, PETER R.**
Radio & Television
- PECHARICH, JOSEPH C.**
Electricity
- PEPRAH, EBENEZER**
Geography
- PETKE, RON**
Radio & Television
- PHAM, NHA-ANH**
Library
- PHILLIPS, KIMBERLY M.**
Sociology
- PIANE, GINA A.**
Health Education
- PICHARDO, DORALI**
Counseling
- PIKE, KARI A.**
Speech Communication
- PLISKA, JANINE K.**
Anthropology
- POLO, CAROL M.**
English, Reading
- POPE, LaTANYA A.**
Psychology
- POSTON, CLARK**
Business, Law
- POTTS, GRETCHEN N.**
Art
- PRICE, TIFFANY**
Anatomy, Biology
- PRZYTULSKI, ROGER J.**
Music
- PUGLISI, ROBERT**
English as a Second Language
- QUATRO, AVERY L.**
English as a Second Language
- QUEEN-FUENTES, DENISE D.**
Computer Applications & Office
Technology
- RAAGAS QUARM, LISA F.**
Child Development
- RAHNAVARD, MOHAMMAD**
Mathematics
- RAMARAJ, PANDURANGAN**
Anatomy
- RAMI, KIRAN**
English as a Second Language
- RAMIREZ JR., FRANK**
Carpentry
- RAMIREZ, PHILLIP**
Japanese
- RASMUSSEN, JOSEPH E.**
Philosophy
- REACH, CARRIE P.**
Child Development
- REEVES, SEAN**
Physical Education
- REMETA, ROBERT W.**
Air Conditioning & Refrigeration
- RENO, ANDREW B.**
Emergency Medical Technician
- RENO, PHILLIP A.**
Carpentry
- RENTERIA, DELIA**
Spanish
- RICE, JUDITH A.**
Health Education
- RICE, SUSAN**
Human Services
- RICHARD, BRIGITTE B.**
Physical Education
- RICHTER, OTTO G.**
Astronomy
- RIGGINS, LAWRENCE D.**
Film
- RIOJAS, VINCENT L.**
English as a Second Language
- RIOS-ELLIS, ENRIQUE**
Music
- RIPLEY, DENISE B.**
Physical Education, Adapted
- RITSON, MONICA**
Family & Consumer Studies
- ROBERTS, KAREN L.**
Art
- ROBERTS, MARVIE P.**
Communicative Disorder
- ROBERTSON, J. SCOTT**
Administration of Justice
- ROBIE, HONOR V.**
Family & Consumer Studies
- ROBINSON, AMY K.**
Art
- ROBISON, JEAN L.**
Art
- ROBUFFO, BERNADINO**
Electricity
- RODRIGUEZ, ANNA M.**
English as a Second Language
- RODRIGUEZ, EMILIANO**
Music
- RODRIGUEZ, ROXANA**
Floral Design
- ROEMER, CAROL K.**
Art
- ROESSLER, MARK F.**
Political Science
- ROFMAN, JULIE A.**
Art
- ROGERS, WELLINGTON S.**
Physical Education
- ROJAS, ELIANA**
Nursing, Associate Degree
- ROMITO, SUSAN J.**
English as a Second Language
- ROSEN, LARRY L.**
Tourism
- ROSILLO, ZOILA M.**
Computer Applications & Office
Technology
- ROSS, PATRICK S.**
Aviation Maintenance
- ROTH, MICHAEL H.**
English
- RUBOTTOM, JENESE M.**
Nursing
- RUJANAWECH, GORDON**
English
- RUSTAD, PILAR**
Spanish
- SABHA, FAYRUZ**
English as a Second Language
- SABOL, CAROLINE M.**
Mathematics
- SADATMAND, KAMAL AL DIN**
Mathematics
- SADIS, IRA**
English as a Second Language
- SAINT, SHAILA**
Child & Adult Development
- SALAZAR, ANTHONY**
Diesel Mechanics

SALAZAR, KATHLEEN A. Child Development	SEATON, SHARYN L. History	SMITH, CHARLES D. English as a Second Language
SALSAMEDA, JENNIFER L. Nursing, Associate Degree	SEIFERT, ROGER G. Sociology	SMITH, DOUGLAS A. German
SAMANIEGO, KIMBERLY D. English as a Second Language	SERR, RUSSELL A. Physical Education	SMITH, JAMES B. Public Administration
SAMMUT, NOREEN A. Nursing	SHARMA, DEEPAK Mathematics	SMITH, NICOLAS G. Speech
SANCHEZ, MELVIN A. Philosophy	SHELKEY, RHONDA A. Physical Education	SMITH, SEAN History
SANCHEZ, SYLVIA V. Counseling	SHERNELL-BANKS, DEATRICE. Sociology	SMITH, STACEY J. Child Development
SANCHEZ, VICTORIA Photography	SHIBUYA, STEVEN T. Machine Tool	SMURTHWAITE, LORI F. English, Reading & Writing Center
SANDERS, FREDERICK C. Horticulture	SHIM, CASEY N. Basic Adult Education	SOLIS, ALEXIA C. English
SANDHU, SUPREA K. Economics	SHISHIM, LESLI S. English as a Second Language	SONIDO, ELEANOR Library
SANTOSTEFANO, MICHELA Italian	SHOEMAKER, TIMOTHY L. Sheet Metal	SORENSEN, BARBARA. Creative Arts, Theatre Arts
SAPOSNEK, LLOYD E. Human Services	SICURELLO, ALETHA T. Reading	SORG, DARON L. Fashion Design
SARGENT, MARK E. Philosophy	SILVA, PAUL J. Mathematics	SPANGLER, PAMELA Creative Arts, Music
SATO, HAO YUN English as a Second Language	SILVA, VICTOR Welding	SPANU, LUISA Italian
SAUCEDO, DENISE J. Counseling	SILVERSTEIN, CAROLE Art	SPARKS, JAMIE Speech Communication
SAYED, SAFOUH Mathematics	SIMMONS, JAMES M. Music	SPECTOR, STERLING R. Philosophy
SAYED, SAFWAN A. Mathematics	SIMOES, NORA S. English	SPENCE, ROBIN S. History
SAYLOR, PATRICIA R. English	SIMONS, NICOLE M. Speech Communication	SPRADLIN, NANCY English as a Second Language
S-BEAURECUEIL, C.S. French	SINGH, PADAM J. Mathematics	ST. CLAIR, KEVIN S. Music
SCHAPPELL, DONNA J. History	SJOBERG, ERIC Political Science	STANPHILL, CINDY D. Italian
SCHAUWEKER, JOHN Computer Applications & Office Technology	SKARR, SUZAN K. Art, Photography	STEELE, DONETTE A. Human Services
SCHENDEL, KELLY R. English	SKARR, GEOFFREY Physical Education	STEINBERG, MICHAEL V. Mathematics, Engineering
SCHITAI, AMIT Computer Professional Academic Success	SKORHEIM, SUZANNE J. Floral Design	STERN, VALERIE M. Music
SCHROEDER JR., ARNOLD L. Mathematics	SLAUGHTER, ERIC CISCO	STEVENS, JASON A. CAOTT, CAOTC
SCHROEDER, DENISE L. Diagnostic Medical Imaging	SLEDER, KIM Health Education	STEWART, CATHY SUE Family & Consumer Studies
SCHUMACHER, HOLLY V. Counseling	SMEDING, JEFFREY J. Photography	STEWART, CHRISTINE L. CISCO
SEARS, JENNIFER N. Physical Education	SMITH, ALLISON A. Art	STEWART, DONNA M. English

