

# LONG BEACH CITY COLLEGE

CATALOG 2006-2007

VOLUME XLIX



LONG BEACH COMMUNITY COLLEGE DISTRICT  
LONG BEACH, CALIFORNIA



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

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

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

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

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

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



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

to get to know your instructors before you move on.

David Morse  
Academic Senate President

**Summer Sessions 2006**

<b>June 5</b>	<b>First Summer Session Classes Begin</b>
<b>June 19</b>	<b>Second Summer Session Classes Begin</b>
<b>July 17</b>	<b>Third Summer Session Classes Begin</b>
<b>July 4</b>	Holiday (Independence Day)

**Fall Semester 2006**

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

**Spring Semester 2007**

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

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

**College Campus Locations**

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

**Off-Campus Location:**

Office of Economic Development  
3950 Paramount Boulevard, Su 101  
Lakewood, California 90712

**For Other Off-Site Locations Contact:**

Office of Extended Instruction (562) 938-4810

**Accreditation**

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

**Curriculum Offerings**

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

**Schedule Of Classes**

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

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

## ***College Vision and Mission***

### **2020 Vision**

Long Beach City College prepares students to be successful in the world of the 21<sup>st</sup> century.

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

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

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

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

### **Mission**

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

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

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

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

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

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

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

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

### **Information Technology and Computer Literacy:**

The skills necessary to find, use, manage, evaluate, and convey information efficiently and effectively.

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

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

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

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

## ***College Functions***

### **Transfer**

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

### **General Education**

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

### **Occupational Education**

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

### **Developmental Education**

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

### **Support Services**

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

### **Beyond the Classroom**

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

### **Life-Long Learning**

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

### **Economic and Resource Development**

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

### **College History**

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

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

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

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

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

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

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

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

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

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

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

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

### **Extended Instruction/Off-Campus Programs**

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

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

### **Senior Studies Program**

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

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

## **Distance Learning**

### **Online TeleWeb Instruction**

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

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

### **Televised Instruction**

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

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

### **Hybrid Courses**

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

### **Weekend Classes**

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

### **Accelerated College Education (ACE)**

ACE (Accelerated College Education) is a two-year curriculum offered at the Pacific Coast Campus of Long

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

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

## **Honors Program and Courses**

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

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

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

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

### **Rotary Club Honors**

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

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

### **Transfer Programs**

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

**President’s Scholar Honors**

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

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

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

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

- II. The President’s Scholar designation is entered on the transcript, next to the associate degree notation. In addition, qualifying students receive a gold seal on their diplomas and are given special recognition at commencement. President’s Scholars are the first to receive their diplomas and are awarded medallions, which they wear at graduation.
- III. As part of the President’s Scholar award, students customarily receive a cash scholarship at graduation.

**Academic Senate Scholar Honors**

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

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

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

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

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

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

**Honors Student**

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

- 1. To qualify, a student must have completed a minimum of six Honors classes, a minimum of 15 units, with a 3.0 GPA or higher.
- 2. In addition, a student must maintain a Long Beach City College cumulative GPA of 3.0 or higher with

at least 80 percent of all units attempted in courses numbered 1-99. A student must also satisfy the college’s “units in residency” requirement.

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

**Honors Courses**

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

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

**Admission Requirements for Newly Enrolling Students**

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

GPA	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. Under certain conditions, K-12 students may also attend college classes.

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

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

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

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

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

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

### ***Matriculation***

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

#### **I. College's Responsibility**

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

#### **II. Student's Responsibility**

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

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



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

**III. Components of Matriculation**

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

- \***Admission** to the college
- \***Assessment** of English, math, reading (SOAR) and English as a Second Language skills
- \***Orientation** to the college's programs and services
- \***Counseling** to receive assistance with course selection and planning of an educational goal

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

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

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

**IV. Matriculation Requirement**

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

- a. All new, non-exempt (see below) students.
- b. Students who want to enroll in any English composition, reading or math course.
- c. Students who want to use this option to fulfill their associate degree math or reading proficiency.
- d. Students who are financial aid recipients, including Extended Opportunities Programs and Services.
- e. Candidates for any of the Nursing and Health Technologies programs.
- f. Students wishing to fulfill English and/or math prerequisites as specified by a department program.

**V. Matriculation Component Exemptions**

- a. **Orientation** - Students who are exempt from the matriculation service of orientation are those students who hold associate degrees or

higher, or those students who demonstrate that they are taking courses only for personal enrichment or those students who are co-enrolled at a four-year college or university or those students who are enrolled only in:

1. Performance or activity classes.
  2. Classes for advancement in current job/career (update job skills).
  3. Distance education classes.
  4. Contract education classes.
  5. Non-Credit classes.
- b. **Assessment** - The exemptions for orientation apply to the assessment component, unless a student plans to take a math, reading, English or English as a Second Language class and has not met the prerequisite. The assessment component for math, reading and writing can be partially met with documentation of coursework from another accredited college or high school.

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

- a. **Admission** - All students must participate in this component; there is no waiver process.
- b. **Orientation, Counseling and Assessment** - Any student who feels that he/she is exempt from any of these components may appeal by filing a Matriculation Component Waiver form, which is available in the Assessment Office. These exemptions do not provide clearance for enrollment into specified English, math, reading or ESL courses. The waiver will be reviewed by the Matriculation Specialist and the student is then notified of the decision by mail. A student may request to participate in a previously waived component by contacting the Matriculation Specialist.
- c. **College Assessment Test** -
  1. **Retest Policy:** A student may retake any part of the College Assessment Test (SOAR) after a five-month period has passed. You can retake a different math level (Algebra Readiness, Elementary Algebra, or Intermediate Algebra) test without waiting five months.
  2. **Appeals of Initial Placement Recommendation:** A student may appeal an initial placement recommendation in English, math, reading or ESL by completing the Placement Appeal form available at the Assessment Center, Counseling Office or the respective department. The student will be notified of the appeal decision by mail.

**VII. 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 2006-2007***

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

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

**High School Graduates (2006)**

Students in their senior year may apply as specified above.

***International Student Program/ Admissions***

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

Students may live in an apartment, with relatives or friends or with an American family in a homestay. The prices range widely. Contact the International Student

Office for assistance. There is bus transportation directly to campus from throughout the community.

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

**How to Apply:**

Request an application packet containing the forms you need from:

Long Beach City College  
Attention: International Student Admissions  
4901 East Carson Street  
Long Beach, CA 90808 USA

**or**

obtain it online at <http://intl.lbcc.edu>.

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

Your completed application file should contain:

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

TOEFL - Educational Testing Services  
Box 899  
Princeton, New Jersey 08540 USA

**or**

online at <http://www.toefl.org>.

2. A financial statement, to comply with U.S. immigration requirements, showing access to sufficient funds to pay college and living expenses for the duration of your studies. Submit the College Financial Statement form with your application. The approximate cost per school year is \$16,000 in U.S. dollars. The financial statement must be filled out using U.S. dollars. A sponsor's bank statement showing sufficient funds must also be submitted. The form may be requested from the International Student Office.
3. Transcripts showing academic preparation equivalent to receipt of a U.S. high school diploma, which is twelve years of elementary and secondary school. Please request that official copies of your transcripts be sent to the college. They should show all courses taken in the last three years of secondary school, the grade received in each course, grading method, the minimum passing grade allowed and the date of your completion of secondary school. Transcripts for any college classes completed must also be supplied. All must

- be translated into English and notarized before being submitted.
4. Proof of medical insurance must be on file before a student may register for classes. Such insurance must be maintained throughout enrollment at the college. Applicants must provide proof of not having tuberculosis.
  5. An F-1 application form for Form I-20 must also be signed and returned directly to the college.

### ***American Language and Culture Institute***

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

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

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

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

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

### ***Registration Procedures***

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

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

### ***Fees, Tuition and Other Expenses***

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

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

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

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

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

**Student Health Fee:** A health fee will be charged upon registration, unless students meet one of the exemptions listed 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. For students receiving financial aid, the fee is \$20. The fee for all students during summer sessions is \$15.

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

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

### **Refunds**

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

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

At LBCC a student’s withdrawal date is:

1. The date the student officially filed a drop through the Admissions Office, via online, or over the phone, or
2. The midpoint of the semester for a student who leaves without notifying the college or
3. The student’s last date of attendance at a documented academically related activity.

Long Beach City College does not have leaves of absence.

### **Transfer Rules and Refunds**

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

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

1. Both classes are of equal length and start in the same week.
2. The class from which the transfer is being made is shorter than the new class and both start in the same week.
3. The class from which the transfer is being made is longer than the new class and both end in the same week.

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

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

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

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

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

### **Appeal for Refund Due to Special Circumstances**

1. The Dean, Admissions and Records, and Registrar shall consider all appeals for refund of tuition and enrollment fees.

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

### ***Change of Address***

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

### ***Student Conduct***

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

### ***Knowing Your Responsibilities***

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

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

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

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

### ***Family Educational Right to Privacy Act (FERPA)***

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

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

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

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

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

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

### ***Drug-Free College Statement***

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

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

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

### ***Student Right-To-Know and Campus Security Act***

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

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

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

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

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

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

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

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

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

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

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

### ***Counseling & Student Development***

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

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

### ***Campus Child Development Center***

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

### ***Student Success Transfer Services Center***

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

### ***Student Life***

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

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

### ***Career & Job Services Center***

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

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

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

### ***Economic and Resource Development***

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

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

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

### ***Women and Men's Resource Center***

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

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

### ***Student Health Services***

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

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

The LAC Student Health Center is located in Q120-124, near the pool area. The PCC Student Health Center is located in the administration area in AA101-106. For information concerning current hours of operation or to

make an appointment, telephone (562) 938-4210 for the LAC Center or (562) 938-3992 for the PCC Center.

### **Voluntary Health Insurance**

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

### **Psychological Counseling Services**

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

### ***Campus Security and Crime Awareness***

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

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

### **EMERGENCY SERVICES – 911 or 9911 from campus phones:**

Contact the Long Beach Police Department with any emergencies such as crimes in progress, medical aid, or any incident requiring immediate police/security response.

### **GENERAL POLICE SERVICES – (562) 938-4910 or (562) 435-6711:**

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

### **Evening Safety Escorts**

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

### **Parking and Traffic Regulations**

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



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

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

1. Parking permits are **required at all times** in LAC and PCC parking lots. Parking permits are purchased each semester during registration. After registration, permits may be purchased from the Cashier's Office at either campus. For students who do not wish to purchase a semester parking permit, one-day parking permits are available at both campuses. Parking permit machines at LAC are located on the west side of parking lot 'J', on Lew Davis, and lot 'E'. The PCC Machine is located on the south side of parking lot 3. Meter Parking is available in Lot F, G, H, and on Lew Davis at LAC. Meters are available Lot 2 at PCC. There are also 30 minute visitor parking zones along the north curb of Carson Street for LAC.
2. Semester parking permits must be attached to either the rear view mirror so that it is visible from the front of the vehicle or on the lower left corner of the rear window (driverside). One-day parking permits must be placed in plain view on the vehicle dashboard with the permit facing upward. Students who are having difficulty displaying a permit should go to the College Police Trailer for assistance. Students driving a convertible-type vehicle can obtain a special convertible permit from the LAC College Police trailer, in lot 'C.' This special convertible permit can only be obtained after the purchase of a semester parking permit.
3. Student permits and daily permits do not authorize parking in staff or other reserved parking spaces except where posted otherwise.
4. Parking is available on a first-come, first-served basis.
5. All vehicles must be parked between the lines of a designated parking space only. Backing into parking stalls is not permitted.
6. A permit does not guarantee a parking space in the parking lot of choice. You are advised to allow ample time to find parking. At LAC, there is additional parking in the Veterans Stadium parking lot.
7. Citations are issued by the Long Beach Police Department to automobiles, motorcycle, and mopeds that do not display a properly placed, current parking permit. Students parked in staff or other specially designated areas will also be cited.

8. Students may not double park nor circle the parking lots to wait for a parking space.
9. No adjustments will be made for parking citations at the Long Beach Police Department - College Unit. Individuals wishing to contest citations must do so by following your instructions on your citation or by calling (562) 570-6822.
10. Motorcycles and mopeds are to be parked only in areas specifically posted for their use. Operators must purchase a current semester parking permit and keep it in their possession. Motorcycles and mopeds may not be driven on campus or parked on sidewalks. Violators will be cited.
11. Students, staff, or faculty with state-issued disabled placards are to park in the marked handicapped spaces. If a handicap space is not available, parking is allowed in any other student or staff space. Disabled permits are not valid in carpool or other reserved spaces.
12. Regulations pertaining to parking can vary from lot to lot. It is the responsibility of the driver to read the parking regulations that are posted at the entrance of each parking lot.

### ***Student Financial Aid***

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

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

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

#### **Federal Programs**

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

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

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

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

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

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

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

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

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

#### **State Programs**

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

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

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

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

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

#### **Applications, Program Guidelines and Deadlines**

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

USDE Student Guide

Financial Aid Workbook, 2006-2007

#### **Money for College at LBCC Satisfactory Progress Policy**

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

Financial Aid Office Liberal Arts Campus 4901 E. Carson Street Long Beach, CA 90808 (562) 938-4257	Financial Aid Office Pacific Coast Campus 1305 E. Pacific Coast Hwy 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 an application for financial aid at the Financial Aid Office.

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

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

#### **G. I. Bill**

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

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

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

**Regular Semester**

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

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

**College Programs**

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

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

**Support Services for Disabled Student Programs and Services (DSPS)**

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

1. Specially designated parking spaces.
2. Ramps and elevators for accessibility to main campus facilities.
3. Registration assistance for students unable to negotiate regular registration procedures.
4. Specialized academic, personal and vocational counseling.
5. Special equipment for campus use and home loan, such as tape recorders, visual enlarging machines, a talking calculator and adaptive computer equipment.
6. Services of the State Department of Rehabilitation, such as vocational counseling and guidance, training and job placement.
7. Specialized instruction for students with physical, learning, psychological and/or developmental disabilities.

8. An innovative Special Learning Center for disabled students to provide self-pacing programs and vocational exploration packages, located at the Pacific Coast Campus.
9. Specialized services for the deaf and hard of hearing, including speechreading (lipreading) instruction, courses in total communication, as well as the coordination of classroom interpreters for deaf students. Students who may need these services should inform the DSPS office before they enroll.
10. Adapted physical education for physically limited students requiring specialized physical education.

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

**Civil Rights Compliance Statement**

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

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

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

**Title IX. Prohibiting Sex Discrimination in Education**

The Long Beach Community College District is committed to support all regulations under Title IX. "No person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any operation of an educational institution that receives federal funds." Anyone with a question or a discrimination complaint should contact Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

### ***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](http://www.lbcc.edu), (follow links: Students, Health Services, Sexual Assault). This site contains valuable information about Ways to Avoid Rape, What to Do in a Risky Situation, and What to Do in Case of Rape.

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

LBCC Personal Counseling and Health Services are available on both campuses during business hours.

**Counseling Offices:** LAC Building A 938-4559 or PCC Building GG 938-3922.

**Student Health Services:** LAC Bldg Q120 near the Gym 938-4210, PCC Bldg AA114 near Administration 938-3992.

**Sexual Assault Crisis Agency-** 24 hour hotline (English and Spanish) 562-597-2002, 1703 Termino Avenue, Suite 103, Long Beach Ca 90804.

### ***Americans with Disabilities Act of 1990***

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

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

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

### ***Sexual Harassment Policy Statement***

The Long Beach Community College District provides an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes. Sexual harassment includes a prohibition

against sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. Sexual harassment is a violation of an individual's civil rights and will not be tolerated.

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

### ***Section 504, Rehabilitation Act***

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

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

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

### ***Declaracion de Cumplimiento de los Derechos Civiles***

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

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

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

### ***Artículo 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 Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

### ***Americanos con Incapacidades–Acta De 1990***

El Acta (ADA) de 1990 de Americanos con Incapacidades 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 Irma Ramos, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

### ***Declaracion de las Normas sobre Acoso Sexual***

El distrito de la universidad de la comunidad de Long Beach provee un ambiente para la educación, el empleo, y el trabajo que no permite insinuaciones sexuales no sollicitadas, 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, Administrative Dean of Human Resources, 4901 E. Carson St., Long Beach, CA 90808, (562) 938-4095.