- STONE, CATHY E.**
Art
- STONE, LYLE D.**
Music
- STORER, KEITH J.**
English Reading & Writing
Center
- STRATTON, GLENNON**
Physical Education
- STREETZ, EVA**
Nursing
- STROMQUIST, ANNIE**
Art
- STRONG, KATHRYN M.**
English
- STRYJEWSKI, DENIS**
Theatre Arts
- SUH, JUNG SOOK KY**
Psychology
- SULE, MICK L**
Mathematics
- SUN, JOSEPH A.**
Allied Health
- SYPRASOEUETH, SAYON**
Art
- TAKAMINE, ERIC**
English as a Second Language
- TAMER, NORMA E.**
French
- TARKULICH, KATHARINE T.**
Theater, Dance & Film
- TATUM, RONALD**
Physical Education
- TAYLOR, JAMES H.**
Real Estate
- TAYLOR, KIMBERLY G.**
Counseling
- TENG, MARIA N.**
Mathematics
- TENNESEN, MARGARET**
Art
- TERAN, LOUIE A.**
Music
- TERAOKA, ADAM Z.**
Art
- TERRY, LADD J.**
Creative Arts
- THARP, LOUIS B. JR.**
Philosophy
- THARP, MICHELLE I.**
English as a Second Language
- THOITS, MARY**
Public Affairs
- THOMAS, NOAH S.**
Art
- THOMAS-SPIEGEL, JOAN K.**
Psychology
- THOMPSON, ANGELA R.**
German
- THOMPSON, LAURA L.**
Theatre Arts
- TIGHE, BARBARA J.**
Basic Adult Education
- TIM, ROATANA C.**
Music
- TOKUSATO, DANNY M.**
Psychology
- TOTORP, RANDY S.**
Physical Education
- TOYOSHIMA, DAVID K.**
Art
- TRAN, LE V.**
Mathematics
- TRAN, TAMMIE M.**
Vietnamese
- TRAN, TRI C.**
Spanish
- TRAPP, ELIZABETH B.**
Spanish
- TRICKETT, DAWN L.**
Speech Communication
- TROEAK JR, WILLIAM J.**
Technology
- TROTT, RUBY S.**
Computer & Information Science
- TRUITT, JAMES D.**
Journalism
- TSENG, KELLY**
Mathematics
- TUCCIARONE, JOSEPH D.**
Mathematics
- TUCKER, JAZMINE S.**
English as a Second Language
- TURNBALL, LARA D.**
Health Education
- TWOMEY, MATTHEW R.**
Electricity
- UKPO, THERESA M.**
Health Education
- VALENZUELA, JOHN R.**
Tourism
- VAN HOOTEN, JOSEPH E.**
Art
- VARELLAS, BARBARA A.**
Music
- VAUGHAN, ADRIENNE L.**
Management, Marketing
- VELEZ, ALFREDO**
Spanish
- VERONE, TERRI L.**
Food & Nutrition
- VERTULLO, KATHY M.**
English
- VINCI, SARAH G.**
Art, Photography
- VISSER, LISA M.**
Vocational Nursing
- VIVIAN, SIGRID P.**
English as a Second Language
- VOGEL, KAREN**
Library
- VOGEL, SARAH E.**
English, Reading
- WAGNER, GARY**
Radio & Television
- WAGSTAFF, JERRIN D.**
Art
- WALCZAK, KATHARINE L.**
Center for Learning Assistance
Basic Adult Education
- WALKER, STEPHEN L.**
Accounting
- WALLECH, MARK D.**
Psychology
- WALLECH, MEGUMI**
Art
- WALSH, RUTHE L.**
Food & Nutrition
- WAN, THEODORE**
English as a Second Language
- WANG, HIS CHING**
Mathematics
- WANG, JANE SHIH**
English as a Second Language
- WARD, A. JUDITH**
Physical Education
- WARKEN, THOMAS C.**
English
- WATSON, DAWN**
Real Estate
- WATTS, JOHN T.**
Administration of Justice
- WAWRZYNSKI, PAUL A.**
Emergency Medical Technology
- WEBB, C. TRAVIS**
Multidisciplinary Success Center
PCC
- WEBB, WILLIAM C.**
Physical Education

WELLER, KAM
Physical Education

WELLS, MELINDA L.
Child Development

WELLS, SCOTT J.
Economics

WEST, BARBARA
English

WESTERKAMP, ROBIN M.
Interior Design

WHALEN, SAMANTHA A.
Biology

WHEELER, DANIEL L.
Theater, Dance & Film

**WHITEHOUSE-CAPUANO,
NATALIE J.**
Health Education

WIEGAND, ROBERT H.
Library

WIELAND, EVA K.
Dance

WILKINSON, RICHARD A.
History

WILLIAMS, CURTIS J.
Geology

WILLIAMS, FRANCES M.
Child Development

WILLIAMS, SHERYL R.
English

WILSON, RICHARD C.
Human Services

WILSON, RONNELL A.
Nursing, Associate Degree

WILSON, WILLIAM BRAD
Fire Science

WINCHELL, JILL E.
Music

WINIARSKI, CATHERINE E.
English Writing/Reading Center

WISWELL, SUE ANN W.
CAOTC/ CAOTO

WITKIN, LEONARD
Mathematics

WOOD, SUZANNE
Library

WRANIC, ANGELA
Environmental Science

WRIGHT, FRIEDA L.
Vocational Nursing

WRIGHT, JEANNE E.
Journalism

WYATT, ROGER, W.
Basic Adult Education

WYNNE, PAUL R.
Art

WYSZPOLSKI, JON J.
Computer Applications & Office
Technology, CAOTT

YAHYE, ABDIRASHID
COMIS

YAMANE II, DAVID H.
Physical Education

YANAGIHARA, GREGORY M.
Geology

YANG, RUIXUE
English as a Second Language

YEMUT, EMAD B.
Mathematics

YOUNG, MAX O.
CAOTC

YSAIS, MELISSA S.
Child Development

ZAMOYSKA, CELINE C.
English as a Second Language

ZAMPELLI, SHERI O.
Human Services

ZHU, MINGI
Chinese

ZUNIGA, LIZBETH R.
Computer Applications & Office
Technology, CAOTO

Classified Staff

ABAIR, RUTH C.
Career Development Center
Coordinator

ABE, ROBERT Y.
User Support Technician

AGUERO, JOSE E.
Custodian

AGUERO, LUZ L.
Custodian

AGUILAR, MAYRA
Multi-Media Services Tech

AGUIRRE, DIANA A.
Switchboard Operator

AJA, MARY E.
Certified Athletic Trainer

ALARCON, PETER
Custodian

ALFORD, HANNAH
Research Analyst II

ALVARADO, MONICA B.
Child Development Center
Associate Teacher

ALVAREZ, LISBETH
ESL Services Specialist

ALVAREZ, TERESITA
Administrative Assistant

ALVIAL, LEFIA J.
Matriculation Aide

AMADOR, RUBEN E.
Library Systems Technician

ANDERSON, AARON
Custodian

ANDRADE, ELIZABETH
Admissions & Tech I

ARCHILA, FABIOLA
Lead Library Technician

ARELLANO, MAMMIE R.
Matriculation Aide

ARJONA, JAVIER
Student Center Facilitator

ASHCRAFT, NORMA J.
Office Assistant

ASTON, STEVEN W.
Performing Arts Production
Manager

ATKINSON, CARMEL C.
Child Development Center
Teacher

ATWOOD, KATHIE A.
Academic Administrative
Assistant

AVILA, JASON S.
Financial Aid Specialist

AXUP, PAMELA S.
Human Resources Manager,
Classified

AZEVEDO, PAULO H.
Grounds Maintenance Worker

BAILEY, CATHY L.
Child Development Center
Teacher

BAKER, CHRISTOPHER R.
Grounds Maintenance Worker

BAKER, CINDY J.
Accounting Supervisor

BAKER, JANE E.
Business Systems Analyst III

BAKKEN, SANDRA L.
Instructional Assistant

BALDWIN, FRANCINE D.
Accounting Tech I/Cashier

BANGS, DIANE C.
Human Resources Manager,
Academic

BARATIE, MYRIAN A.
Records Specialist

BARBER, COLLEEN T.
Sr. Administrative Assistant

BARNES-GREEN, ADRIENNE
Office Assistant

BARNUM, ALBERT D.
Custodian

BARRY, ANTIONETTE M.
Administrative Assistant

BAUTISTA, JANE M.
Instructional Associate

BECERRA, ROSIO
Student Leadership Advisor

**BEJARANO LOCASCIO,
TRACY L.**
Sr. Administrative Assistant

BERGEN, PATRICIA J.
Work Experience Coordinator

BERRY, JANICE L.
Executive Assistant

BERRY, MARSHALL
Custodial Supervisor I

BERUMEN, DANIEL
Research Analyst I

BINNING, DEBORAH A.
Nurse Practitioner

BIRDWELL, JILL G.
Administrative Assistant

BLACK, KATHLEEN M.
Child Development Center
Teacher

BLINCOE, DANIEL J.
Senior Locksmith

BOLANOS, ANGEL L.
Custodian

BONILLA, JOSE M.
Custodian

BORK, JEAN M.
Project Manager, Nursing Grant

BOWERS, ALISON
Instructional Assistance
Coordinator

BOWERS, SARAH
Administrative Assistant

BOWSER JR, CLYDE C.
Custodian

BOYLE, DEBORAH L.
EOP&S Program Specialist

BRACKMAN, PAMELA A.
Admissions & Records Tech II

BRETON, JOANNE W.
Schedule Specialist

BRETT, LINDA S
Administrative Assistant

BRINKER, ROSEMARY A.
Administrative Assistant

BROOKS, ARLEATHA
Financial Aid Program Assistant

BROOKS, CAREY V.
Custodian

BROWN, ALLISON
Disability Support Services
Specialist

BROWN, CYNTHIA J.
Office Assistant

BROWN, MICHELE M.
Sr. Administrative Assistant

BROWN, ROGER K.
Lead Custodian

BROWN, SHIRLEY M.
Administrative Assistant

BUHAIN, ALLAN E.
Warehouse Worker

BUL, CHAU M.
Technical Support Specialist

BURKE, MICHAEL J.
Facilities Maintenance Manager

BURTON, SOLEDAD
Accounting Technician II

BUTCHER, JOHN E.
Grounds Maintenance Worker

CAMPBELL, LARRY E.
Custodian

CANNON, DIANE
Research Systems Analyst I

CAO, CAMTU
Library Technician II

CAPITULO, NORLYN B.
Human Resources Systems Tech

CAPONE, NANCY
Senior Buyer

CARPIO, JAMIE L.
Instructional Aide Foods Lab

CARPIO, RAUL
ESL Services Specialist

CARR, JOAN M.
Payroll & Benefits Manager

CARRILLO, JOANNA M.
Instructional Aide

CARROLL, SEAN W.
Multimedia Services Supervisor

CARTER, JAN P.
Health Services Technician

CARVER, KIM K.
Purchasing Assistant

CASSAR, TINA M.
Nurse

CASTAGNOLA, JANET M.
Office Assistant

CHAN, CHRISTINE M.
Instructional Aide

CHAN, HO C.
Custodian

CHAO, JULIE