### ***Seccion 504, Acta de Rehabilitacion***

De acuerdo con la Sección 504 del Acta de Rehabilitación, el distrito ha desarrollado un programa de servicios para los estudiantes incapacitados, dirigido por Mark Matsui. Él está localizado en 4901 E. Carson

St., Long Beach CA 90808. Cualquier persona que necesite información acerca de nuestro programa para estudiantes con incapacidades puede ponerse en contacto con esta oficina al (562) 938-4558 voz o (562)938-4833 TDD.

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

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

## Libraries

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

### Liberal Arts Campus

Hours (fall and spring)

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

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

### Pacific Coast Campus

Hours (fall and spring):

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

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

## Adult Learning Department

### Learning Center

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

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

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

- Plan to enroll or are enrolled in regular classes and need to improve or refresh foundation skills for a successful learning experience.
- Plan to take the college assessment tests or examinations for employment.

- Plan to take the GED test to obtain the high school equivalency diploma.
- Wish to review or complete their elementary and/or secondary education.
- Need learning support services with skills development to complete class assignments or require assistance with information processing skills to master course readings and materials in specific courses or disciplines.
- Need to acquire specific skills as a prerequisite to mastering academic requirements of another class.

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

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

## Learning and Academic Resources Department

### Center for Learning Assistance Services

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

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

### Learning and Study Skills

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

### Media Materials

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

### Tutoring

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

**Open Access Computer Lab**

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

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

**Instructional Technology Student Support Center**

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

**Computer Proficiencies for Academic Success**

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

**Supplemental Instruction**

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

***Computer Applications & Office Technology Self-Paced Classrooms***

**Pacific Coast Campus**

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

**AA202**

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

**Hours of Operation**

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

**AA205**

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

**Hours of Operation**

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

**Liberal Arts Campus**

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

**M107/M109**

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

**Hours of Operation**

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

## ***Writing and Reading Center***

### **Liberal Arts Campus and Pacific Coast Campus**

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

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

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

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

## ***Nursing and Allied Health Learning Center and Skills Lab***

### **Liberal Arts Campus**

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

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

L149. At the Pacific Coast Campus, the Writing and Reading Center is located in Room GG129. For additional information, call (562) 938-4520.

## ***Aviation Learning Center***

### **Liberal Arts Campus**

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

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

## ***Life Science Learning Center***

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

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

## ***Foreign Language Multimedia Learning Center***

### **Liberal Arts Campus**

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

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

## ***Mathematics Learning Center***

### **Liberal Arts Campus**

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



### **Faculty Office Hours**

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

### **Class Syllabus**

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

### **Student Attendance**

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

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

### **Auditing of Classes**

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

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

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

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

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

### **Grading Regulations**

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

### **Make-Up Grades for Incomplete Work**

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

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

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

**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,” “CR” or “NC.” The grade assigned shall be based on the total semester requirements for the course.

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

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

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

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

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

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

**Grade Points**

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

**Change of Grades**

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

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

**Open Entry/Open Exit Courses**

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

**When Grades are Awarded**

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

### ***Repetition of Courses***

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

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

1. A course may be repeated provided that a grade of D, F or NC has been recorded. For all course repeats in which a grade of D, F or NC has been recorded, the grade of the repeated course (the second enrollment), whether higher or lower, will be used in lieu of the earlier course grade for determining the grade point average. Unit credit is allowed only once. Neither credit nor grades shall be allowed for unauthorized repeats. The grade for the earlier course and the repeated course shall both be recorded on the student's permanent record, insuring a true and complete academic history.
2. A course may be repeated when a grade of B, C or CR has been recorded provided the district finds that the previous grade was the result of verified cases of accidents, illness or other circumstances beyond the student's control. Students desiring to repeat a course under this section must have prior approval from the Grade Review Committee before reenrolling in the course. Application for such approval must be made in writing to the Dean, Admissions and Records, and must be supported by documentation that will verify the extenuating circumstances and must include a statement from the instructor of record (or department head if the instructor is unavailable) indicating that the recorded grade was lower than it might otherwise have been, had the extenuating circumstances not arisen.
3. A course may be repeated when a grade of A, B, C or CR has been recorded provided that a minimum of two semesters has elapsed since the student previously took the course for any course numbered 1-99, except for Directed Study. For all courses numbered 100 or higher, excluding 600 band courses, one semester must have elapsed. In either case, the District has determined the student would benefit by repeating the course in order to ensure that the student's knowledge is current. For course repeats in which a grade of A, B, C or CR has been recorded, the grade of the repeated course (the second enrollment) shall not be counted when calculating a student's grade point average. The grade of the earlier course and the repeated course shall both be recorded on the student's permanent record, insuring a true and complete academic history. Unit credit is allowed only once. Neither credit nor grades shall be allowed for unauthorized repeats.

- B. Certain courses may be repeated up to a maximum of three times for a total of four enrollments regardless of the grades earned. These courses are identified in the college catalog and in the schedule of classes. They include courses in which skills or proficiencies are enhanced by supervised repetition and practice within class periods or those in which active participatory experience in individual study or group assignments is the basic means by which learning objectives are met. All grades earned for the authorized repeats shall be counted toward the grade point average and these courses are not subject to the repeat rules of Section A. These courses are designated with a fixed course number followed by letters indicating the number of semesters the course may be taken for credit. The letters following the course number are not separated by a hyphen. (Example: "AB" = 2 semesters, "AC" = 3 semesters, "AD" = 4 semesters) For example, Journalism 85AD may be taken a maximum of four times. All grades and units earned in these types of courses are counted.
- C. It shall be the student's responsibility to ensure that the repetition of a course is authorized by these regulations. Any student who is determined to be repeating a course when not authorized to do so shall be administratively removed from the class and any fees or tuition paid may be forfeited. Any grades or credit submitted for unauthorized repeats shall be disallowed.
- D. Credit by examination is not subject to the course repetition rules.
- E. Courses in the 600-number band (non-credit courses) are not subject to the course repetition rules.

### ***Academic Renewal***

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

- A. The student must have completed 45 units of work at Long Beach City College with at least a 2.0 cumulative GPA subsequent to the work to be alleviated.
- B. Work to be alleviated shall be on a semester (or term) basis with all work for the designated semester to be ignored in determination of the requirements for graduation, including GPA, field of concentration, honors, general education and units. Any work thus ignored, which would otherwise meet a particular requirement, will have to be fulfilled by retaking a course or by other legitimate means.
- C. A maximum of two semesters (or terms) may be thus alleviated.
- D. Academic renewal may be applied only at the time of application for graduation.

- E. Work to be alleviated must have been recorded at least five years prior to the intended date of graduation.
- F. All course work alleviated shall remain on the official record. The transcript shall be appropriately annotated to indicate that academic renewal has been applied, including the specific semester(s) (or terms) that were ignored.
- B. In the case of progress dismissal, the student must enroll in at least three units during the semester. If enrolled in 3 to 5.5 units, the student must have a 1.00 completion ratio (complete all units). If enrolled in six or more units, the student must have a completion ratio of at least .80 (four-fifths).

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

### ***Academic and Progress Probation***

- A. A student shall be placed on probation whenever the student's academic record indicates any of the following conditions:
  - 1. The student's grade point average falls below 2.0 (C) in all units graded over the 4.0 grading scale after the student has attempted more than 12 units at Long Beach City College.
  - 2. After enrolling in a minimum of 12 units at Long Beach City College, the student has completed fewer than one-half of all units in which the student has enrolled as reflected in the academic record.
- B. For the purposes of section A.2, the entries of W, NC and I are counted as incomplete work while entries of A, B, C, D, F and CR are counted as complete.
- C. Students on academic and/or progress probation shall be subject to Counseling Intervention. Counseling Intervention shall include the following provisions:
  - 1. Meeting with a counselor in the Counseling Department, DSPS or EOP&S;
  - 2. Completing a student "Strategy for Success" contract and/or an Education Plan;
  - 3. Being limited to a maximum of 12 units each semester until the student is off probation; and
  - 4. Completing the sequence of basic skills courses in the Education plan.
- D. Any student on probation shall be reclassified as "satisfactory" whenever the cumulative grade point average reaches or exceeds 2.0 (C) and the ratio of units-completed to units-enrolled is one-half or better based on the number of units indicated in section A above.

### ***Academic and Progress Dismissal***

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

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

### ***Readmission After Dismissal***

- A. If a student is dismissed from the college and at the time of dismissal has not completed the Counseling Intervention, the student will not be readmitted to the college for at least one full year, consisting of Fall, Spring and Summer, in that order.
- B. Only students who have completed Counseling Intervention may petition for readmission immediately after dismissal.
- C. Students desiring to return after one year of dismissal must complete a readmission petition, which is reviewed by the Readmission Committee.
- D. A dismissed student who is readmitted shall be readmitted as a student on probation and shall be subject to further readmission restrictions and dismissal in accordance with this policy.

### ***Scholarship***

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

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

### ***Dean's List***

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

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

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

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

### ***Scholarship Society (A.G.S.)***

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

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

### ***Honors at Entrance***

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

### ***Honors at Graduation***

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

### ***Course Credit & Class Preparation***

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

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

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

### ***Credit/No Credit Courses and Grading***

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

Students are required to do all work assigned and take examinations as though they were getting a grade. To receive credit, a student must do the work equivalent to a “C” grade or better. Students seeking an associate degree are limited to 20 units on a credit/no credit basis. All

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

### ***Method of Evaluation***

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

### ***Maximum Student Unit Load***

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

- A. Minimum full-time unit load: 12 units
- B. Normal full-time unit load: 15 units
- C. Maximum full-time unit load with written permission: 21 units

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

- A. Minimum unit load for full-time summer status: 6 units
- B. Maximum full-time unit load: 10 units
- C. Minimum unit load for half-time summer status: 3 units

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

- A. **Residents of California** may enroll for up to the maximum full-time unit loads, as stated, during the academic year and summer school.
- B. **Non-residents** (unless restricted by visa) may enroll for up to the maximum full-time unit loads, as stated, during the academic year and summer school and must pay non-resident tuition.
- C. **High School Students**  
During the academic year eligible high school students may enroll in a maximum of 12 units. During the summer school session eligible high school students may enroll for up to the maximum summer school full-time unit load. High school students who have completed at least the tenth grade may attend with permission of the high school principal and their parent or legal guardian. Students must have a certified grade point average of 3.0 for academic courses and a 2.0 for vocational courses.

**Waiver of Maximum Unit Load**

**Limitation**

- A. A student may request a **waiver of maximum unit load limitation, except for the summer session.** Under no circumstances will a student be permitted to exceed the defined maximum unit load limitation with waiver. The determination to waive the maximum unit load limitation is the responsibility of the Counseling Department and will be made only for extraordinarily capable students of proven academic ability and excellent past academic performance.
- B. To apply for a waiver, a student must meet the following regulations:
  - 1. The student must be matriculated so that his or her college placement examination scores, transcripts of previous academic performance and other pertinent data are available to the counselor.
  - 2. The student must apply to the Counseling Office for a waiver no later than two weeks prior to the first day of walk-in registration for the semester concerned. A waiver request after the two-week deadline requires the approval of the Dean, Counseling and Student Support Services.
- C. The Vice President reserves the right to grant special waivers in unusual circumstances.

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

**Credit by Advanced Placement**

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

Advanced Placement credit is granted for fulfillment of Long Beach City College degree requirements. However, when a student transfers to any other college or university, that institution routinely re-evaluates advanced placement units in accordance with its own internal policies. Thus, advanced placement units remain intact and do 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

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

***High School Articulation Project***

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

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

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

***Credit by Examination***

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

- A. In addition, the department concerned also determines specific standards of student eligibility.
- B. The method of evaluation, including a copy of any written exam or a description of its contents, must be approved by the department and kept on file in the department and the office of the School Dean. For courses identified in the High School Articulation Project, a description of the contents of the examination, as developed and approved in the articulation process, must be kept on file in the department.
- C. Students who take an exam for credit will be given the grade earned. For high school articulated courses, they will be given the grade earned or receive a "Credit" depending on the method of grading for the course; if they do not pass the examination, there will be no notation made on the transcript and no credit awarded. Units earned through Credit by Examination may not be counted toward the 20-unit residence requirement for the associate degree.
- D. A fee will be charged to take Credit by Examination. The fee will be waived for participants in the High School Articulation Project.
- E. Students have one academic year to complete the exam from the date the application and the fee is collected.

***Credit by Directed Study Program***

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

1. Students must have earned at least a cumulative 3.0 (B) grade point average.
2. Students must have completed 24 units, at least 12 of which must be earned at Long Beach City College. Credit applied from other colleges must be supported by official transcripts on file with the Records Office.

3. Prior approval of the faculty mentor (the faculty member who directs the study), Department Head and School Dean must be obtained before commencing work on the project under the mentor's direction. Failure to do so may result in denial of credit for the project.
  4. Directed Study may not parallel or equate with work in an approved course within the department. It is expected that Directed Study is of an advanced nature and goes beyond the treatment in an approved course or series of courses. Work involving simply the production of a book report or term paper is not deemed an appropriate project.
  5. While the student's work is of an autonomous nature, it is expected the student will meet at regular intervals with his/her faculty mentor to discuss progress and seek guidance and direction.
  6. The product of the directed study will be a written report or an equivalent project that demonstrates an amount of work equal to an approved course of the same number of units—54 hours of work for each unit of credit earned.
  7. The project will be evaluated on a standard comparable to that used in the courses within the department granting the credit. The project will be evaluated by the faculty mentor and kept on file in the department office. The completed form will be forwarded through the approval process.
  8. One to three units of credit will be granted upon satisfactory completion of a project. Each unit of credit shall be equal to 54 hours of work.
  9. Units will be placed on the student's transcript as Directed Study 99 in the subject matter area.
  10. The student shall earn no more than six units in directed study courses.
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.

***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.



### ***Credit for Vocational Cooperative Work Experience Education***

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

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

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

#### **Work hours required for the following amount of units:**

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

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

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

### ***Credit for Educational Experience In Military Service***

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

If a veteran feels his/her military schooling provided sufficient knowledge in a particular subject area and this credit is needed for graduation or advanced placement, he/she should refer to the section, "Credit by

Examination." Each Department Head handles the particular subjects under his/her administration. Not all departments allow Credit by Examination so check the eligibility requirements carefully, then contact the Department Head involved to make the necessary arrangements for an exam, if permissible.

### ***Policy on Academic Honesty***

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

### ***Policy on Open Courses***

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

### ***Creating a Collegiate Environment***

#### **In the Classroom**

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

1. **Respect for the Instructor** - This means arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while a lecture is in progress, not bringing food or drink to the classroom, not being loud, boisterous or argumentative.
2. **Respect for Other Students** - This means not interfering with the rights of others to listen and participate, not being disrespectful, not using inappropriate language or harassing others in any way.
3. **Academic Honesty** - Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests, turning in work which is not one's own (plagiarism), talking during tests, furnishing false information to instructors or knowingly misrepresenting one-self to the college is grounds for disciplinary action. The consequences of cheating are severe and may include the possibility of expulsion.
4. **Instructor's Rights** - An instructor has the right to remove a student from class at any time he/she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Dean of Student Affairs for disciplinary action as warranted.
5. **Student's Rights** - All students have a right to due process. If classroom conflicts occur, discuss them with your instructor during his/her office hours. Additional resources for help include the Department Head, School Dean and Vice president of Student Support Services or Designee.

### **On the Campus**

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

### ***Standards of Student Conduct***

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

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

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

1. Willful disobedience to directions of college officials (including faculty) acting in the performance of their duties.
2. Violation of college rules and regulations, including those concerning student organizations, the use of college facilities or the time, place and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating or knowingly furnishing false information to the college.
4. Forgery, alteration or misuses of college documents, records or identification.
5. Unauthorized entry to or use of the college facilities.
6. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
7. Theft or damage to property belonging to the college, a member of the college community on campus or at a campus activity or a visitor to the campus.
8. Disorderly, lewd, indecent or obscene conduct, including profanity.
9. Conduct which disrupts orderly operation of the college, or which disrupts educational activities of individual members of the college community including, but not limited to, the harassment of another member of the college community based on race, religion, national origin, gender, sexual orientation or any other legally protected status.
10. Use, possession, distribution or being under the influence of alcoholic beverages, illicit drugs or

other controlled substances while on campus or in connection with college activities.

11. Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
12. Possession, while on the college campus or at a college sponsored function, of any weapons (except by persons given permission by the superintendent-president or members of law enforcement agencies, such as police officers acting in their capacity as officers).
13. Possession of any article, not usually designated as a weapon, when used to threaten bodily harm.
14. Misuse of any computer technology, including equipment, software, network or Internet access. This includes non-compliance with any policy, regulation, rule or guideline developed by any segment of the College which relates to computer technology.

### ***Campus Rules***

1. Smoking is prohibited in all buildings.
2. Eating and drinking are prohibited in all buildings except where food is sold or is part of an approved and scheduled activity.
3. Gambling on the campus is prohibited. Gaming is restricted to the PCC Student Lounge and the LAC Activities Room.
4. Animals not indigenous to the campus grounds are not allowed on campus. Exceptions shall be made for certified companion animals and those animals previously approved by college officials for specific educational purposes.
5. Literature to be distributed must be approved in the office of Student Life.
6. Children are not allowed on campus unless under the supervision of a parent/guardian or are officially enrolled in an approved college program. Children may not attend classes with a parent/guardian unless the course is specifically designed to include children. Children must be supervised so educational activities are not interrupted and may not be left unattended in common areas, such as the library, computer labs, cafeterias, quads or lounges.
7. Unauthorized vehicles (vehicles without a parking permit) must use visitor parking or purchase a one-day parking permit.
8. Students are required to be fully attired, including shirts or blouses and footwear.
9. Skateboarding, skating and bike riding are prohibited on campus grounds, officers will site any violations.
10. The use of radios, electronic recording devices, tape or compact disc players without headphones is prohibited on campus except in connection with approved campus/classroom activities.

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

### ***Summary Suspension***

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

1. **Removal from Class by Instructor** - Any instructor is authorized to remove a student from his/her class for the class meeting where the infraction occurs, as well as the next scheduled class meeting. The instructor shall immediately report the removal of the student to the Vice President of Student Support Services or designee, including the reason for removal, for appropriate action.
2. **Summary Suspension by Administration** - A summary suspension is an administrative action for the purpose of removing any immediate tension or threat to the well being of students and staff in order to assure that an appropriate academic environment exists. It is also for the purposes of further investigation of reported inappropriate conduct and to determine what disciplinary action, if any, is appropriate. The Dean of Student Affairs or designee may summarily suspend a student for good cause for a period of up to 10 instructional days to ensure that the intended purpose is served.

### ***Disciplinary Action***

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

1. **Warning** - Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. **Reprimand** - Notice to the student in writing that officially recognizes a violation of the standards of student conduct or campus rules. The reprimand admonishes the student to avoid future infractions in order to avoid additional formal action.

3. **Probation** - An official disciplinary action, which returns the offender to the college community on a promise of appropriate future behavior. Any violation of this promise mandates formal action.
4. **Social Suspension** - Social Suspension limits a student's attendance on campus to scheduled classroom hours. Other privileges can be set forth in the Notice of Social Suspension for a specified period of time. The imposition of social suspension involves notification in writing of the reason for social suspension to the student(s) or president of the student organization involved.
5. **Disciplinary Suspension** - Disciplinary suspension follows a hearing based on due process of law. It shall be invoked by the college president, appropriate administrator, or other staff members designated by the president upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.
6. **Expulsion** - An expulsion is a long-term or permanent denial of all campus privileges including class attendance. The Board of Trustees may expel a student after a hearing by a campus body or upon recommendation of the Superintendent-President. Permanent expulsion and active prosecution shall automatically result for any student found to be in possession of a gun. Board action is not necessary in this instance.
7. **Restitution** - Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

## ***Associate Degree and Transfer Programs***

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

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

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

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

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

### **Determination of Requirements to be Used for Certificates, the A.A./A.S. Degree and General Education Certification**

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

### **Definition of Continuous Enrollment**

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

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

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

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

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

**Dual Associate Degrees**

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

1. To obtain a dual degree students must complete a minimum of 80 semester units and a third degree would require a total of 100 semester units. Each additional degree would require an additional 20 semester units that are unique to the additional degree.
2. Fifty percent or 20 units (whichever is less) of the major requirements from the second degree must be distinct from the first degree. In addition to the above requirements, degree requirements, including degree residency requirements, scholarship, field of concentration, and general education and proficiency requirements must also be met.

**Post Associate Degree(s):**

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

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

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

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

A **career certificate** is defined as a course of study consisting of at least 18 units; a **certificate of**

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

**Criteria**

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

***Philosophy of General Education, Associate Degrees***

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

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

**Criteria**

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

***Plan A:***

***Associate Degree (Degree and/or Career Option)***

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

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

***Plan B:***

***General Education Certification Pattern for CSU Transfer and The Associate Degree***

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

***Plan C:***

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

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

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

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

***Plan A***

***Additional Graduation Requirements***

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

**Note:** There is no "double-counting"—that is, courses required for the field of concentration may not also fulfill general education requirements, unless specifically noted.

5. **General Education and Proficiency requirements** - Refer to Plan A for the requirements in general education and proficiency in reading, writing, mathematics and information competency. The field of concentration, the general education and the proficiency requirements must be those in effect for the same year. A student may use a course to fulfill a general education requirement in effect at the time the course was completed, even though the course may have been subsequently removed from the list of approved general education courses.
6. **Matriculation** - Matriculation materials must be submitted to the Admissions and Records Office prior to the application for graduation.

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

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

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

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

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

### ***Plan B***

#### ***Additional Requirement Information for California State University***

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

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

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

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

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

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

#### **General Education-Major Requirements**

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

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

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

#### **Admission Requirements**

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

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

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

1. Completing appropriate courses with a “C” or better in adult school or high school summer sessions; **OR**
2. Completing appropriate courses in college with a “C” or better. One course of three semester (or four

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

3. Earning appropriate scores on specified examinations.

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

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

1. Complete the missing subjects in ways specified for lower division applicants; **OR**
2. a) High school graduates prior to 1988: Complete with grades of “C” or better the CSU general education requirements in communication in the English language (9 units in Areas A1, A2, A3) and math (from Area B4); **OR**  
 b) 1988 and later high school graduates: Complete with grades of “C” or better a minimum of 30 semester (45 quarter) units selected from courses in English, arts and humanities, social science, science and math of at least equivalent level to courses that meet general education or transfer curriculum requirements. Each student must complete all of CSU general education requirements in communication in the English language (9 units in Areas A1, A2, A3) and the general education requirement in math (from Area B4) as part of the 30-semester unit requirement.

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

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

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

### **Plan C**

#### **Additional Information for University of California**

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

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

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

#### **Admission Requirements**

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

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

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

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

- (1) Complete 60 semester units of transferable college credit with a grade point average of at least 2.4 and satisfy either (2) or (3) below.
- (2) Complete appropriate college courses with a “C” grade or better in the “A-F” subjects that were lacking. (The university will waive up to two units, i.e., two academic years, of the required high school coursework except in math and English.)
- (3) Complete with grades of “C” or better the following college courses:
  - (a) English: one transferable college course in English.



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

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

***Private Colleges and Universities***

**Transfer Information**

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

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

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

***Long Beach City College Certificate and Degree Programs***

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

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

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

The notations used in the following table are:  
**T=Transfer Preparation** – College courses in general education and the major taken during the freshman and

sophomore years to prepare for transfer to a university (i.e. CSU-Long Beach, Chapman, UC-Irvine, USC, etc.)

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

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

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**SCHOOL OF BUSINESS & SOCIAL SCIENCE**

**BUSINESS**

**Business Administration**

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

**Computer & Business Info Systems**

X	X	X	Computer Applications Specialist
X	X	X	Computer Programming (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 (Office Technologies)
	X	X	Legal Secretary
	X	X	Medical Transcription
	X	X	Office Assistant
	X	X	Word Processing Specialist

**Tourism**

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

**SOCIAL SCIENCE**

**Public Services**

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

**APPLIED SCIENCES**

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

**SCHOOL OF HEALTH & SCIENCE**

**MATHEMATICS & SCIENCE**

<b>Life Science</b>			
X	X		Biological Sciences
			Mathematics & Engineering
X	X		Engineering
X	X		Mathematics
			Physical Science
X	X		Physical Sciences

**NURSING & ALLIED HEALTH**

<b>Allied Health</b>			
T	A	CA	
	X	X	Medical Assisting: Clinical and/or Administrative Certificate
	X	X	Diagnostics Medical Imaging
<b>Nursing</b>			
X	X	X	Associate Degree (RN Program)
X	X	X	LVN to RN Career Ladder Program
	X	X	Vocational

**SCHOOL OF LANGUAGE ARTS**

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

**Foreign Language**

X	X	X	Foreign Language
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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**

**Aviation Department**

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

**AutoBody**

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

**Construction & Related Trades**

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

**Drafting**

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

## ***Degrees and Programs***

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### **T A CA**

#### **Electricity**

X X Electrical Technology

#### **Manufacturing Technology**

X X Machine Tool Technology

X X Sheet Metal

X X Welding Technology (Prep)

X X X Machine Operator/Manufacturing  
Technology

X X X Numerical Control  
Tech/Manufacturing Technology

X X X Tool Design/Manufacturing  
Technology

#### **INTERDISCIPLINE STUDIES**

X Liberal Arts

## COMPLETION CERTIFICATES

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

### COMPLETION CERTIFICATE

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  
 Adult and Elder Care  
 Advanced Transportation Technology – Light-Medium Duty Alternate Fuels  
 Advanced Transportation Technology – Electric Vehicle  
 Advanced Transportation Technology – Heavy Duty Alternate Fuels  
 Air Reservation Specialist  
 Application Developer  
  
 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 Microsoft Office  
  
 Basic Office Computer Skills  
 Basic Office Skills  
  
 Basic Word Processing  
  
 Cabinetmaker Trainee  
 CAD Professional  
 Carpenter Trainee  
 Chemical Dependency  
 Child Development Permit Specialization-Art for Children  
 Child Development Permit Specialization-Child Health  
 Child Development Permit Specialization-Children with Exceptional Needs  
 Child Development Permit Specialization-Family Child Care  
 Child Development Permit Specialization-Infant/Toddler  
 Child Development Permit Specialization-Literacy  
 Child Development Permit Specialization-Multicultural  
 Child Development Permit Specialization-Music  
 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

### CURRICULUM GUIDES

Drafting, Mechanical Design  
 Drafting, Mechanical Design  
 Drafting, Mechanical Design  
 Drafting, Mechanical Design  
 Human Services  
 Child Development  
 Advanced Transportation Technology  
  
 Advanced Transportation Technology – Electric Vehicle  
 Advanced Transportation Technology  
  
 Travel Industry  
 Computer Business Information Systems/Computer Science  
 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  
 Administrative Assistant, Computer Applications Specialist, Customer Service Representative, Office Assistant  
 Office Assistant, Word Processing  
 Administrative Assistant, Legal Secretary, Office Assistant  
 Medical Transcription, Office Assistant, Word Processing  
 Wood Products Manufacturing  
 Drafting, Mechanical Design  
 Contact department at (562) 938-3091 for details  
 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  
  
 Computer Business Information Systems/Computer Science  
 Baking, Culinary Arts

**COMPLETION CERTIFICATE**

Commercial Formal Buffet  
COREL WordPerfect

Criminal Forensics  
Cruise Specialist  
Emergency Medical Technician  
Family Development  
Fluoroscopy  
Food Preparation 1  
Food Preparation 2  
Food Preparation 3  
Food Service Sanitation  
Health Unit Coordinator  
Home Health Aide  
Home Remodeling & Repair Technician  
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 Windows System Administration

Microsoft Word

Network Cabling Specialist  
Network Installation  
Network Installation and Design  
Certified Nurse Assistant  
Nutrition for Culinary Arts  
Oracle Developer (DBA) Associate

Oracle Developer Associate

Oracle Developer Professional

Phlebotomy  
Pre-apprenticeship Training  
Professional Gourmet Cooking  
ProTools Assistant  
Quick Service Tech – Brake Inspections  
Quick Service Tech – Lubrication Service  
Quick Service Tech – Tire Service  
Studio Assistant  
Traffic Signals Systems 1  
Travel Destinations  
Travel Industry Management Specialist  
Vocational Media – Commercials  
Vocational Media – Film Acting  
Vocational Media – Voice-Over

**CURRICULUM GUIDES**

Culinary Arts  
Administrative Assistant, Legal Secretary, Medical  
Transcription, Office Assistant, Word Processing  
Administration of Justice  
Travel Industry  
Medical Assistant  
Child Development  
Diagnostic Medical Imaging  
Baking, Culinary Arts  
Culinary Arts  
Culinary Arts  
Baking, Culinary Arts  
Medical Assistant  
Vocational Nursing  
Carpentry  
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  
Computer Business Information Systems/Computer  
Science  
Administrative Assistant, Computer Application  
Specialist, Customer Service Representative, Legal  
Secretary, Medical Transcription, Office Assistant, Word  
Processing  
Electrical  
Electrical  
Electrical  
Vocational Nursing  
Culinary Arts  
Computer Business Information Systems/Computer  
Science  
Computer Business Information Systems/Computer  
Science  
Computer Business Information Systems/Computer  
Science  
Medical Assistant  
Carpentry  
Culinary Arts  
Recording Engineer, Record Producer  
Contact department at (562) 938-3071 for details.  
Contact department at (562) 938-3071 for details.  
Contact department at (562) 938-3071 for details.  
Recording Engineer, Record Producer  
Electrical Technology  
Travel Industry  
Travel Industry  
Theatre Arts  
Theatre Arts  
Theatre Arts

**COMPLETION CERTIFICATE**

Web Construction

Windows 2000 Network Administrator

**CURRICULUM GUIDES**

Computer Business Information Systems/Computer  
Science

Computer Business Information Systems/Computer  
Science

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

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

LEGEND
† This course has a prerequisite; prerequisite courses must be completed with at least a "C" or "CR" grade (see catalog or schedule of classes).
▪ Identifies the courses need for an Associate Degree in that area.
* This course is an exception to the "double counting" rule; it may be double counted.
Φ Cannot be used as an elective if counted under required units.
<b>Note: The footnotes for all other symbols can be found at the end of each guide.</b>

## ACCOUNTING

### Career Certificate and/or Associate in Arts

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

REQUIRED COURSES	UNITS
ACCTG 1A Principles of Accounting	4
†ACCTG 1B Principles of Accounting	4
ACCTG 205 Fundamentals of Tax	3
†ACCTG 228 Computerized Gen Ledger Acct Systems 2	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

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

**TOTAL UNITS** **29**

**RECOMMENDED but not required courses:**

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

## ACCOUNTING CLERK

### Career Certificate and/or Associate in Arts

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

**REQUIRED COURSES** **UNITS**

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

**TOTAL UNITS** **18**

**RECOMMENDED but not required courses:**

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

## ADMINISTRATION OF JUSTICE

### Associate in Arts/Career or Completion Certificate

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

**REQUIRED CORE COURSES** **UNITS**

ADJUS 2 Introduction to Administration of Justice	3
ADJUS 3 Introduction to Criminal Procedures	3
ADJUS 4 Criminal Law	3
ADJUS 5 Community and Human Relations	3
ADJUS 6 Introduction to Evidence	3
ADJUS 8 Introduction to Investigation	3
<b>Subtotal Units</b>	<b>18</b>

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

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

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

**CAREER CERTIFICATE**

<b>REQUIRED CORE COURSES</b>	<b>UNITS</b>
ADJUS 2 Introduction, Administration of Justice	3
ADJUS 3 Introduction to Criminal Procedures	3
ADJUS 4 Criminal Law	3
<b>Subtotal units</b>	<b>9</b>
<b>Complete SIX (6) units from ADJUS and PUBAD courses listed for Associate Degree.</b>	
<b>Subtotal units</b>	<b>6</b>
<b>Select NINE (9) units from the following:</b>	
†ENGL 1 Reading & Composition	3
†ENGL 105 Fundamentals of Writing	4
POLSC 1 Introduction to Government	3
PSYCH 1 Introduction to Psychology	3
SOCIO 1 Introduction to Sociology	3
†SP 10 Elements of Public Speaking	3
†SP 30 Elements of Group Discussion	3
<b>Subtotal units</b>	<b>9</b>
<b>ALSO complete SIX (6) units from any Foreign Language, Computer/BIS, or other Administration of Justice courses.</b>	
<b>Subtotal units</b>	<b>6</b>
<b>TOTAL UNITS (for Career Certificate)</b>	<b>30</b>

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

**CERTIFICATE OF COMPLETION****Criminal Forensics Certificate**

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

**IN ADDITION, select ONE of the following:**

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

**ADMINISTRATIVE ASSISTANT****Associate in Arts/Career or Completion Certificate**

Students develop computer and interpersonal skills for an intermediate-level administrative assistant position: composing correspondence; compiling financial reports; coordinating workflow, appointments, and confidential data. This certificate 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**

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

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

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

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



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

**CERTIFICATES OF COMPLETION:**

**Basic Business Communications Certificate**

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

**Basic Computing and Internet Literacy**

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

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

**Basic Microsoft Office Certificate**

REQUIRED COURSES	UNITS
CAOTC 35 Microsoft Office Specialist	3
<b>TOTAL UNITS</b>	<b>3</b>

**Basic Office Skills Certificate**

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

**Both of these courses**

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

**Or this course**

CAOTT 200 Beginning Typing/Keyboarding	3
<b>TOTAL UNITS</b>	<b>7-8</b>

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

**COREL WordPerfect Certificate**

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

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

**Microsoft Access Certificate**

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

<b>TOTAL UNITS</b>	<b>6</b>
<i>REQUIRED COMPETENCY:</i> Instructor verification of 80 percent or better accuracy on Access Core practice exam or Microsoft Office Specialist certification.	