Senior Accounting Technician

CHAO, SEM
Budget Officer

CHAVEZ, ERIKA M.
Instructional Aide

CHAVEZ, LARRY
College Center Attendant

CHEEK, AMANDA
Library Assistant

CHESTNUT, CARMEN L.
Web Developer II

CHIT UYS, ROMADA
Matriculation Aide

CHONG, KENTON D.
Custodian

CHTEREV, KRASNODAR G.
Custodian

CHU, TANG P.
Applications Dev Analyst II

CHUKWUDIRE, HURTICINE J.
Administrative Assistant

CLARK, SONYA K.
Administrative Assistant

CLARK, TAMMY
Custodian

CLAY, KAREN E.
Child Development Center
Associate Teacher

**CLEMONS-HARDEN,
LaTONYUA V.**
Accounting Tech I

CLEVELAND, SANDRA D.
Instructional Aide

CLEVERINGA, TRAVIS M
Library Assistant

COATS, DONNA R.
Administrative Assistant

COLON DROZ, MARIA R.
Assessment Coordinator

COMPIAN, JOHNNY
Skilled Maintenance Worker

COMPIAN, LAURA L.
Academic Administrative
Assistant

COOK, RaSHANDA
Child Development Center
Teacher

CORDON, JOSE R.
Admissions & Records Tech I

COSTA, ALTA M.
Sr. Administrative Assistant

COVARRUBIA, ROBERT A.
HVAC Mechanic

CROSS, KEVIN R.
Accounting Technician I

CROWDER, CYNTHIA A.
Instructional Lab Coordinator

CRUZ, JAIMARIE T.
Administrative Assistant

CULPEPPER, AARON D.
Custodian

CURTIS, DANIEL W.
Multimedia Services Technician

CYR, ANTHONY JR.
Custodian

CYR, MICHAEL A.
Custodian

DAMASO, ROMI FRANCESCA
Administrative Assistant

DANG, WILSON K.
Applications Dev Analyst II

DANIELS, DOUGLAS B.
Science Lab Equipment
Technician

DANIELS, JULIE S.
Academic Administrative
Assistant

DARJANY, DAVID J.
Educational Technologist II

DAVIS, ANDREA
Cashier

DAVIS III, HOMER R.
Custodian

DAVIS, JOHN Q.
Writing & Reading Center Lab
Coordinator

DAVIS, LONDA S.
EOPS Program Assistant I

DAVIS, PATRICIA
Director Fiscal Services

DAVIS, TAMI L.
Instructional Assistant

DeANDA, MONICA
Health Services Technician

De La RAMA, CURIE C.
Academic Administrative
Assistant

De SANTIAGO, DARIO JR.
Studio Lab Assistant

DELGADO, MARIA N.
Administrative Assistant

DIXON, MARY E.
Office Assistant

DOMINGUEZ, SEAN R.
Instructional Assistant

DORSEY, CHRISTOPHER J.
Business Systems Analyst III

DORSEY, GEORGE
Custodian

DOSS, JOHN L.
Music Radio/TV Equipment
Technician

DOVALIS II, DEMETRE M.
Instructional Assistant

DOYLE, MARY M.
Custodian

DUBAY, JULIE C.
Instructional Aide

DUCKWORTH, LISA K.
DSPS Technical Assistant

DURAN, HELEN M.
Human Resources Technician

DURAN, SUSANA
Financial Aid Specialist

EACH, KATHRYN S.
Academic Administrative
Assistant

ECKMAN, JONATHAN E.
Custodial Supervisor II

EDMUNDS, LISA A.
Sr. Office Assistant

EKHSIGIAN, ARDA
Business Process Support Supvr

ELGUIRA, MARIA T.
Job Development Manager

ELISHA, HANNAH G.
SBDC Client Supervisor

EMARD, JENNIFER P.
Supplemental Instr. Program
Coordinator

ENGEL, ANNE E.
Sr. Technical Support Specialist

EPHREM, MEDHANIE
Energy Management Coordinator

ERVIN, KIMBERLY M.
FKCE Education Specialist

ESLAVA, MARGARET E.
Child Development Center
Teacher

ESTACIO, RICHARD R.
Lead Custodian

ESTACIO, RONALD J.
Senior Warehouse Worker

FAILE, JULIA L.
Sr. Administrative Assistant

FAN, CICY
Administrative Assistant

FEDERICK, VERONICA M.
Admissions & Records Tech II

FEENSTRA, DARREN J.
Fleet & Equipment Mechanic

FENDERSON, MARIE E.
Sr. Office Assistant

FERNANDEZ, MONIQUE
Curriculum Database Specialist

FERNANDEZ, YOLANDA C.
Administrative Assistant

FINLEY, BRENDA J.
Instructional Toolroom
Maintenance Mechanic

FITZSGERALD, JAMES M.
Irrigation & Grounds
Maintenance Tech

FLORES, LEAH N.
Accounting Technician II

FLOWERS, JIMMIE R.
Equipment Technician

FOOT, HAROLD
Instructional Lab Coordinator

FORD, VIRGINIA R.
Custodian

FORD-PANEK, EMMA C.
Contracts Technician

FOUNTAIN, DONNA E.
Library Media Technician

FOWLKES, ANGELA
CalWorks Prog. Student Advisor

FRANCE, NEIL A.
Photo Lab Technician

FREIBURGER, STEVEN
Instructional Lab Support Tech

FUENTES, KRISTY A.
Athletic Business Specialist

FULLER, FARRISA N.
Sr. Office Assistant

GAFFNER, CAROL A.
Reading Program Specialist

GAGNE, COLLEEN M.
Multimedia Services Supervisor

GAITAN, SHARONNAC
Cashier

GALARZA, DIANA
Multimedia Services Technician

GALINDO, VERONICA
Human Resources Specialist

GALVAN, KAREN
Instructional Assistant

GALVAN, STEPHANIE K.
Library Technician II

GARBER, MARK D.
HVAC Mechanic

GARCIA, CLAUDIA N.
FKCE Program Manager

GARCIA, DEBRA T.
Career Develop Center Coord

GARCIA, GUILLERMO A.
Outreach & Recruitment
Specialist

GARCIA, KELLY A.
Sr. Administrative Assistant

GARCIA, KIMBERLY L.
Matriculation Aide

GARCIA, PEDRO
Custodial Supervisor I

GARCIA, SYLVIA
Administrative Assistant

GARDNER, ROBERT E.
Admissions & Records Tech II

GARNER, CARL M.
DSPS Adaptive Computing
Specialist

GARRISON, PAMELA
Administrative Assistant

GARY, STEPHEN S.
Custodian

GIBBINS, ANITA L.
Manager, Women's/ Men's Res
Center

GILPATRICK, DANIEL S.
Admission & Records Tech I

GIVINS, LORIE
Human Resource Specialist

GLOVER, CHERYL M.
Curriculum/Schedule Technician

GLOVER, CHRISTOPHER S.
Tutorial Program Coordinator

GOLDSMITH, LEWIS W.
Painter

GOMEZ, GRISELDA
Admissions & Records Tech I

GOMEZ, VILMA T.
Matriculation Aide

GONZALES, CHRISTINE
Admissions & Records Tech II

GONZALES, GLORIA
Sr. Office Assistant

GONZALEZ-WILSON, GLORIA
Payroll Technician-Academic

GRASS, JANICE B.
Sr. Office Assistant

GREENWOOD, CHRISTOPHE
Multimedia Services Technician

GUIDAS, MARK C.
Dep. Dir NW Svcs /Tech Support

GUSTIN, PHILIP J.
Locksmith

GUTIERREZ, DOROTHY J.
Financial Aid Advisor

GUTIERREZ, ERICKA O.
EOPS Program Specialist

GUTIERREZ, IVAN
Instructional Lab Support Spec

HA, ROBERT V.
Instructional Assistant I

HALAWANJI, ROLA F.
Workforce Development
Coordinator

HALL, STEVEN P.
Stadium Maintenance Technician

HAMILTON, ALEXIS E.
Financial Aid Accounting Tech

HAMILTON, THOMAS E.
Voc Instr. Tech-Cabinetry/Carp

HAMMAN, BILLY R
Locker Room Attendant

HANCOCK, SANDRA I.
Instructional Associate

HANKS, CYNTHIA
Dep. Dir, Aca Comp/Multi Svcs

HANN, AUDREY
Admissions & Records Tech I

HANN, JACKIE B.
Board Secretary

HARADA, KAREN M.
Executive Assistant

HARRIS, RICARDO B.
Warehouse/Logistics Supervisor

HARVESTON, RANDY G.
Lead Library Technician

HARVEY, BRIAN P.
Mail Services Worker

HASAN, MUMTAZ
Life Science Lab Specialist

HASTIE, BRIAN M.
Voc Instr. Tech-Horticulture

HAUSE, PATRICIA A.
Administrative Assistant

HAYES, BRENDAN J.
Manager, Environ Health/Safety Services

HEBER, LESLIE A.
Educational Technologist II

HEFFERN, TIMOTHY J.
Technical Support Specialist

HEISERMAN, BETTY J.
Executive Assistant

HELDBERG, FREDRICK W.
Voc Instr. Tech- Elect/Electron

HELLER, KEVIN A.
Custodian

HENRY, ROBERT P.
Photo Laboratory Assistant

HERNANDEZ ALCALA, JOSE
Custodian

HERNANDEZ, ALEJANDRO
Custodian

HERNANDEZ, ISRAEL
Studio Lab Assistant

HERNANDEZ, LYNN A.
Graphic Design Specialist

HERNANDEZ, MARIA B.
Instructional Aide

HERRERA, JUAN J.
Custodian

HICKS, PATRICIA L.
Lead Cashier

HIEMSTRA, VICTORIA D.
Matriculation Aide

HINDMAN, EILEEN MAE D.
Payroll Technician

HIVELY, STUART E.
Voc Instr. Tech- Elect/Electron

HOANG, CALVIN T.
Applications Dev Analyst II

HOGG, SARA L.
Matriculation Aide

HORI, PATRICIA E.
Instructional Aide Life Science

HOSN, RITA
Good Beg Never End Prog. Spec

HOYO, RENE
Instructional Associate

HUERTA, MAGDALENA M.
Financial Aid Specialist

HURTADO, GABRIEL H.
Buyer

IGLESIAS, ANNALISA G.
Executive Assistant

ISASLAZO, ROGELIO
Technical Support Specialist

JACKSON, CYNTHIA D.
Administrative Assistant

JARRETT, HERMAN N.
Mail & Reprographics Svcs Mgr

JARVI, THOMAS J.
Grounds Maintenance Worker

JEFFERSON, FELICIA L.
Admissions & Records Tech II

JEFFERSON, JAMES W.
Custodian

JETT, CLARKE W.
Library Tech I

JIANG, JULIE H.
International Trade Prog Manager

JOHNSON, KAREN P.
Administrative Assistant

JOHNSON, MARY B.
Sr. Administrative Assistant

JOHNSON, PATRICIA
Administrative Assistant

JOHNSON, ROBERT
Voc Instr. Tech-Sheet Metal

JOHNSON, TALIA N.
Admission & Records Tech II

JOKANOVICH, IRIS A.
Matriculation Aide

JURA, CAROLYN G.
Child Development Center Teacher

JUSTICE, LILLIAN E.
Associate Registrar

KEARNEY, KEVIN M.
Performance Accompanist

KECKEISEN, DEBORAH C.
Accountant

KEMPF, RACHEL L.
Cashier

KHAN, BRITTANY S.
Accounting Tech II

KHAT, MON
Accounting Tech II

KHERADYAR, HABIB
Art Gallery Coordinator

KHONG, NONG
Instructional Assistant

KIEBLER, THOMAS
Voc Instr. Tech-Welding

KINSELLA, DENISE L.
International Students Program Manager

KOPPE, KAYE A.
Administrative Assistant

KOSSICK, JULIE
Director, Human Resources

KOTTAB, FARSHO
Business Systems Analyst II

KRUIZENGA, ALICIA M.
Associate Director, Foundation

KYLE, JEFF
Grounds Maintenance Worker

LABARBA, MARY H.
Admissions & Records Tech II

LABENDA, MONICA
Staff Development Coordinator

LAM, HUE K.
CalWorks Prog Student Advisor

LANG, EDWARD
Custodian

LANG-WILVERS, JACQUELINE
Grants Coordinator

LASEMAN, JOHN J.
College Articulation Specialist

LASHOWER, KAREN L.
Office Assistant

Classified Staff

LASHLEY, LENNOX F.
Custodian

LAWRENCE, KERRY D.
Telecommunications Specialist

LAWRENCE, SHERRI L.
User Support Tech

LEBFROM, RONALD M.
Web Developer II

LeGAULT, JESSICA
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LEMLE, BARBARA
Sr. Office Assistant

LEON, CYDNEY M.
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LERCH, VICKI A.
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LEREW, ANNIQUE D.
Accounting Tech I

LESPRON, TAMMY J.
EOPS Program Assistant I

LIEBRECHT, CATHERINE T.
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LIM, JANICE H.
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LIM, RENA K.
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LINAREZ YAX, RICARDO A.
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LINCOLN, TAMARA N.
Instructional Aide

LITTLEJOHN, ROSE
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LO, HOI-NING
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LOPEZ, WENDI L.
Distance Learning Specialist II

LORENCE, ELLEN K.
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LOVELY, NICOLE E.
Admissions & Records Tech II

LOWER, LINDA D.
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LUDKA, MARY JO
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Teacher