**Microsoft Excel Certificate**

REQUIRED COURSES	UNITS
CAOTC 41E Excel for Windows-Beginning	1
CAOTC 41F Excel for Windows-Intermediate	1
CAOTC 41J or Excel for Windows-Advanced	1
<b>TOTAL UNITS</b>	<b>3</b>

**Microsoft Word Certificate**

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

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

**ADVANCED TRANSPORTATION TECHNOLOGY**

**ALTERNATE FUELS**

**Associate in Science/Career or Completion Certificate**

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

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

**Select one (1) class from the following:**

AMECH 233 Electrical & Fuel	9
AMECH 236 Computers & Emissions	9
AMECH 333M1 Electrical Systems (9 weeks)	4.5
AMECH 333M2 Fuel Systems (9 weeks)	4.5
AMECH 438 Emission Controls (night)	6
AMECH 440 Computer Systems (night)	6
AMECH 442 Fuel Systems (night)	6
AMECH 444 Electrical Systems (night)	6
DIESL 282 Diesel Four-Cycle Engine	10
DIESL 289 Caterpillar 3406 AND 3116	10
DIESL 293AD General Engines	4
<b>Subtotal Units</b>	<b>4-10</b>
<b>TOTAL UNITS</b>	<b>18-24</b>

**CERTIFICATES OF COMPLETION:****Advanced Transportation Technology–Light– Medium Duty Alternate Fuels Certificate**

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

**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
<b>TOTAL UNITS</b>	<b>7</b>

**ADVANCED TRANSPORTATION TECHNOLOGY****Electric Vehicles****Associate in Science/Career Certificate**

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

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

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

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

**CERTIFICATES OF COMPLETION:****Advanced Transportation Technology–Electric Vehicle Certificate**

REQUIRED COURSES	UNITS
AMECH 480 Hybrid, Fuel Cell, & Electric Vehicles	3
AMECH 481 Adv. Hybrid & Fuel Cell Electric Vehicles	3
<b>TOTAL UNITS</b>	<b>6</b>

**AIR CONDITIONING/ REFRIGERATION****THEORY & PRACTICAL EXPERIENCE****Associate in Science/Career Certificate**

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

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

**RECOMMENDED but not required course:**

FORK 801 Forklift Safety & Operation	1
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**AIR CONDITIONING/ REFRIGERATION THEORY ONLY****Associate in Science/Career Certificate**

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

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

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

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

**ARCHITECTURAL DESIGN (Transfer)****Associate in Science/Career Certificate**

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

This 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 Program Certificate requires 37 units as specified below. For more departmental information call (562) 938-4718.

**Complete with a "C" average TWENTY FOUR (24) units from the following:**

REQUIRED COURSES	UNITS
▪ARCHT 60, Architectural Design or	8
▪ARCHT 61, Architectural Design	4
<b>and</b>	
▪ARCHT 62, Architectural Design	4
▪†ARCHT 64, Architectural Design or	8
▪†ARCHT 65, Architectural Design	4
<b>and</b>	
▪†ARCHT 66, Architectural Design	4
▪†ARCHT 70AB, Architectural Design or	8:8
▪†ARCHT 71AD, Architectural Design	4:4:4:4
<b>Subtotal Units</b>	<b>24</b>

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

*ART 1 Art & Civilization	3
*ART 3 Modern and Contemporary Art	3
ART 17AD Illustration I, Perspective	3
*ART 30 Fund. of Art/Volume, Plane & Form	3
*ART 31 Fund. of Art/Comp. & Color	3
<b>Subtotal Units</b>	<b>6</b>

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

†*MATH 40 OR A more advanced Trigonometry level of Mathematics	3
<b>Subtotal Units</b>	<b>3</b>

**Select FOUR (4) units from the following:**

†*PHYS 2A General Physics	4
†*PHYS 3A Physics for Sci. & Eng. Mechanics	5
<b>Subtotal Units</b>	<b>4-5</b>
<b>TOTAL UNITS</b>	<b>37-38</b>

## 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 1	3
ART 41 Introduction to Computergraphics	3
ART 50 Ceramics I	3

ART 60 Beginning Sculpture	3
ART 81AD Introduction to Fine Art Photography	3
ART 292 Professional Skills for Artists	3
<b>Subtotal Units</b>	<b>36</b>

**Select one option from below. Complete six (6) units from that option only:**

### APPLIED DESIGN

ART 33AD Exploration of the Decorative Arts	
ART 34AD Applied Design	
†ART 36AD Jewelry/ Metalsmithing 2	3
†ART 37AD Jewelry/Metalsmithing 3	3
†ART 38AD Jewelry/Metalsmithing 4	3
†ART 51AD Ceramics II	3
†ART 52AD Ceramics III	3
†ART 53AD Ceramics IV	3

### ART HISTORY

ART 3 Modern & Contemporary Art	3
ART 4 Tribal Art	3
ART 5 History of Asian Art	3
ART 6 Art on the Town/Museum Study Visits	3
ART 7 Art on the Town/Studio & Gallery Visits	3
ART 8 Art on the Town/Special Exhibits	3
ART 11 Pre-Columbian Art	3
ART 12AD Gallery and Exhibition Design	3

### COMPUTER ART

†ART42 Intro to 3D & Multimedia Computergraphics	3
†ART 43AD Computer Art for the Internet	3
†ART 44AD Computer Art for Graphic Design	3
†ART 45AD Computer Art for Drawing & Painting	3
†ART 46AD Computer Art & Design in 3D Modeling	3
†ART 47AD Computer Art & Design for Multimedia	3
†ART 55AD Introduction to Graphic Design	3

### DRAWING AND PAINTING

†ART 16AD Intermediate Drawing	3
ART19AD Life Drawing	3
ART 24 Beginning Watercolor	3
†ART 26AD Figure Painting	3
†ART 27AD Intermediate Painting	3

### DESIGN

ART 32 Intermediate Design	3
†ART 43AD Computer Art for the Internet	3
ART 44AD Computer Art for Graphic Design	3
†ART 55AD Introduction to Graphic Design	3
ART 56AB Intro to Typography (One semester only)	1.5

### ILLUSTRATION

ART 17AD Illustration I	3
ART 18AD Illustration II	3
ART 19AD Life Drawing (One semester only)	3
†ART 26AD Figure Painting	3
†ART 45AD Computer Art for Drawing & Painting	3

### PRINTMAKING

ART 70AD Printmaking, Silkscreen	3
ART 71AD Printmaking, Intaglio	3
†ART 72AD Printmaking, Advanced	3

### SCULPTURE

†ART 61AD Intermediate Sculpture	3
ART 62AD Sculpture - Metal Fabrication	3
ART 63AD Sculpture - Metal	3

## AUTO BODY REPAIR

### Associate in Science/Career Certificate

Students learn skills necessary for entry-level jobs in the automotive industry relating to painting & collision repair. For more departmental information call (562) 938-3072 or 938-3054.

REQUIRED COURSES	UNITS
ABODY 211 Intro. Basic Auto Body Repair	9
†ABODY 212 Minor Collision Repair	9
†ABODY 213 Major Collision Repair	9
ABODY 240 Automotive Refinishing I	4.5
AMECH 421 Auto Mechanics I	3
CAOTC31A Microsoft Windows Operating System	1
CAOTT 200A Beginning Typing/Keyboarding	1
SHMET 220A Surface Development & Fabrication	5
WELD480AB Welding (Inert Gas)(One Semester Only)	2
<b>TOTAL UNITS</b>	<b>43.5</b>

## AUTO MECHANICS

### Associate in Science/Career or Completion Certificate

Contact department at (562) 938-3071 for current information or see Curriculum Guide on website www.lbcc.edu.

## AVIATION ADMINISTRATION

### (Transfer)

#### Associate in Science

Contact department at (562) 938-5200 for current information or see Curriculum Guide on website www.lbcc.edu.

## AVIATION MAINTENANCE

### (Airframe/Powerplant Mechanic)

#### Associate in Science/Career Certificate

Students prepare to take FAA Airframe and Powerplant (A & P) Mechanics License Test. With the A & P Mechanic's license, men and women find excellent career opportunities in general, commercial and military aviation. For more departmental information call (562) 938-5200 or go to www.lbccaviation.com.

REQUIRED COURSES	UNITS
AVMNT 211 General Aviation Maintenance Tech.	7
AVMNT 241 Airframe Structures	8
AVMNT 242 Aircraft Systems/Components 1	8
AVMNT 243 Aircraft Systems/Components 2	8
AVMNT 251 Powerplant Theory & Maintenance	8
AVMNT 252 Powerplant Systems/Components 1	8
AVMNT 253 Powerplant Systems/Components 2	8
<b>TOTAL UNITS</b>	<b>55</b>

**NOTE:** These courses are approved under TITLE 14 CFR under the Federal Aviation Regulations. Students with prior training at the Aviation Maintenance Technician School or with substantial experience should consult with one of the Aero Maintenance instructors or the Department Head before enrolling.

## AVIATION PROFESSIONAL PILOT

### (Transfer)

#### Associate in Science/Career Certificate

Contact department at (562) 938-5200 for current information or see Curriculum Guide on website www.lbcc.edu.

## BAKING

### Associate in Science/Career or Completion Certificate

Students learn skills for positions in baking and pastry for institutional, restaurant, airline catering, convention center, cruise line, supermarket, and hotel restaurant type food operations. Students will enhance their skills in baking, pastry and chocolate. For more departmental information call (562) 938-4502 or 938-4328.

REQUIRED COURSES	UNITS
F&N 250 Nutrition for Culinary	2
CULAR 20 App Food Service Sanit Hotel/Rest Mgmt	3
CULAR 200AD Introduction to Chocolate	1
CULAR 204 Introduction to Baking	5
†CULAR 205 Baking & Pastry I	5
†CULAR 206 Baking & Pastry II	5
CULAR 207 Commercial Cake Decorating	5
†CULAR 213A Food Preparation 1	11.5
†CULAR 271AD Work Experience: Food Services2:2:2	
<b>TOTAL UNITS</b>	<b>43.5</b>

### CERTIFICATES OF COMPLETION:

#### Introduction to Baking Certificate

REQUIRED COURSE	UNITS
CULAR 204 Intro to Baking	5
<b>TOTAL UNITS</b>	<b>5</b>

#### Baking and Pastry 1 Certificate

REQUIRED COURSE	UNITS
CULAR 204 Intro to Baking	5
†CULAR 205 Baking and Pastry 1	5
<b>TOTAL UNITS</b>	<b>10</b>

#### Baking and Pastry 2 Certificate

REQUIRED COURSE	UNITS
CULAR 204 Intro to Baking	5
†CULAR 206 Baking and Pastry 2	5
<b>TOTAL UNITS</b>	<b>10</b>

#### Commercial Cake Decorating Certificate

REQUIRED COURSE	UNITS
CULAR 207 Commercial Cake Decorating	5
<b>TOTAL UNITS</b>	<b>5</b>

#### Food Preparation 1 Certificate

REQUIRED COURSE	UNITS
CULAR 213A Food Preparation 1	11.5
<b>TOTAL UNITS</b>	<b>11.5</b>

#### Food Service Sanitation Certificate

REQUIRED COURSE	UNITS
CULAR 20 App Food Serv Sanit Hotel/Rest Mgmt	3
<b>TOTAL UNITS</b>	<b>3</b>

## BIOLOGICAL SCIENCES

### Associate in Arts or Science

This field of concentration provides the student with an introductory education to this field, not necessarily career related, ending with the associate degree, or a partial lower division preparation for transfer to a baccalaureate degree in the biological sciences. No certificates are offered in the Life Science Department. This Associate Degree will provide the student with an introductory education to this field of study, not necessarily career related, but ending with the Associate Degree or a partial lower division preparation for transfer to a Baccalaureate Degree in the biological sciences. For more departmental information call (562) 938-4403 or 938-4957.

#### REQUIRED COURSES UNITS

Select courses from the following to total 18 units

Complete 9 - 12 units in courses from any of the following biological science programs:

ANAT

BIO (excluding BIO 47, 48 or 49)

PHYSI (prerequisite ANAT 1, 41, or BIO 60) (F, SP)

**Subtotal Units 9-12**

Complete 6 - 9 units in courses from any of the following physical science OR mathematics programs:

ASTR

CHEM

ENVR 1

PGEOG 1 [excluding all other Geography courses]

GEOL

MATH [excluding MATH 110, 805 and 815]

Physical Science

PHYS

**Subtotal Units 6-9**

**TOTAL UNITS 18**

## BUSINESS ADMINISTRATION (Transfer)

### Associate in Arts/Career Certificate

This field of concentration allows students to earn the Associate Degree while partially preparing them for transfer into the business administration major at a university. In addition, it prepares the student for an entry-level position in any business office. This certificate will prepare students for an entry-level position in a variety of business settings and will serve as a foundation for specialization. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4328.

#### REQUIRED COURSES UNITS

ACCTG 1A Principles of Accounting 4

†ACCTG 1B Principles of Accounting 4

†\*ECON 1A-B Principles of Economics (Macro/Micro) 3:3

LAW 18A Business Law 3

Select **ONE** of the following options:

CBIS 8B Visual BASIC Programming 4

†CBIS 208B Advanced Visual BASIC Programming 4

CBIS 6B Intermediate Business Applications 3

CBIS 6A Intro to IT Concepts and Applications 4

Select **ONE** of the following courses:

†\*MATH 37 Finite Mathematics 3

†\*MATH 47 Calculus for Business 3

†\*MATH 50 Precalculus Mathematics 4

†\*MATH 60 First Calculus Course 5

**TOTAL UNITS 23-26**

**RECOMMENDED** courses but not required:

ACCTG 400 Personal Finance Management 3

†CBIS 36 Systems Analysis and Design 3

GBUS 5 Introduction to Business 3

IBUS 1 Intro to International Business 3

LAW 18B Business Law 3

\*PHIL 7 Introduction to Ethics 3

\*PHIL 12 Introduction to Logic 3

†\*STAT 1 Elementary Statistics 3

## BUSINESS GENERAL

### Associate in Arts/Career Certificate

This field of concentration is designed to acquaint the student with the business world in general. With additional course work, it can prepare students for either employment or further education. Students with definite career/educational goals are recommended to follow the appropriate curriculum guide for their specific field of concentration, such as Accounting or Business Administration (transfer). This certificate will prepare students for an entry-level position in a variety of business settings and will serve as a foundation for specialization. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4328.