LUUGA, AUGUST
Applications Develop't Manager

LY, BOUNRITH
Technical Support Specialist

LY, THAI K.
Microbiology Lab Specialist

LYLES, STEPHANIE L.
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Mac CULLEN, RUTH E.
Associate Registrar

MACINTOSH, BLAKE W.
Media Producer/Broadcast Engr

MADERA, ELIZABETH
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MADRIGAL, CHARMINE C.
Library Assistant

MAGDALENO, CORINNE
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MALAGA, BENIGNO T.
Custodian

MALDANADO, JOSE A.
Custodian

MALONEY, MICHAEL S.
Prog Mgr, Student-Athlete Assist

MANRIQUEZ, DAVID A.
Business Systems Analyst III

MARCY, DONALD J.
Performing Arts Prod Tech

MARIOTTA III, MARIO
Performing Arts Prod Tech

MARSH, CANDI M.
Project YESS Outreach Assit

MARTIN, KEISHON
Custodian

MARTIN, MARLIN
Reprographics Technician

MARTINEZ, JAMES D.
EOPS Program Assistant I

MARTINEZ, LESLIE S.
Child Development Center
Associate Teacher

MARTINEZ, MELISSA
Child Development Center
Teacher

MARTINEZ, TIMOTHY M.
Custodian

MATHIS, SANDRA L.
Senior Buyer

MAY, DORIS C.
Instructional Aide

MAYS, VICTORIA
CalWorks Program Student
Advisor

MCKERCHER, NANCY M.
Instructional Aide

Mc ELDOWNEY, MARY L.
Executive Assistant

Mc COY, BRITTNEY D.
Financial Aid Specialist

Mc DONALD, VICKI A.
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Mc ELROY, MARY A.
Child Development Center
Associate Teacher

Mc FARLAND, JEFFREY D.
Senior Accountant

Mc GLOTHAN, APRIL
DPS Technical Assistant

Mc QUEEN, ROBERT D.
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MEAK, SAVOUN
Sr. Office Assistant

MEAKER, CHRISTY
Instructional Toolroom
Maintenance Mechanic

MEJIA-GAYTAN, GEORGIANA
Human Resources Technician

MENDEZ, SUSANA
Locker Room Attendant

MENDOZA, DAVID C.
Custodian

MENDOZA, GRACIELA D.
Academic Administrative
Assistant

MENJIVAR, JUAN F.
Financial Aid Supervisor

MERCADANTE, MICHAEL J.
Science Lab Equipment Tech

MERRILL, VICTOR F.
Plumber

MEYER, JOHN R.
Parking Services Coordinator

MEYER, SUE A.
Administrative Assistant

MICHEAL, SEAN A.
HVAC Mechanic

MICLAT, PERLITA
Business Systems Analyst V

MIKELAT, MARK R.
Business Systems Analyst III

MILKES, SHARON B.
Admissions & Records Tech II

MILLER, EDWARD C.
Mail Services Worker

MILLER, JANICE L.
Research Systems Analyst II

MILLER, LAURA J.
Senior Accountant

MILLER, MARGARET A.
Admissions & Records Tech II

MITCHELL, MICHELE A.
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MIYAO-MOORE, NANCY Y.
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MIZE-BOLTON, CAMILLE R.
Public Relations Coordinator

MOHIDEEN, FATHIMA S.
Multimedia Services Technician

MONAUS, MARIE A.
Instructional Lab Coordinator

MONGILLO, PERLA A.
Records Specialist

MONTGOMERY, GREGG K.
MultiMedia Services Tech

MOORE, BRADLEY G.
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MOORE, CHANDRA Y.
Workforce Development
Coordinator

MOORE, TYLER T.
Multimedia Services Technician

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MORALES, DEMETRIA
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MORALES, ELIZABETH
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MORALEZ, SALVADOR C.
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MORENO, ESTEBAN J.
Performing Arts Administrative
Assistant

MORGAN SR., MICHAEL C.
Custodian

MORGAN, BRUCE E.
Electrician

MORGAN, MICHAEL S.
Lead Custodian

MORITA, JENNIFER Y.
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MRAVEC, MONIKA
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MUNOZ, ABRAHAM J.
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Program Coordinator

NAPOLILLO, ANTHONY W.
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NAVARRO, BLANCA I.
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NEAL, MARK
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NEJAD, SHADI
Student Support Svcs Tech

NGO, LOAN T.
Web Developer II

NGUYEN, CINDI T.
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NGUYEN, HUE X.
Financial Aid Specialist

NGUYEN, TAI D.
ESL Services Specialist

NORBERG, BEVERLY J.
Sr. Administrative Assistant

NORMAN, DENISE L.
Sr. Administrative Assistant

NORRIS, MARK A.
Instructional Aide

NORTH, MEGAN A.
Sr. Office Assistant

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Parking Services Coordinator

NYSTROM, ARNE F.
Senior Network Administrator

NYSTROM, MARCIA L.
Administrative Assistant

OGU, CHINYERE M.
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Assistant

OLSEN BELL, MARY L.
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OLSEN, SHARON A.
Accounting Tech I/Cashier

OLSON, JACQUE L.
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Assistant

ORIEE, DEREK
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OSEWE, SAMWEL O.
Custodian

OWENS, MICHAEL D.
Certified Athletic Trainer

PADRON, MARGARET F.
Contracts Manager

PALACIOS, MARIANNE
Nurse Practitioner

PANTO, DANIELLE D.
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PARKER, LISA M.
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PARLE, GLORIA M.
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PARSCH, TIMOTHY J.
Recording Specialist

PATEL, YOGESH
Educational Technologist II

PEARL, IRENE
Registrar

PEARSON, ANTHONY C.
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Planning Analyst

PHAM, NHA-ANH
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PHILLIPS JR., MALCOLM J.
Warehouse Delivery Driver

PHUORNG, MARA
Voc Instr. Tech- Auto Mechanics

POLLY, IRENE L.
Financial Aid Specialist

POPE, MICHELE M.
Financial Aid Specialist

POWELL, DIANNE C.
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QUILATON, JUDITH I.
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QUINN, TARCARA R.
Sr. Administrative Assistant

QUINTEROS, YURY AIME
Accounting Tech I

RALEY, LINDA M.
Equipment Technician

RAMIREZ JR., ARTURO
Multimedia Services Technician

RAMIREZ, SAWAI
Instructional Assistant

RANDALL-NEWLIN, DYTRA
CalWorks Program Asst

RAPOZA, ROBERT
Internal Audit Manager

RATHBURN, GARY D.
Carpenter

RAVEN, SHARON C.
Sr. Administrative Assistant

RECHARTE, CHRISTINE
Sr. Office Assistant

REECE, M'SHELLE K.
Exec Assist to Supt/Pres

REED, EVELYN H.
Benefits Technician

REMETA, ROBERT W.
Voc Instr. Tech-
HVAC/MechMaint

Classified Staff

RENTERIA, DANIEL F.
Technical Support Specialist

REYNOLDS, ELIZABETH A.
Switchboard Operator

RICE, GRETA J.
Cntr/Trng & Prof Develop Mgr

RICHARDS, LEROY A.
Custodian

RIOS, REFUGIO M.
Custodian

RIVERS, STANLEY J.
Skilled Maintenance Worker

ROBERTS, LYNDIA M.
Child Development Center
Teacher

ROBINSON, PATRICIA L.
Switchboard Operator

ROBINSON, STACEY L.
Lead Cashier/Bursar

ROBLES, BERTHA
DSPS Technical Assistant

RODRIGUES, JOY
Admissions & Records Tech II

RODRIGUEZ, ALEJANDRO
Lead Custodian

RODRIGUEZ, ELBA
Assessment Coordinator

RODRIGUEZ, VERONICA
CalWorks Prog Student Advisor

ROGERS, PAMELA J.
Child Development Center
Teacher

ROSETH, LINDA D.
Sr. Administrative Assistant-HR
Mandated Cost/Pers Comm

ROSSMANNEK, FRED H.
Media Production Manager

RUALO, DANILO C.
Lead Custodian

RUALO, EMMANUEL G.
Custodian

RUBALCAVA, MARIA
Records Specialist

RUBIO, ROY
Irrigation & Grounds Maint Tech

RUDOLPH, JOANNA R.
Instructional Aide- Fash Design

RUELAS, GUADALUPE
Admissions & Records Tech II

RUIZ, CHRISTOPHER J.
Sports Information Specialist

RUMAGUIRA, PABLO
Custodian

RUSH, JANICE A.
Instructional Aide-FACS/CD

SABO, RUDY C.
Skilled Maintenance Worker

SADLER, CECILIA M.
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SAKAMOTO, MAE
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Development & Support

SAMEL, KOLAP S.
Lead Library Technician

SANCHEZ, SANDRA
SBDC Operations Manager

SANDERS, SABRINA K.
Student Resource Prog Spec

SANTOS, RODOLFO S.
Custodian

SANTOSCOY, OSCAR
Instructional Lab Support Tech

SARVIS, ELIZABETH
Instructional Aide

SATELE, TAUASOSI M.
Admissions & Records Tech II

SAUMURE, NORMAND F.
Plumber

SCHLICK, DAVID
Network Administrator

SCHMALZRIED, M. YVONNE
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Sr. Administrative Assistant

SCRUGGS, TINA
Academic Administrative
Assistant

SEGOVIANO, HELEN M.
Human Resources Technician

SEGOVIANO, HOLLY M.
Sr. Office Assistant

SERRANO, SULICARINA
Administrative Assistant

SHAHEEN, CYNTHIA A.
Nurse

SHAW NAAR, STEPHEN A.
Performance Accompanist

SHAYEGH, MEHRDAD
Instructional Lab Support Tech

**SHERNELL-BANKS,
DEATRICE**
EOPS Program Manager

SHERWOOD JR., THOMAS C.
Custodian

SIMECEK, LINDA G.
Nursing/Allied Health Lab Tech

SIMPSON, SHAMIKA J.
Library Technician II

SING, CHELSEA S.
Multimedia Services Technician

SKIEFF, BRIAN O.
Admissions & Records Tech I

SKILLE, STEVEN D.
Financial Aid Supervisor

SLANY, KIMBERLY L.
Human Resources Technician

SLATER, WENDY I.
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Assistant

SLOAN, SHENEUI
Executive Director, ERD Prog.

SMEDING, JEFFREY J.
Instructional Associate I

SMITH, CHAD J.
Prop Technician

SMITH, CYNTHIA M.
Risk Services Coordinator

SMITH, MICHAEL C.
Instructional Associate

SMITH, STACEY J.
Child Dev Site Supervisor

SNOW, SCOTT H.
Custodian

SORG, DARON L.
Costume Technician

SPANN, RHONDA M.
CalWorks Prog Student Advisor

SPARKS, ROBERT W.
Reprographics Technician

SPARKS, SHIRLEY J.
Senior Accounting Technician

SPENCER, TRELTON J.
Upward Bound Prog. Specialist

STEVENS, JASON A.
Instructional Assistant

STEVENS, MARLIN O.
Voc Instr. Tech-Welding

STEWART, LISA A.
Records Specialist

SWAFFORD, KEMBERLY
Matriculation Prog Assistant

SWEET, BENJAMIN JOEL
Multimedia Services Technician

SWEET-KELLY, DEBORAH L.
Sr. Office Assistant

SWENDELL, DIANE M.
Admissions & Records Tech II

SYBESMA, KAREN K.
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TAGUDIN, RENE A.
Fleet Services Worker