#### REQUIRED COURSES UNITS

ACCTG 230 Quickbooks Accounting 1

GBUS 5 Introduction to Business 3

LAW 18A Business Law 3

MGMT 49A Introduction to Management 3

MKTG 47 Essentials of Marketing 3

**Subtotal Units 13**

Select **ONE** of the following courses:

ACCTG 1A Principles of Accounting 4

ACCTG 200A Introduction to Accounting 3

**Subtotal Units 3-4**

Select **ONE** of the following courses:

CBIS 6A Intro to IT Concepts and Applications 4

CAOTC 35 Microsoft Office Specialist 3

**Subtotal Units 3-4**

**TOTAL UNITS 19-21**

**Recommended** courses not required:

†ACCTG 1B Principles of Accounting 4

†ACCTG 228 Computerized Gen Ledger Account Sys 2

†ACCTG 229 Spreadsheet Accounting 3

ACCTG 400 Personal Finance Management 3

CAOTO 15 Business Communications 3

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

CAOTO 261 Business English	3	MKTG 47 Essentials of Marketing	3
IBUS 1 Introduction to International Business	3	<b>Subtotal Units</b>	<b>6-7</b>
LAW 18B Business Law	3	<b>Select TWO (2) classes from the following:</b>	
MGMT 80 Small Business Entrepreneurship	3	ACCTG 1A Principles of Accounting	4
MKTG 42 Retailing Principles and Practices	3	†ACCTG 1B Principles of Accounting	4

## BUSINESS INTERNATIONAL

### Associate in Arts/Career Certificate

Students learn both theoretical knowledge and practical skills in the wide-ranging field of international business. Transfer students will gain a strong international elective base for further study in a variety of fields. Working students acquire new skills and career opportunities. Any of the courses in this concentration provide knowledge of the global economy and discussions of international issues important to personal growth. These certificates and degree programs prepare students for entry-level positions in a wide range of international business as well as entrepreneurial opportunities. For more departmental information call (562) 938-4629.

REQUIRED COURSES	UNITS
IBUS 1 Introduction to International Business	3
IBUS 20 Export-Import Business Practice	3
IBUS 30 International Business Management	3
IBUS 40 International Banking & Finance	3
IBUS 52 International Marketing	3
†IBUS 60 International Business Law	3
LAW 18A Business Law	3
<b>TOTAL UNITS</b>	<b>21</b>

### *Recommended Preparation for the International Business Program certificate:*

IBUS 273AD Work Experience	4
GEOG 40 World Regional Geography	3
CAOTO 15 Business Communications	3
CAOTC 35 Microsoft Office Specialist <b>or</b>	3
CBIS6A Introduction to IT Concepts & Apps <b>or</b>	4
COMIS 1 Computer Information Competency	1

## BUSINESS MANAGEMENT

### Associate in Arts/Career Certificate

The certificate and degree programs prepare students for a wide range of entry and mid-level positions in business management. Students can enhance their skills in management by studying the internal and external forces that affect all organizations. With additional courses identified on a transfer curriculum guide for Business Administration, students can prepare for a baccalaureate degree in this field. For more departmental information call (562) 938-4328 or 938-4941.

REQUIRED COURSES	UNITS
MGMT 49A Introduction to Management	3
MGMT 49B Human Resources Management	3
MGMT 58 Leadership and Supervision	3
MGMT 60 Management & Organizational Behavior	3
MGMT 80 Small Business Entrepreneurship	3
<b>Subtotal Units</b>	<b>15</b>

### Select TWO (2) classes from the following:

IBUS 1 Introduction to International Business	3
IBUS 30 International Business Management	3
MGMT 273AD Work Experience	4

ACCTG 200A Introduction to Accounting	3
ACCTG 400 Personal finance Management	3
CAOTC 35 Microsoft Office Specialist	3
CAOTO 15 Business Communications	3
CBIS 6A Introduction to IT Concepts & Applications	4
*ECON 1A-1B Macro & Micro Economic Analysis	3:3
GBUS 5 Introduction to Business	3
LAW 18B Business Law	3
MKTG 40 Salesmanship	3
MKTG 41 Advertising	3
<b>Subtotal units</b>	<b>6-8</b>
<b>TOTAL UNITS</b>	<b>27-30</b>

## CARPENTRY

### Technology/Trade

### Home Remodeling & Repair

#### Associate in Science/Career or Completion Certificate

Contact department at (562) 938-3091 for current information or see Curriculum Guide on website [www.lbcc.edu](http://www.lbcc.edu).

## CHILD DEVELOPMENT

### Associate in Arts/Completion Certificate

This field of concentration is designed for students who wish to transfer to a four-year degree program in Child Development or Early Childhood Education or Liberal Studies, as well as providing students with a CDECE 12-unit state requirement (Title 22) for employment in Early Childhood Education Programs. For more departmental information call (562) 938-4549.

REQUIRED COURSES	UNITS
▲±CDECE 45 Child & Adolescent Development DS1 <b>or</b>	3
▲±CDECE 47 Human Development DS1	3
<b>and</b>	
▲±CDECE 48 Child, Family & Community DS2	3
▲±CDECE 66 Observing Young Children DS3	3
*HUMAN 1 Comparative World Cultures	3
*PSYCH 1 Introduction to Psychology	3
*Complete <u>THREE</u> (3) units minimum in any other Child Development course.	3
<b>Subtotal Units</b>	<b>18</b>
<b>Select ONE of the following courses:</b>	
*SOCIO 1 Introduction to Sociology	3
*ANTHR 2 Cultural Anthropology	3
<b>Subtotal Units</b>	<b>3</b>

### Select ONE of the following:

*ANAT 41 Anatomy & Physiology	5
*†BIO 60 AND 60L Human Biology AND Lab	4:1
<b>Subtotal Units</b>	<b>5</b>
<b>TOTAL UNITS</b>	<b>26</b>

**CERTIFICATES OF COMPLETION:**

**Adult and Elder Care Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
HS 50 Laws and Ethics	3
CDAD 273AD Work Experience or	4
HS 73AD Work Experience	4
<b>CPR certification is required prior to enrolling in any of the classes listed below:</b>	
CDAD 270 Adult Development or	3
HS 26 Introduction to Gerontology	3
F&N255C Nutrition for Adults and Aging	1
PSYCH 1 Introduction to Psychology	3
SOCIO 1 Introduction to Sociology	3
<b>TOTAL UNITS</b>	<b>17</b>

**Family Development Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 47 Human Development	3
CDECE48 Child, Family & Community	3
CDF 210A Skills & Strategies for Family Workers I	3
CDF 210B Skills & Strategies for Family Workers II	3
<b>TOTAL UNITS</b>	<b>12</b>

± These courses also apply towards a Program Certificate in Early Childhood Education offered at IBCC.

▲ This pattern of child development also applies toward a Child development Permit by the California Commission for Teacher Preparation and Licensing. This permit is required for employment in certain programs (Title 5).

**CHILD DEVELOPMENT:**

**EARLY CHILDHOOD EDUCATION**

**Associate in Arts/Career or Completion Certificate**

Students prepare to work in early childhood programs. For **STATE MINIMUM REQUIREMENTS (Title 22)**: This program satisfies the State of California licensing requirement for employment in early childhood education programs (private, church, industrial, coop). The minimum Title 22 licensing requirement is that six units be completed before employment and that an additional six units be completed immediately thereafter. It is recommended that the requirement for courses in DS 1\* and DS 2\* be satisfied with at least three semester units in each category. It is also recommended that a minimum of six semester units be taken in the DS 3\* - Program/Curriculum with the option that if the person is working specifically with infants or school-age children that they should apply three units in DS 4\* or DS 5\* towards these six units. The DS designation for each course can be found following the course title.

For **CHILD DEVELOPMENT PERMIT - SCHOOL AGE EMPHASIS (formerly called Children's Center Permit) (Title 5)**: The Early Childhood Certificate program, plus 16 units in general education including one course in humanities, social sciences, mathematics, and/or science, and English, and an experience component, satisfies the requirements for a Child Development Permit required to teach in subsidized early

childhood education programs (State or Headstart preschool programs run by school districts). For more departmental information call (562) 938-4549 or 938-4454.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 45 Child & Adolescent Development DS1 or	3
CDECE 47 Human Development DS1	3
<b>and</b>	
CDECE 48 Child, Family, and Community DS2	3
CDECE 59 Guiding Young Children DS3	3
CDECE 66 Observing Young Children DS3	3
†#CDECE 68 Early Child. Ed. Practicum DS3	3
CDECE 67 The Exceptional Child DS3	3
<b>Subtotal Units</b>	<b>18</b>

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

CDECE 1 The Developing Professional	1
CDECE 19 Child Nutrition & Safety DS7	2
CDECE 31 Adult Supervision	2
CDECE 34 Children's Literature DS3	3
CDECE 40 Infant Development and Educaring DS4	3
CDECE 41 Toddler Development and Educaring DS4	3
CDECE 53 Intro. to Early Childhood Education DS3	3
CDECE 54 Art & Creative Dev in Early Childhood DS3	3
CDECE 55 Music & Movement in Early Childhood DS3	3
CDECE 57 Science & Math in Early Childhood DS3	3
CDECE 58 Language Arts for Young Children DS 3	3
†CDECE 60A Admin. of Child Development Programs DS6	3
†CDECE 60B Advanced Supervision of E.C.E. DS6	3
CDECE 61 Child in the Multicultural Classroom DS3	3
CDECE 71AD or 72AD or 73AD Work Experience (not to exceed 4 units)	2, 3 or 4
CDECE 201 Literacy in Early Childhood DS3	3
CDECE 252 Computers in the EC Classroom DS3	2
CDFDC 212 Family Child Care Management DS3	3
CDLL 51A-D Ecology Early Childhood-Whole Child DS3	2
CDLL 52A-D Preschool Child Techniques DS3	2
<b>Subtotal Units</b>	<b>9</b>
<b>TOTAL UNITS</b>	<b>27</b>

**CERTIFICATES OF COMPLETION:**

**Early Childhood Education Assistant Teacher Certificate**

May assist in the instruction of children under supervision of Associate Teacher or above.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 45 Child & Adolescent Development DS1 or	3
CDECE 47 Human Development DS1	3
CDECE 48 Child, Family and Community DS2	3
<b>TOTAL UNITS</b>	<b>6</b>

**Early Childhood Education Associate Teacher Certificate**

May provide instruction and supervise Assistant.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 45 Child & Adolescent Development DS1 or	3
CDECE 47 Human Development DS1	3
CDECE 48 Child, Family and Community DS2	3
<b>Subtotal Units</b>	<b>6</b>
<b>Select SIX (6) units from the following options:</b>	
CDECE 19 Child Nutrition & Safety DS7	2
CDECE 31 Adult Supervision	2

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

CDECE 40 Infant Development and Educaring DS4	3
CDECE 41 Toddler Development and Educaring DS4	3
CDECE 53 Intro to Early Childhood Education DS3	3
CDECE54 Art & Creative Dev in Early Childhood DS3	2
CDECE55 Music & Movement in Early Childhood DS3	3
CDECE 57 Science & Math in Early Childhood DS3	2
CDECE 58 Language Arts for Young Children DS3	3
CDECE 59 Guiding Young Children DS3	3
†CDECE 60A Admin of Child Development Programs DS6	3
†CDECE 60B Advanced Supervision of E.C.E. DS6	3
CDECE 61 Child in the Multicultural Classroom DS3	3
CDECE 66 Observing Young Children DS3	3
CDLL 51A-D Ecology Early Childhood–Whole Child DS3	2
CDLL 52A-D Preschool Child Techniques DS3	2
CDECE 67 The Exceptional Child DS1	3
<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL UNITS</b>	<b>12</b>

**Child Development Permit Specialization Area-Art for Children Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
ART 9 Introduction to Art	3
CDECE54 Art & Creative Dev. in Early Childhood DS3	3
<b>TOTAL UNITS</b>	<b>6</b>

**Child Development Permit Specialization Area-Child Health Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 19 Child Nutrition & Safety DS7	2
<b>Choose FOUR (4) units from the following:</b>	
PEPP 23 First Aid and Safety Education	3
HLED 2 Health Education 2 or	2
HLED 3 Health Education	3
<b>TOTAL UNITS</b>	<b>6</b>

**Child Development Permit Specialization Area-Children with Exceptional Needs Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
<b>Choose SIX (6) units from the following:</b>	
CDSED 5 Community Resources/Special Educ	3
CDECE 67 The Exceptional Child DS3	3
CDECE 70 Teaching Exceptional Students	3
<b>TOTAL UNITS</b>	<b>6</b>

**Child Development Permit Specialization Area-Family Child Care Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 71AD or 72AD or 73AD Work Experience (not to exceed 3 units)	2:3:4
CDFDC 212 Family Child Care Management	3
<b>TOTAL UNITS</b>	<b>6</b>

**Child Development Permit Specialization Area-Infant/Toddler Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 40 Infant Development & Educaring DS4	3
CDECE 41 Toddler Development & Educaring DS4	3
<b>TOTAL UNITS</b>	<b>6</b>

**Child Development Permit Specialization Area-Literacy Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 34 Children's Literature DS3	3
CDECE 201 Literacy in Early Childhood DS3	3
<b>TOTAL UNITS</b>	<b>6</b>

**Child Development Permit Specialization Area-Multicultural Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
ANTHR 2 Cultural Anthropology or	3
HUMAN 7 American Pluralism and Identity	3
CDECE 61 Children in the Multicultural Classroom DS3	3
<b>TOTAL UNITS</b>	<b>6</b>

**Child Development Permit Specialization Area-Music Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 55 Music & Movement in Early Childhood DS3	3
MUSIC 31 Music Fundamentals	3
<b>TOTAL UNITS</b>	<b>6</b>

**Child Development Permit Specialization Area- School Age Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
<b>Choose SIX (6) units from the following:</b>	
CDSA 62 Creative Express School Age Children DS5	2
CDSA 63 The School Age Child DS5	3
CDSA 65 School Age Curriculum DS5	3
<b>TOTAL UNITS</b>	<b>6</b>

# CDECE 68 should be taken the final semester.

**CHILD DEVELOPMENT:  
SCHOOL AGE CHILD CARE  
Associate in Arts/Career Certificate**

This field of concentration is designed for students preparing to teach in before-and after-school aged child care programs. It also provides students preparing for a career as an elementary school teacher an opportunity to gain knowledge of the school-age child as well as effective curriculum and guidance methods. This certificate leads towards positions as aides, teachers, directors in before-and-after school programs or as recreation aides or leaders. For more departmental information call (562) 938-4549.

For **CHILD DEVELOPMENT PERMIT – SCHOOL AGE EMPHASIS** (formerly called Children's Center Permit) (Title 5): The School Age Child Care Certificate program, plus 16 units in general education including one course in humanities, social science, mathematics, and/or science, and English, and an experience component, satisfies the requirements for a Child Development Permit-School Age Emphasis to teach in subsidized early childhood education programs (State programs run by school districts).

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 45 Child & Adolescent Development DS1	3
CDECE 47 Human Development DS1	3
<b>and</b>	
CDECE 48 Child, Family and Community DS1	3
CDSA 62 Creative Expression, School Age Children DS5	2
CDSA 63 The School Age Child DS5	3
CDSA 65 School Age Curriculum DS5	3
†CDSA 75 School Age Child Care Practicum DS5	3
†CDECE 67 The Exceptional Child DS3	3
<b>Subtotal Units</b>	<b>20</b>
<b>Select FIVE (5) units from the following:</b>	
CDECE 19 Child Nutrition & Safety DS7	2



CDECE 54 Art & Creative Dev in Early Childhood DS3	3
CDECE 55 Music & Movement in Early Childhood DS3	3
CDECE 57 Science & Math in Early Childhood DS3	3
CDECE 58 Language Arts for Young Children DS3	2
CDECE 59 Guiding Young Children DS3	3
†CDECE 60A Admin of Child Dev. Programs DS6	3
†CDECE 60B Advanced Supervision of ECE DS6	3
CDECE 61 Child in the Multicultural Classroom DS3	3
CDECE 71AD or 72AD or 73AD Vocational Work Experience (Not to exceed 4 units) DS5	2, 3, or 4
CDSED 70 Teaching Exceptional Children DS3	3
<b>TOTAL UNITS</b>	<b>25</b>

**RECOMMENDED courses:**

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

**CHILD DEVELOPMENT:  
SPECIAL EDUCATION ASSISTANT  
Associate in Arts/Career Certificate**

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

**Special Education**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CDECE 47 Human Development DS1	3
CDECE 59 Guiding Young Children DS3	3
CDSED 5 Community Resources/Special Education DS3	3
CDSED 67 The Exceptional Child DS3	3
†CDSED 69 Special Education Practicum	3
CDSED 70 Teaching Exceptional Students DS3	3
COMDI 2A-B American Sign Language, Beginning (1 semester required)	3
<b>Subtotal Units</b>	<b>21</b>

**Select FIVE units from the following:**

CDECE 19 Child Nutrition & Safety DS7	2
CDECE 61 Child in the Multicultural Classroom DS3	3
CDECE 71AD, 72AD, 73AD Work Experience (Not to exceed 4 units)	2:3:4
COMDI 2B American Sign Language, Beginning	3
†COMDI 3A-B American Sign Language, Intermed.	3
<b>Subtotal Units</b>	<b>5</b>
<b>TOTAL UNITS</b>	<b>26</b>

(18 of the 26 required units must be taken at Long Beach City College.)

*Recommended:* A valid Red Cross First Aid Certificate

**COMPUTER APPLICATIONS  
SPECIALIST**

**Associate in Arts/Career or Completion Certificate**

Students prepare for an entry-level position working with computer application software, including operating systems, programming, word processing, spreadsheet applications, desktop publishing, and telecommunications. The Concentration in Computer Business Information Systems emphasizes help-desk support, while the Concentration in Computer Applications and Office Technologies focuses on administrative support. This certificate prepares students for an entry-level

position in a variety of business settings and serves as a foundation for specialization as a software trainer, PC support specialist, software support specialist, help desk technician, software/hardware salesperson, or software tester. This Associate degree prepares students for career advancement once a certificate has been earned. Appropriate course selection also facilitates transfer in a related major. For more information about CBIS courses, call (562) 938-4952 or email cbis@lbcc.edu; for CAOT classes, call (562) 938-3033.

<b>REQUIRED CORE COURSES FOR BOTH CONCENTRATIONS</b>	<b>UNITS</b>
CBIS 6A Intro to IT Concepts & Applications	4
CAOTO 15 Business Communications	3
<b>Subtotal Units</b>	<b>7</b>

**Select ONE from the following:**

CAOTT 200 Beg. Typing/Keyboarding	3
CAOTT 200A Beg Typing/Keyboarding, Lev 1	1
CAOTT 233 Computer Keyboarding	1
<b>Subtotal Units</b>	<b>1-3</b>

**CHOOSE ONE AREA OF CONCENTRATION  
(CBIS OR CAOT)**

**CONCENTRATION IN COMPUTER BUSINESS INFORMATION SYSTEMS (CBIS)**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CBIS 3A Windows Command Line	1
CBIS 3B Advanced Operating Systems MS Windows	1
CBIS 6B Intermediate Business Applications	3
CBIS 6C Advanced Business Applications	3
CBIS 8B Visual BASIC Programming	4
CBIS 38 Database Concepts	4
CBIS 206A Internet Basics	1
CBIS 207AD Web Construction I	2
<b>Subtotal Units</b>	<b>19</b>

**Required Work Experience in the Computer Labs:**

†CBIS 71AD Work Experience-Comp Bus Info Sys	2
†CBIS 72AD Work Experience - Comp Bus Info Sys	3
†CBIS 73AD Work Experience - Comp Bus Info Sys	4
<b>Subtotal Units</b>	<b>2-4</b>
<b>TOTAL UNITS</b>	<b>29-33</b>

**CONCENTRATION IN COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY**

<b>(CAOT) REQUIRES:</b>	<b>UNITS</b>
CAOTC 31A, B Microsoft Windows Operating System, Levels 1, 2	1:1
CAOTC 35 Microsoft Office Specialist	3
CAOTC 39B, C, D Microsoft Word for Office, Levels 2, 3, 4	1:1:1
CAOTC 41F, J Excel for Windows, Levels 2, 3	1:1
CAOTC 44E PowerPoint for Windows, Advanced	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTC 47A Access for Windows, Beginning	3
CAOTC 215A Microsoft Outlook	2
<b>Subtotal Units</b>	<b>18</b>

**Electives for CAOT Concentration**

<b>Select any THREE (3) units from the following:</b>	
CAOTC34 Introduction to Computers & Applications	3

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

CAOTC 41E Excel for Windows - Beginning	1
CAOTC 42A, B Desktop Pub.-Small Bus Levels 1, 2	1:1
CAOTC 44D PowerPoint for Windows, Beginning	1
CAOTC 47B Access for Windows, Advanced	3
CAOTC 243 Microsoft Office Exam Prep - Access	0.5
CAOTO 272AD Work Experience - CAOT	3
<b>Subtotal Units</b>	<b>3</b>
<b>TOTAL UNITS</b>	<b>29-31</b>

**CERTIFICATES OF COMPLETION:****Basic Computing and Internet Literacy Certificate**

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

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

**Basic Microsoft Office Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CAOTC 35 Microsoft Office Specialist	3
<b>TOTAL UNITS</b>	<b>3</b>

**Microsoft Access Certificate**

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

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

**Microsoft Excel Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CAOTC 41E Excel for Windows-Beginning	1
CAOTC 41F Excel for Windows-Intermediate	1
CAOTC 41J Excel for Windows-Advanced	1
<b>TOTAL UNITS</b>	<b>3</b>

**Microsoft Word Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CAOTC 39A Microsoft Word for the Office, Begin	1
CAOTC 39B Microsoft Word for the Office, Intern.	1
CAOTC 39C Microsoft Word for the Office, Adv	1
CAOTC 39D Microsoft Word for the Office, Expert	1
<b>TOTAL UNITS</b>	<b>4</b>

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

## **COMPUTER and BUSINESS INFORMATION SYSTEMS & COMPUTER SCIENCE**

**Associate in Arts/Career or Completion Certificate**

The CBIS Department has four Career Certificate programs and several Completion Certificate program for students interested in working in the computer industry. Track 1 is intended for those students interested in

working as help desk technicians assisting end-users resolve software and hardware problems. Track 2 is intended for students interested in developing computer application software in business and industry as an entry-level computer programmer on PCs, mid-range or larger sized computers. Track 3 is intended for students interested in a solid foundation of programming and software engineering skills for use in Computer Science. Track 4 is intended for students who want to know how networking is going to affect their work life, and want to understand what this technology is all about, or are trying to find out if a network would help their organization. It will also prepare students for MS Windows Certification. The CBIS department offers several Completion Certificates, many of which are also designed to prepare the student to pass industry certification exams. The Associate Degree will prepare students for transfer to the four-year college or university. For more departmental information email: cbis@lbcc.edu or see cbis.lbcc.edu web site or call (562) 938-4479.

**Track 1- Microcomputer Help-Desk Technician**

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

<b>REQUIRED COURSES FOR TRACK 1</b>	<b>UNITS</b>
CBIS 3A Windows Command Line	1
CBIS 3B Advanced Operating Systems MS Windows	1
CBIS 6A Intro to IT Concepts & Applications	4
CBIS 6B Intermediate Business Applications	3
CBIS 6C Advanced Business Applications	3
CBIS 41 Networking Fundamentals	3
CBIS 200 Computer Technician Hardware Basics	3.5
CBIS 206A Internet Basics	1
CBIS 207AD Web Construction I	2
†CBIS 260 Help Desk Concepts	1
CBIS 270 Introduction to Information Security	1
<b>Subtotal Units</b>	<b>23.5</b>

**Required Work Experience in the CBIS Computer****Labs - Choose a minimum of two units:**

†CBIS 71AD Work Experience - CBIS (60 Hours)	2
†CBIS 72AD Work Experience - CBIS (120 Hours)	3
†CBIS 73AD Work Experience - CBIS (180 Hours)	4
<b>Subtotal Units</b>	<b>2-4</b>

**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
<b>Subtotal Units</b>	<b>5</b>
<b>TOTAL UNITS FOR TRACK 1</b>	<b>30.5-32.5</b>

**Track 2 - Programmer**

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

<b>REQUIRED COURSES FOR TRACK 2</b>	<b>UNITS</b>
CBIS 3A Windows Command Line	1

CBIS 3B Advanced Operating Systems MS Windows	1	
CBIS 6A Intro to IT Concepts & Applications	4	
CBIS 7 Business Programming Logic & Design	1	
†CBIS 36 Systems Analysis & Design	3	
CBIS 38 Database Concepts	4	
CBIS 223 Unix/Linux Fundamentals	3	
<b>Subtotal Units</b>	<b>17</b>	
<b>Choose one series of the following:</b>		
CBIS 8B Visual BASIC Programming	4	
<b>and</b>		
CBIS 208B Advanced Visual Basic Programming <b>or</b>	4	
CS 11 Computer Programming/C++ I	3.5	
<b>and</b>		
†CS 12 Computer Programming/C++ II	3.5	
<b>and</b>		
CS 13 C++ Data Structures and Algorithms <b>or</b>	3.5	
CS 21 Introduction to Computer Science I	3.5	
<b>and</b>		
†CS 22 Introduction to Computer Science II	3.5	
<b>and</b>		
†CS 23 Fundamental Data Structures (F)	3.5	
<b>Subtotal Units</b>		<b>8-10.5</b>
<b>Choose one of the following alternative languages:</b>		
CBIS 8B Visual BASIC Programming	4	
CS 11 Computer Programming/C++ I	3.5	
CS 21 Introduction to Computer Science I	3.5	
CBIS 216A Introduction to C# Programming	3.5	
CBIS 492 ST Interpretive Programming languages	2.5	
<b>Subtotal Units</b>	<b>7-8</b>	
<b>Choose one of the following alternative languages:</b>		
CBIS 8B Visual BASIC Programming	4	
CS 11 Computer Programming/C++ I	3.5	
CBIS 14 Introduction to Java Programming	3.5	
CBIS 216A Introduction to C# Programming	3.5	
CBIS 492 ST Interpretive Programming languages	2.5	
<b>Subtotal Units</b>	<b>3-4</b>	
<b>ELECTIVES: Choose 4 Units from classes below or from the alternate Languages above</b>		
†CBIS 71AD Work Experience-Comp Bus Info Sys	2	
†CBIS 72AD Work Experience-Comp Bus Info Sys	3	
†CBIS 73AD Work Experience-Comp Bus Info Sys	4	
CBIS 251 Introduction to ASP.NET	3.5	
CBIS 206C World Wide Web Database Programming	2.5	
CBIS 207E Advanced Web Construction	2.5	
<b>Subtotal Units</b>	<b>3</b>	
<b>TOTAL UNITS FOR TRACK 2</b>	<b>31-33</b>	

### Track 3 - Programmer-Computer Science

Track 3 is intended for students interested in Computer Science courses that will help them succeed after Transfertransferring to a CSU or UC .School Computer Science major program. You must see a counselor specific computer science transfer requirements to a CSU or UC school. Not all of the courses in this track will meet the specific degree requirements of a particular school.

<b>REQUIRED COURSES FOR TRACK 3</b>	<b>UNITS</b>
CBIS 3A Windows Command Line	1
CBIS 3B Advanced Operating Systems MS Windows	1
CBIS 6A Intro to IT Concepts & Applications	4
CBIS 7 Business Programming Logic & Design	1
†CBIS 36 Systems Analysis & Design	3
CBIS 38 Database Concepts	4
CBIS 223 Unix/Linux Fundamentals	3
<b>Subtotal Units</b>	<b>17</b>

### Choose one series of the following:

CBIS 8B Visual BASIC Programming	4
<b>and</b>	
CBIS 208B Advanced Visual Basic Programming <b>or</b>	4
CS 11 Computer Programming/C++ I	3.5
<b>and</b>	
†CS 12 Computer Programming/C++ II	3.5
<b>and</b>	
CS 13 C++ Data Structures and Algorithms <b>or</b>	3.5
CS 21 Introduction to Computer Science I	3.5
<b>and</b>	
†CS 22 Introduction to Computer Science II	3.5
<b>and</b>	
†CS 23 Fundamental Data Structures (F)	3.5
<b>Subtotal Units</b>	<b>8-10.5</b>
<b>Choose one of the following alternative languages:</b>	
CBIS 8B Visual BASIC Programming	4
CS 11 Computer Programming/C++ I	3.5
CS 21 Introduction to Computer Science I	3.5
CBIS 216A Introduction to C# Programming	3.5
CBIS 492 ST Interpretive Programming languages	2.5
<b>Subtotal Units</b>	<b>2.5-4</b>

### 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
<b>Subtotal Units</b>	<b>5</b>

### TOTAL UNITS FOR TRACK 3 32.5-36.5

### Track 4 - Networking

This area of concentration is to prepare students for a job as a network professional and for students who want to know how networking is going to affect their work life, and want to understand what this technology is all about, or are trying to find out if a network would help their organization. It will also prepare students for CompTIA, Network+, Novell CNA, and/or MS Windows 2000 Certification.

### REQUIRED COURSES FOR TRACK 4 UNITS

CBIS 3A Windows Command Line	1
CBIS 6A Intro to IT Concepts & Applications	4
CBIS 3B Advanced Operating Systems MS Windows	1
CBIS 41 Networking Fundamentals	3
CBIS 200 Computer Technician Hardware Basics	3.5
CBIS 212 Wireless Communications	1.5
CBIS 220 i-Net+ Internet Technologies	3
CBIS 223 Unix/Linux Fundamentals	3
CBIS 225 Microsoft Windows Client O.S.	2.5
CBIS 226 Microsoft Windows Server O.S.	2.5
CBIS 227 Microsoft Windows Networking	2.5
<b>Subtotal Units</b>	<b>31.5</b>

### ELECTIVES: Choose 4 units from below

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

†CBIS 71AD Work Experience – CBIS (60 Hours )	2	<b>TOTAL UNITS</b>	<b>13.5</b>
†CBIS 72AD Work Experience – CBIS (120 Hours )	3	<b>Oracle Developer Associate Certificate</b>	
†CBIS 73AD Work Experience – CBIS (180 Hours )	4	<b>REQUIRED COURSES</b>	<b>UNITS</b>
CBIS 228 Microsoft Windows Directory Services	2.5	CBIS 38 Database Concepts	4
CBIS 229 Microsoft ISA Server	2.5	CBIS 242 Introduction to Oracle: SQL	2.5
CBIS 270 Introduction to Information Security	1	CBIS 243 Program with Oracle PL/SQL	2.5
CBIS 271 Network Security Fundamentals	3	<b>TOTAL UNITS</b>	<b>9</b>
CISCO 250 Networking Wiring Installation	1	<b>Oracle Developer Professional Certificate</b>	
CISCO 251 Cisco Networking I, Introduction	3	<b>REQUIRED COURSES</b>	<b>UNITS</b>
†CISCO 252 Cisco Networking II, Routers	3	†CBIS 36 System Design and Analysis	3.0
†CISCO 253 Cisco Networking III, LAN	3	CBIS 38 Database Concepts	4
†CISCO 254 Cisco Networking IIII, WAN	3	CBIS 242 Introduction to Oracle: SQL	2.5
<b>TOTAL UNITS FOR TRACK 4</b>	<b>35.5</b>	CBIS 243 Program with Oracle PL/SQL	2.5

**CERTIFICATES OF COMPLETION:****Computer Tech A+ Preparation**

<b>REQUIRED COURSE</b>	<b>UNITS</b>
CBIS 6A Intro to IT Concepts & Applications	4
CBIS 3A Windows Command Line	1
CBIS 3B Advanced Operating Systems MS Windows	1
CBIS 200 Computer Technician Hardware Basics	3.5
†CBIS 71,72,or 73 Work Experience	2-4
<b>TOTAL UNITS</b>	<b>11.5-13.5</b>

**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**

<b>REQUIRED COURSE</b>	<b>UNITS</b>
CBIS 6A Intro to IT Concepts & Applications	4
†CBIS 7 Business Programming Logic & Design	4
CBIS 6B Intermediate Business Applications	3
CBIS 6C Advanced Business Applications	3
CBIS 8B Visual Basic Programming	4
†CBIS 71AD Work Experience - CBIS	2
<b>TOTAL UNITS</b>	<b>17</b>

**Information Security Certificate**

<b>REQUIRED COURSE</b>	<b>UNITS</b>
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
<b>TOTAL UNITS</b>	<b>10</b>

**Recommended but not required course(s):**

CBIS 223 Unix/Linux Fundamentals	3
CBIS 225 MS Windows Client OS	2.5
CBIS 226 MS Windows Server OS	2.5
CBIS 227 MS Windows Networking	2.5

**Java Web Programmer Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
†CBIS 7 Business Programming Logic & Design	1
CBIS 14 Introduction to Java Programming	3.5
CBIS 38 Database Concepts	4
CBIS 220 i-Net+ Internet Technologies	3
CBIS 207AD Web Construction I	2
<b>TOTAL UNITS</b>	<b>13.5</b>

**Microsoft Windows System Administration Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
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

**Oracle Developer Associate Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CBIS 38 Database Concepts	4
CBIS 242 Introduction to Oracle: SQL	2.5
CBIS 243 Program with Oracle PL/SQL	2.5
<b>TOTAL UNITS</b>	<b>9</b>

**Oracle Developer Professional Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
†CBIS 36 System Design and Analysis	3.0
CBIS 38 Database Concepts	4
CBIS 242 Introduction to Oracle: SQL	2.5
CBIS 243 Program with Oracle PL/SQL	2.5
CBIS 244 Oracle Forms: Build Internet Apps I	2.5
<b>TOTAL UNITS</b>	<b>14.5</b>

**Oracle Database Administrator (DBA) Associate Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CBIS 38 Database Concepts	4
CBIS 242 Introduction to Oracle: SQL	2.5
CBIS 246 Oracle DBA Fundamentals	2.5
<b>TOTAL UNITS</b>	<b>9</b>

**Web Construction Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CBIS 207AD Web Construction I	2.0
CBIS 220 i-Net+ Internet Technologies	3.0
CBIS 207E Advanced Web Construction	2.5
CBIS 206C World Wide Web Database Programming	2.5
CBIS 211AD Web Construction II	2
<b>TOTAL UNITS</b>	<b>12</b>

**Recommended but not required course(s):**

CBIS 6A Intro to IT Concepts & Applications	4
CBIS 41 Networking Fundamentals	3

**Windows Network Administrator Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CBIS 3A Windows Command Line	1
CBIS 41 Networking Fundamentals	3
CBIS 212 Wireless Communications	1.5
CBIS 225 Microsoft Windows Client OS	2.5
CBIS 226 Microsoft Windows Server OS	2.5
CBIS 227 Microsoft Windows Networking	2.5
<b>TOTAL UNITS</b>	<b>14</b>

**CULINARY ARTS****Associate in Science/Career or Completion Certificate**

Students will learn the skills for all phases of cooking for institutional, restaurant, airline catering, convention center, cruise line, supermarket, and hotel restaurant type food operations. It is appropriate for students currently employed to enhance their skills in food services. For more departmental information call (562) 938-4502 or 938-4328.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
F&N 250 Nutrition for Culinary Arts	2
CULAR 20 App Food Serv Sanit in Hotel/Rstr Mgt	3
CULAR 200AD Introduction to Chocolate	1
CULAR 204 Introduction to Baking	5
CULAR 213A Food Preparation 1	11.5
†CULAR 213B Food Preparation 2	11.5
†CULAR 213C Food Preparation 3	11.5

Subtotal Units 45.5

Complete a minimum of four (4) units from the following:

†CULAR 271AD Work Experience: Food Service 2:2:2

Subtotal Units 4

TOTAL UNITS 51.5

**RECOMMENDED but not required courses:**

†CULAR 205 Baking and Pastry I 5

†CULAR 206 Baking and Pastry II 5

CULAR 207 Commercial Cake Decorating 5

CULAR 214 Professional Gourmet Cooking 2

CULAR 215 Commercial Formal Buffet 2

THRFB 18 Food Production Principles 3

THRFB 19 Food & Beverage Purchasing 3

THRFB 32 Catering for Hotel and Restaurant 3

**CERTIFICATES OF COMPLETION:**

**Hotel, Restaurant: Institutional Cooking 1 Certificate**

REQUIRED COURSE UNITS

CULAR 201A Hotel, Restaurant: Institutional Cooking 1 8

TOTAL UNITS 8

**Hotel, Restaurant: Institutional Cooking 2 Certificate**

REQUIRED COURSE UNITS

CULAR 201B Hotel, Restaurant: Institutional Cooking 2 8

TOTAL UNITS 8

**Introduction to Baking Certificate**

REQUIRED COURSE UNITS

CULAR 204 Intro to Baking 5

TOTAL UNITS 5

**Introduction to Chocolate Certificate**

REQUIRED COURSE UNITS

CULAR 200AD Introduction to Chocolate 1

TOTAL UNITS 1

**Baking and Pastry 1 Certificate**

REQUIRED COURSE UNITS

CULAR 204 Introduction to Baking 5

†CULAR 205 Baking and Pastry 1 5

TOTAL UNITS 10

**Baking and Pastry 2 Certificate**

REQUIRED COURSE UNITS

CULAR 204 Introduction to Baking 5

†CULAR 206 Baking and Pastry 2 5

TOTAL UNITS 10

**Commercial Cake Decorating Certificate**

REQUIRED COURSE UNITS

CULAR 207 Commercial Cake Decorating 5

TOTAL UNITS 5

**Food Preparation 1 Certificate**

REQUIRED COURSE UNITS

CULAR 213A Food Preparation 1 11.5

TOTAL UNITS 11.5

**Food Preparation 2 Certificate**

REQUIRED COURSE UNITS

†CULAR 213B Food Preparation 2 11.5

TOTAL UNITS 11.5

**Food Preparation 3 Certificate**

REQUIRED COURSE UNITS

†CULAR 213C Food Preparation 3 11.5

TOTAL UNITS 11.5

**Nutrition for Culinary Arts Certificate**

REQUIRED COURSE UNITS

F&N250 Nutrition for Culinary Arts 2

TOTAL UNITS 2

**Professional Gourmet Cooking Certificate**

REQUIRED COURSE UNITS

CULAR 214 Professional Gourmet Cooking 2

TOTAL UNITS 2

**Commercial Formal Buffet Certificate**

REQUIRED COURSE UNITS

CULAR 215 Commercial Formal Buffet 2

TOTAL UNITS 2

**Food Service Sanitation Certificate**

REQUIRED COURSE UNITS

CULAR 20 App Food Serv Sanit in Hotel/Rstr Mgmt 3

TOTAL UNITS 3

**CUSTOMER SERVICE REPRESENTATIVE**

**Associate in Arts/Career or Completion Certificate**

Students prepare for a customer service representative position in a call center or walk-in service center by developing essential skills for telephone and written communication, computer proficiency, data entry, time management, and successful customer interactions. This certificate prepares students for a career in customer service and serves as a foundation for specialization. This Associate degree prepares students for career advancement once a certificate has been earned. For more information regarding courses, call (562) 938-3033.

REQUIRED COURSES UNITS

CAOTC 31A, B Microsoft Windows Operating System, Levels 1, 2 1:1

CAOTC 39A Microsoft Word for Office - Beginning 1

CAOTC 41E Excel for Windows - Beginning 1

CAOTC 45 Internet for Office and Personal Use 2

CAOTC 215A Microsoft Outlook 2

CAOTC 250A, B Data Entry - Levels 1, 2 2:3

CAOTO 15 Business Communications 3

CAOTO 260 Business Telephone Procedures 1

CAOTO 261 Business English 3

CAOTO 262 Professional Development 1

CAOTO 263 Customer Service 1

CAOTO 264 Call Centers 1

CAOTO 265 Customer Conflict Management 1

CAOTT 209A Speed/Accuracy Bldg for Typists 1

Subtotal Units 25

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

CAOTC 34 Introduction to Computers & Applications 3

CAOTC 35 Microsoft Office Specialist 3

CAOTC 39B, C, D Microsoft Word for Office 1:1:1

CAOTC 41F, J Excel for Windows, Levels 2, 3 1:1

CAOTC 47A, B Access for Windows, Levels 1, 2	3:3
CAOTC 250C Data Entry - Level 3	3
CAOTO 30 Business Calculating Machines	2
CAOTO 216 Proofreading Skills	1
CAOTO 272AD Work Experience - CAOT	3
CAOTT 209B Speed/Accuracy Bldg for Typists	1
MKTG 40 Salesmanship	3
<b>Subtotal Units</b>	<b>3</b>
<b>TOTAL UNITS</b>	<b>28</b>

**REQUIRED COMPETENCIES:** Typing certificate of at least 30 words per minute for 5 minutes with 5 or fewer errors by the end of the program. Data entry certificate of at least 9,000 keystrokes per hour and at least 98 percent accuracy on a 5-minute test within the previous 12 months.

### CERTIFICATES OF COMPLETION:

#### Basic Customer Service Certificate

REQUIRED COURSES	UNITS
CAOTC 250A Data Entry – Level 1	2
CAOTC 250B Data Entry – Level 2	3
CAOTO 260 Business Telephone Procedures	1
CAOTO 262 Professional Development	1
CAOTO 263 Customer Service	1
CAOTO 264 Call Centers	1
CAOTO 265 Customer Conflict Management	1
<b>TOTAL UNITS</b>	<b>10</b>

**REQUIRED COMPETENCY:** Data entry certificate of at least 9,000 keystrokes per hour and at least 98% accuracy on a 5-minute test within the previous 12 months.

#### Basic Data Entry Certificate

REQUIRED COURSES	UNITS
CAOTC 250A Data Entry – Level 1	2
CAOTC 250B Data Entry – Level 2	3
CAOTT 209AB Speed/Accuracy Bldg for Typists	1
<b>TOTAL UNITS</b>	<b>6</b>

**REQUIRED COMPETENCIES:** Typing certificate of at least 40 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months. Data entry certificate of at least 9,000 keystrokes per hour and at 98 percent accuracy on a 5-minute test within the previous 12 months. Completion of certificate courses with a minimum grade of “B” in each course.

#### Basic Microsoft Office Certificate

REQUIRED COURSES	UNITS
CAOTC 35 Microsoft Office Specialist	3
CAOTC 47A Access for Windows, Beginning	3
<b>TOTAL UNITS</b>	<b>3</b>

#### 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
<b>TOTAL UNITS</b>	<b>3</b>

#### Microsoft Word Certificate

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for the Office, Begin	1
CAOTC 39B Microsoft Word for the Office, Inter.	1
CAOTC 39C Microsoft Word for the Office, Adv	1

CAOTC 39D Microsoft Word for the Office, Expert	1
<b>TOTAL UNITS</b>	<b>4</b>

**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
<b>Semester 1</b>	
DANCE 1 Dance Forms Through the Ages	3
DANCE 10AB Fundamental of Ballet (1 <sup>st</sup> semester)	1
DANCE 14AB Beginning Modern Dance (1 <sup>st</sup> semester)	1
DANCE 20AB Beginning Dance-Jazz (1 <sup>st</sup> semester)	1
<b>Subtotal Units (for Semester 1)</b>	<b>6</b>

### Semester 2

DANCE 10AB Fundamental of Ballet (2 <sup>nd</sup> semester)	1
DANCE 12AD Conditioning for Dance-Pilates Method	1
DANCE 14AB Beginning Modern Dance (2 <sup>nd</sup> semester)	1
DANCE 20AB Beginning Dance-Jazz (2 <sup>nd</sup> semester)	1
*TART 1 Acting 1-Introduction to Acting	3

### Select ONE of the following courses:

DANCE 3AD Musical Theatre Dance	1
DANCE 5AB Beginning Tap	1
DANCE 8AD Stretch and Relaxation	1
DANCE 33AD Dance Choreography Workshop	1
<b>Subtotal Units (for Semester 2)</b>	<b>8</b>

### Semester 3

†DANCE 11AB Intermediate Ballet (1 <sup>st</sup> semester)	1
†DANCE 17AB Inter. Modern Dance (1 <sup>st</sup> semester)	1
†DANCE 21AB Intermediate Dance-Jazz (1 <sup>st</sup> semester)	1
†DANCE 31AB Solo Choreography (1 <sup>st</sup> semester)	1
†DANCE 41AD Dance Performance (1 <sup>st</sup> semester)	2

### Select ONE of the following courses:

TART 42AD Stage Lighting	2
TART 43 Costume Crafts	2
TART 55 Stage Makeup	2
<b>Subtotal Units (for Semester 3)</b>	<b>8</b>

### Semester 4

†DANCE 11AB Intermediate Ballet (2 <sup>nd</sup> semester)	1
†DANCE 17AB Inter. Modern Dance (2 <sup>nd</sup> semester)	1
†DANCE 21AB Intermediate Jazz (2 <sup>nd</sup> semester)	1
†DANCE 32AD Group Choreography (2 <sup>nd</sup> semester)	1
†DANCE 41AD Dance Performance	2

### Select ONE of the following courses:

†DANCE 6AB Intermediate Tap	1
†DANCE 13AD Turns	1
†DANCE 18AD Folk and Ethnic Dance	1
†DANCE 60AD Special Projects in Dance	1
<b>Subtotal Units (for Semester 4)</b>	<b>7</b>

<b>TOTAL UNITS</b>	<b>29</b>
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## DATA ENTRY

### Associate in Arts/Career and Completion Certificate

Students prepare for an entry-level data-entry position by learning to enter data accurately and rapidly from documents or during customer service calls, use database software, and operate calculating machines. This certificate prepares students for an entry-level position in a variety of office settings and serves as a foundation for specialization. The program is designed to build employment skills quickly. This Associate degree prepares students for career advancement once a certificate has been earned. For more departmental information call (562) 938-3033.

REQUIRED COURSES	UNITS
CAOTC 31A MS Windows Operating System, Beg	1
CAOTC 41E Excel for Windows - Beginning	1
CAOTC 47A Access Windows, Beginning	3
CAOTC 250A, B, C Data Entry - Levels 1, 2, 3	2:3:3
CAOTO 30 Business Calculating Machines	2
CAOTO 263 Customer Service	1
CAOTT 201 Intermediate Typing/Keyboarding	2
<b>Subtotal Units</b>	<b>18</b>

**REQUIRED COMPETENCIES:** Typing certificate of at least 45 words per minute for 5 minutes with 5 or fewer errors by the end of the program. Data entry certificate of at least 9,000 keystrokes per hour for 5 minutes with at least 98 percent accuracy within the previous 12 months. Business calculating machines certificate of at least 170 keystrokes per minute for 5 minutes with 5 or fewer errors by the end of the program.

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

CAOTC 31B MS Windows Operating System, Adv	1
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
CAOTC 39A, B, C, D Microsoft Word for Office Levels 1, 2, 3, 4	1:1:1:1
CAOTC 41F, J Excel for Windows, Levels 2, 3	1:1
CAOTC 47B Access for Windows, Advanced	3
CAOTC 215A Microsoft Outlook	2
CAOTC 215B Electronic Records Management	2
CAOTC 243 Microsoft Office Exam Prep - Access	0.5
CAOTC 246 Financial Applications	3
CAOTO 216 Proofreading Skills	1
CAOTO 272AD Work Experience - CAOT	3
CAOTT 202 Advanced Typing/Keyboarding	2
CAOTT 209AB Speed/Accuracy Bldg for Typists	1:1
<b>Subtotal Units</b>	<b>3</b>
<b>TOTAL UNITS</b>	<b>21</b>

### CERTIFICATES OF COMPLETION:

#### Basic Data Entry Certificate

REQUIRED COURSES	UNITS
CAOTC 250A Data Entry – Level 1	2
CAOTC 250B Data Entry – Level 2	3
CAOTT 209AB Speed/Accuracy Bldg for Typists	1
<b>TOTAL UNITS</b>	<b>6</b>

**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
<b>TOTAL UNITS</b>	<b>6</b>

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

## DESKTOP/MEDIA PUBLISHING

### Associate in Arts/Career Certificate

Students learn to write, design, and produce publications (flyers, brochures, newsletters, in-house magazines) using computer publishing techniques. The program prepares students to work on newspapers, magazines, in advertising agencies or in other environments involving desktop publishing or to work on a free-lance basis. For successful employment, you should be able to type 30+ words a minute, write with a proficiency equal to placement in ENGL 1, and have a basic understanding of the principles of color and design theory. This certificate prepares students for an entry-level position in a variety of business settings and serves as a foundation for specialization. This Associate degree prepares students for career advancement once a certificate has been earned. Appropriate course selection also facilitates transfer in a related major. For more information regarding: Art classes call (562) 938-4319; Journalism classes call (562) 938-4675 or 938-4036.

#### REQUIRED CORE COURSES FOR **BOTH** CONCENTRATIONS

REQUIRED COURSES	UNITS
ART 31 Fundamentals of Art/Composition & Color	3
ART 41 Introduction to Computer Graphics	3
*JOURN 1A Introduction to Desktop Publication	3
JOURN 25 Free-Lance Writing	3
<b>Subtotal Units</b>	<b>12</b>

### CHOOSE ONE AREA OF CONCENTRATION (ART or WRITING/PUBLISHING):

#### Concentration in Art

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

†ART 43AD Computer Art for the Internet	3
†ART 44AD Computer Art for Graphic Design	3
†ART 45AD Computer Art for Drawing and Painting	3
†ART 55AD Introduction to Graphic Design	3
ART 56AB Introduction to Typography	3
<b>Subtotal Units</b>	<b>12</b>
<b>TOTAL UNITS</b>	<b>24</b>

#### Concentration in Writing/Publishing

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

*JOURN 1B Introduction to Desktop Publication	3
JOURN 6AD Working on the Magazine	3:3
†JOURN 20 Beginning Newswriting and Reporting	3
JOURN 71-73AD Work Experience – Journalism	2-4

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

JOURN 80AD Working on the Newspaper	3:3
JOURN 85AD Editor Training	3:3
<b>Subtotal Units</b>	<b>12</b>
<b>TOTAL UNITS</b>	<b>24</b>

## DIAGNOSTIC MEDICAL IMAGING SCIENCES

### (RADIOLOGICAL TECHNOLOGY)

#### Associate in Science/Career or Completion Certificate

The Diagnostic Medical Imaging Program at Long Beach City College is dedicated to providing high-quality education and clinical practicum to qualified students. It is responsive to the diverse needs of the local medical community. It specializes in the education and training that lead to entry-level employment as a competent, ethical health care professional, and an Associate of Science Degree. The program emphasizes the necessity of professional development and lifelong learning. For any additional departmental information call (562) 938-4169.

#### Prerequisite Courses

The following courses must be completed within five years prior to the first Spring Semester of the program:

REQUIRED COURSES	UNITS
*ANAT 41 Anatomy & Physiology	5
AH 60 Medical Terminology	3
AH 61 Integration of Patient Care	2
<b>TOTAL UNITS</b>	<b>10</b>

#### FIRST YEAR

##### Spring Semester

†DMI 10 Introduction to Radiological Technology	3
<b>Subtotal Units</b>	<b>3</b>

##### Summer Session

†DMI 20 Introduction to Radiological Physics	3
<b>Subtotal Units</b>	<b>3</b>

##### Fall Semester

*#General Ed. Course (see explanation in footnote)	3
*#General Ed. Course (see explanation in footnote)	3
*Computer Class. Any computer class which satisfies computer portion of Information Competency Requirement for graduation. Recommended course is COMIS 1. For updated listing see General Course Pattern Guide	1-4
†DMI 11 Radiographic Techniques	1
†DMI 12 Contrast Fluoroscope/Radiographic Proced	3
†DMI 21 Applied Radiological Physics	2
†DMI 30 Positioning for General Radiography	3
†DMI 40A Clinical Radiography & Film Critique	2.5
<b>Subtotal Units</b>	<b>18.5-21.5</b>

##### Spring Semester

†DMI 60 Radiologic Pathology	3
†DMI 24 Radiation: Biology & Protection	3
†DMI 31 Positioning for Cranial Radiography	3
†DMI 40B Clinical Radiography & Film Critique	6
<b>Subtotal Units</b>	<b>15</b>

#### SECOND YEAR

##### Summer Session

† DMI 40C Clinical Radiography & Film Critique	6
<b>Subtotal Units</b>	<b>6</b>

##### Fall Semester

*#General Ed. Course (see explanation in footnote)	3
†DMI 15 Computer Applications in Radiology	3
†DMI 40D Clinical Radiography & Film Critique	11
<b>Subtotal Units</b>	<b>17</b>

##### Spring Semester

*# General Ed. Course (see explanation in footnote)	3
†DMI 14 Trends & Self-Assessment. in Rad. Tech.	3
†DMI 40E Clinical Radiography & Film Critique	11
†DMI 61 Fluoroscopy	2
<b>Subtotal Units</b>	<b>19</b>
<b>TOTAL UNITS (in program)</b>	<b>81.5-84.5</b>
<b>TOTAL UNITS(including prerequisite courses)</b>	<b>91.5-94.5</b>

#### RECOMMENDED courses but not required:

AH 210 Math for Meds	1
†DMI 62 Mammography	3.5
LEARN 11 Learning and Academic Strategies	2
†AH 222 Intravenous Therapy	1

#### CERTIFICATES OF COMPLETION:

##### Fluoroscopy Certificate

(Must be licensed CRT or in Second Year of Diagnostic Medical Imaging Program)

REQUIRED COURSE	UNITS
†DMI 61 Fluoroscopy	2
<b>TOTAL UNITS</b>	<b>2</b>

##### Mammography Certificate

(Must be licensed CRT or in Second Year of Diagnostic Medical Imaging Program)

REQUIRED COURSE	UNITS
†DMI 62 Mammography	3.5
<b>TOTAL UNITS</b>	<b>3.5</b>

##### Magnetic Resonance Imaging Technologist Certificate

REQUIRED COURSE	UNITS
†DMI 401 Physical Principles of Magnetic Resonance Imaging	3
†DMI 402 MR Imaging Procedures	3
†DMI 403 Cross-Sectional Anatomy	3
†DMI 404 MRI Pathology	3
†DMI 405 MRI Clinical Practicum	2.5
<b>TOTAL UNITS</b>	<b>14.5</b>

# Specific General Education courses required: † ENGL 1 or 105, Sp 10, 20 or 30, Psych 1, Humanities (any course that meets the Associate Degree requirement) and 1 unit of P.E (two half-unit (.5) P.E. courses).

## DIESEL MECHANICS

### Associate in Science/Career Certificate

Contact department at (562) 938-3071 for current information or see Curriculum Guide on website www.lbcc.edu.



## DIETETICS PROGRAM

### Dietetic Service Supervisor/Dietetic Technician

#### Associate in Arts/Career Certificate

This program is designed to train students to be employed as Dietetic Service Supervisors and Dietetic Technicians who function as managers/supervisors and nutritional care specialists in the dietary departments of hospitals or other health care facilities.

#### *DIETETIC SERVICE SUPERVISOR:*

The Dietetic Service Supervisor is the food service director of a health care facility, is a member of the dietetic team, functioning under the supervision of a Registered Dietitian, Dietetic Technician or administrator. This program is the state approved program meeting federal OBRA and Title 22 requirements of the California State Licensing Regulation for food service supervisors in general acute care hospitals, acute psychiatric hospitals, skilled nursing facilities and intermediate care facilities. Upon successful completion of the program, the student is eligible to apply for a Dietetic Service Supervisor Certificate. The student may also receive the Associate in Arts degree if the graduation requirements are completed.

#### *DIETETIC TECHNICIAN:*

The Dietetic Technician is a nutritional counselor and is a member of the dietetic health care team, functioning under the direction of a Registered Dietitian. Approved by the American Dietetic Association, this program instructs the student in nutritional care, teaching techniques, nutrition principles, diet modification, nutritional counseling and food service management. Dietetic Technicians are trained to function as nutritional care specialists in the dietary departments of hospitals, clinics and other health care facilities. For the Dietetic Technician Program, students must fulfill the Associate Degree requirements (by completing the Career Certificates for both the Service Supervisor and the Technician programs and the graduation requirements). The students will then have earned both the Associate Degree and the TWO Career Certificates. The student is eligible to take the American Dietetic Association Registration Board Commission on Dietetic Registration Exam to become a Dietetic Technician: Registered. For further information, please call (562) 938-4550 or 938-4193.

#### DIETETIC SERVICE SUPERVISOR PROGRAM

REQUIRED COURSES	UNITS
F&N 20 Nutrition & Life	3
F&N 21 Food Selection & Meal Preparation	4
F&N 224 Sanitation, Safety & Equipment	3
F&N 225 Intro. Food Service & Work Organization	3
F&N 227 Supervision & Training Tech.	3
F&N 228 Food Production Management	3
F&N 230AC Clinical Field Exper. I (2 semesters req)	2:2
F&N 231 Menu Planning & Food Purchasing	3
F&N 232 Medical Nutrition Therapy	3
<b>TOTAL UNITS</b>	<b>29</b>

**NOTE:** Completion of these courses entitles student to a Dietetic Service Supervisor Career certificate, approved by the California State Department of Health Services. Dietetic Service Supervisor completers must take the Dietetic Service Supervisor competency examination.

#### DIETETIC TECHNICIAN PROGRAM

**Complete the Dietetic Service Supervisor Program required courses (above 29 units) and the following courses:**

	UNITS
†F&N 234 Advanced Nutrition Care	3
F&N 235 Advanced Medical Nutrition Therapy	3
†F&N 236 Dietetic Seminar	1
F&N 240AC Clinical Field Exper II (2 semesters req)	2:2
<b>Subtotal Units</b>	<b>11</b>
<b>Subtotal Units (Courses from Dietetic Service Supervisor Program)</b>	<b>29</b>
<b>TOTAL UNITS</b>	<b>40</b>

*A Career Certificate in this program is not available without also earning the Associate Degree.*

#### **RECOMMENDED but not required courses:**

F&N 26 Nutrition for the Active Person	1
F&N 233A-D Special Topics in Health Care Dietetics	1:1:1:1
F&N 250 Nutrition for Culinary Arts	2
F&N 253 Certified Food Handler Certification	1
F&N 255A-D Special Topics in Nutrition	1:1:1:1
F&N 256 Weight Control & Energy Balance	1
F&N 260A-D Cultural Foods	1.5:1.5:1.5:1.5
F&N 261AD Modern Meals	1.5:1.5:1.5:1.5
F&N 262AD Meal Preparation for 1 & 2 Persons	1.5:1.5:1.5:1.5
F&N 361AD Modern Meals	0.5:0.5:0.5:0.5

**NOTE:** Any 300 band course in Food and Nutrition can be applied as an elective to the degree or certificate in this program.

## DRAFTING - ARCHITECTURAL

### (Occupational Program)

#### Associate in Science/Career Certificate

Students learn entry-level job skills in architectural drafting. This Associate Degree will prepare students for a design-related career. The Core Skills Career Certificate will prepare students for an entry-level position as an architectural drafter trainee in a variety of design profession settings and will serve as a foundation for specialization. The Advanced Skills Career Certificate will prepare students for an advanced position as an architectural drafter or senior draftsman in a variety of design professional settings and will serve as a foundation for specialization. For more departmental information call (562) 938-4718.

#### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
#+ARCHT 60 Architectural Design <b>or</b>	8
#+ARCHT 61 Architectural Design	4
<b>and</b>	
#+ARCHT 62 Architectural Design	4
#+†ARCHT 64 Architectural Design <b>or</b>	8
#+†ARCHT 65 Architectural Design	4

<b>and</b>	
#+†ARCHT 66 Architectural Design	4
+†ARCHT 70AB Architectural Design <b>or</b>	8
+†ARCHT 71AD Architectural Design	4:4
<b>TOTAL UNITS</b>	<b>24</b>

**CORE SKILLS CAREER CERTIFICATE**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
#+ARCHT 60 Architectural Design <b>or</b>	8
#+ARCHT 61 Architectural Design	4
<b>and</b>	
#+ARCHT 62 Architectural Design	4
#+†ARCHT 64 Architectural Design <b>or</b>	8
#+†ARCHT 65 Architectural Design	4
<b>and</b>	
#+†ARCHT 66 Architectural Design	4
#DRAFT 201 Introduction to Drafting <b>or</b>	4
#DRAFT 202AD AutoCAD I, Fundamentals	3
<b>TOTAL UNITS</b>	<b>19-20</b>

**Recommended Courses for Core Skills Career Certificate:**

#DRAFT203AD AutoCAD II, Advanced Concepts <b>or</b>	3
#DRAFT 204 AutoCAD II, Advanced Concepts	4

**ADVANCED SKILLS CAREER CERTIFICATE**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
#+ARCHT 60 Architectural Design <b>or</b>	8
#+ARCHT 61 Architectural Design	4
<b>and</b>	
#+ARCHT 62 Architectural Design	4
#+†ARCHT 64 Architectural Design <b>or</b>	8
#+†ARCHT 65 Architectural Design	4
<b>and</b>	
#+†ARCHT 66 Architectural Design	4
+†ARCHT 70AB Architectural Design <b>or</b>	8
+†ARCHT 71AD Architectural Design	4:4
#DRAFT 201 Introduction to Drafting <b>or</b>	4
#DRAFT 202AD AutoCAD I, Fundamentals	3
<b>Subtotal Units</b>	<b>27-28</b>

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

+†CARP 311, 312 Carpentry I & II <b>or</b>	3:3
ELECT 277 Blueprint Reading for Electricians	3
CARP 440 Blueprint Reading for Construction Trade	3
Any course from Construction Trades Department	
<b>Subtotal Units</b>	<b>6</b>

**Select THREE (3)-FOUR (4) units from the following:**

+*ELECT 225 Algebra & Trigonometry for Technicians	4
<b>or</b>	
*A more advanced level of Mathematics	

<b>Subtotal Units</b>	<b>3-4</b>
<b>TOTAL UNITS</b>	<b>36-38</b>

**Recommended Courses for Advanced Skills Career Certificate:**

#DRAFT 203AD AutoCAD II, Adv. Concepts <b>or</b>	3:3:3:3
#DRAFT 204 AutoCAD II, Advanced Concepts	4

**DRAFTING - Mechanical Design  
(Occupational Program)****Associate in Science/Career or Completion Certificate**

Students learn entry-level job skills in mechanical drafting and design. The Associate Degree will prepare students for a mechanical-design-related career, and appropriate course selection will facilitate transfer to a professional degree program. The Core Skills Career Certificate will prepare students for an entry-level position as a mechanical drafter trainee in a variety of design professional settings and will serve as a foundation for specialization. The Advanced Skills Career Certificate will prepare student for an advanced position as a mechanical drafter or intermediate level drafting position in a variety of design professional settings and will serve as a foundation for specialization. For more departmental information call (562) 938-4718.

The *Associate Degree* requires a minimum of 20 units from the following courses identified with "■".

The *Core Skills Career Certificate* requires a minimum of 18 units from the following courses identified with a "#."

The *Advanced Skills Career Certificate* requires a minimum of 324 units as specified below.

**Complete with a "C" average Eighteen (18) units**

<b>from the following:</b>	<b>UNITS</b>
#■+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
<b>Subtotal Units</b>	<b>29</b>

**Select THREE (3) - FIVE (5) units from the following:**

+*ELECT 225 Algebra & Trigonometry for Technicians	4
<b>or</b>	
+*A more advanced level of Mathematics	3-5

<b>Subtotal Units</b>	<b>3-5</b>
<b>TOTAL UNITS</b>	<b>32-34</b>

**RECOMMENDED course but not required:**

DRAFT 273AD Work Experience-Mechanical Design	4
TEC 60AD Comp. Aided Design & Drafting (CADD) 3:3:3:3	

**CERTIFICATES OF COMPLETION:****AutoCAD I, Fundamentals Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
#■DRAFT 202AD AutoCAD I, Fundamentals	3
<b>TOTAL UNITS</b>	<b>3</b>

**AutoCAD II, Advanced Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
#■+DRAFT 203AD AutoCAD II, Advanced Concepts	3
<b>TOTAL UNITS</b>	<b>3</b>

**AutoCAD III, Visualization, Rendering, Animation Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
†DRAFT 204 3D Visualization/Animation	4
<b>TOTAL UNITS</b>	<b>4</b>

**CAD Professional Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
#DRAFT 202AD AutoCAD 1, Fundamentals	3
#†DRAFT 203AD AutoCAD II, Advanced Concepts	3
†DRAFT 204 3D Visualization/Animation	4
<b>TOTAL UNITS</b>	<b>10</b>

**3D Studio MAX-Modeling Technician Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
DRAFT 251AD 3D Modeling for Technical Animation	3
<b>TOTAL UNITS</b>	<b>3</b>

**3D Studio MAX-Texture & Lighting Technician Certificate**

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

**3D Studio MAX-Animation Technician Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
DRAFT 253AD 3D