TAYLOR, MARK W.
Director, Community &
Government Relations

TAYLOR, MARKESHA
Child Development Center
Teacher

TERAOKA, ADAM Z.
Powertools Lab Technician

THEISEN, DAN J.
Math Lab Coordinator

THIP, BUNSETH
Custodian

THISSELL, MARK A.
Director, District Facilities

THOEURB, TEP
DSPS Technical Assistant

THOITS, MARY
Sr. Studies Prog Manager

THOMAS, JEROME E.
Media Producer

THOMAS, RYAN D.
Custodian

THOMPSON, DANA P.
HVAC Mechanic

THRIFT-VIVEROS, LOURDES
Child Development Center
Teacher

TIANPIBOONSIRI, PAUL M.
EOPS Program Assistant I

TIM, RAOTANA C.
Academic Administrative
Assistant

TO, DANIEL C.
Stad. & Dist Facilities Bus Mgr

TOLLIVER, COQUESE L.
Assessment Coordinator

TORRES, SANDRA Q.
Payroll Technician

TOUCH, MICH T.
Instructional Associate

TOUCH, SUNLENG
Senior Technical Support Spec

TRAN, CHRISTINE
Admissions & Records Tech II

TRAN, THOMAS Q.
Instructional Associate

TRASK, SUSAN E.
Grounds Maintenance Worker

TREJO, OSCAR A.
Electrician

TRINH, CONG K.
Chemistry Lab Specialist

TRINH, LISA
Matriculation Aide

TRUAX, FAITH M.
CalWorks Program Asst

TRUESDELLE-SMITH, DAWN
Health Services Technician

TRUITT, JAMES D.
Journalism Lab Technician

UYEHARA, DIANE A.
Child Dev Center Program Asst

VALLADOLID, NOE
Instructional Associate

VARELA, YOLANDA
Instructional Associate

VASQUEZ, MICHAEL R.
Biology Lab Specialist

VAUGHN, DARA E.
Financial Aid Specialist

VASQUEZ, VICKI L.
Child Development Site
Supervisor

VENABLE, TERANCE T.
Plant Manager I

VERDUZCO, SONIA C.
EOPS Program Specialist

VIRAMONTES, RICHARD
Custodian

VO, LEON B.
Web Developer II

VOELKER, SCOTT H.
Sr PeopleSoft DBA/Sys Mgr

VOS, RONALD
Athletic Field Maint Worker

VOSKANIAN, SONJA M.
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VU, THOMAS H.
Reprographics Technician

VUONG, THU M.
Matriculation Aide

WADE, CHERRI L.
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WALKER, HELEN M.
Matriculation Aide

WALL, DEBRA A.
DSPS Technical Assistant

WATSON, GABRIEL E.
Senior Technical Support Spec

WATTS, DEBRA J.
Child Development Center
Teacher

WEBB, WILLIAM C.
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WEBBER JR., WALTER W.
Rec Sports/Wellness Specialist

WEEKS, JULIE M.
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WELTON, JAMES
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WHEELER, STEPHEN D.
Operations & Maintenance Mgr

WHEELER, THERESE A.
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WHITEMAN, DAVID L.
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Development

WILDER, CAROL J.
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WILKERSON, CHARMAINE J.
SBDC Client Supervisor

WILLIAMS, CHERYL D.
Custodial Supervisor I

WILLIAMS, GLORIA P.
Interpreter Coordinator

WILLIAMSON, LUCINDA
Child Development Center
Teacher

WILSON, LINDA K.
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Spec

WILSON, THOMAS J.
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**YARBROUGH, CHARLOTTE
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YBARRA JR., ANTONIO
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YEPEZ, SABINA C.
Matriculation Aide

YENTCH, RICHARD D.
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YOUNG, DAMON R.
Grounds Maintenance Worker

YURKSITIS, HILDA
Assessment Coordinator

ZAMARRIPA, MAGDALENO
Warehouse Delivery Driver

Classified Staff

ZEILINGER, WILLIAM E.

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ZORN, KATHY

Mentor Coordinator

ZORN, LARRY M.

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MA, California State University, Long Beach

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- CARTER, KENNETH**
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M.S.N., University of California, Los Angeles
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B.A., M.Ed., Whittier College
Ed.D., University of Southern California
- CHAMBERLAIN, JOHN D.**
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M.S., George Washington University
- CHATAM, SAMUEL L.**
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M.A., California State University, Long Beach
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- COOPER, JON K.**
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Glossary of College Terminology

ADMISSIONS AND RECORDS-The office and staff that admits a student and certifies his/her legal record of college work; it also provides legal statistical data for the college.

ADMINISTRATION-Officials of the college who direct and supervise the activities of the institution.

ASSOCIATE DEGREE (A.A. OR A.S.)-A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study of at least 60 units.

BACHELOR'S DEGREE (B.A.,A.B.,B.S.)-A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study of 120 to 130 units.

CERTIFICATE OF ACCOMPLISHMENT-A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study of 16 to 45 units.

COMMUNITY COLLEGE-A two-year college offering a wide range of programs of study, many determined by local community need.

COUNSELING-Guidance provided by professional counselors in collegiate, vocational, social and personal matters.

CREDIT BY EXAMINATION-Course or unit credit granted for demonstrated proficiency in a given area.

CREDIT/NO-CREDIT-Completion of a course or program with credit, but no grade, granted.

DEFICIENCY-Grade Point Deficiency: whenever a student's grade point average is less than 2.0;

DEFICIENCY, SUBJECT-whenever a student lacks a course or courses required for admission, graduation or transfer.

ELECTIVE-A course needed for graduation, but not a part of the major requirements.

GENERAL EDUCATION REQUIREMENTS- (also called Breadth Requirements) A group of courses selected from several divisions which are required for graduation.

GRADE POINTS-The numerical value of a college letter grade. A-4, B-3, C-2, D-1, others-0.

GRADE POINT AVERAGE-A measure of academic achievement used in decisions on probation, graduation and transfer; The G.P.A. is determined by dividing the total grade points by the number of attempted units.

IGETC (Intersegmental General Education Transfer Curriculum)-A listing of classes mutually agreeable to the three segments of California Higher Education as meeting the General Education requirements for transfer from the California Community College to either the California State University system universities or the campuses of the University of California.

LOWER DIVISION-Courses at the freshman and sophomore level of college.

MAJOR-A planned series of courses and activities selected by a student for special emphasis which are designed to teach certain skills and knowledge.

MATRICULATION-A process that brings the college and the student who enrolls for credit into an agreement for the purpose of realizing the student's educational objectives. The college provides an admissions process; orientation to the college and its programs; assessment and placement recommendations; advising and counseling; student follow-up; and research and evaluation.

PETITION-The process for entering closed classes. When a class is closed in registration, or more than one week has elapsed since the beginning of the class, students must get a petition card from the class instructor to be able to register for the class. The petition card will be required at registration for a student to successfully enroll in classes requiring a petition card. After registering, the class instructor will use the information on the student's registration computer receipt for enrollment information.

PLACEMENT TEST (given prior to admission)-used to determine the student's assignment to the most appropriate class level.

PREREQUISITE-A requirement that must be satisfied before enrolling in a particular (usually a previous) course, taking a test, acquiring sophomore standing or consent of department.

PROBATION-A trial period of one semester in which a student must improve his/her scholastic achievement.

REGISTRATION-The process of selecting and enrolling in classes.

SCHEDULE OF CLASSES-A booklet which lists the title, class section number, units, time, instructor and location of all classes offered in a semester.

SEMESTER-One-half of the academic year, usually 18 weeks. Long Beach City College, and many colleges and universities operate on the semester schedule consisting of a fall semester starting in August or September and the spring semester starting in January or February. There are summer sessions which are not considered semesters.

TRANSCRIPT-An official list of all courses taken at a college or university showing the final grade received for each course.

TRANSFER COURSES-Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

UNIT-The measure of college credit given a course, usually on the basis of one unit for each lecture hour per week or for every three laboratory hours per week.

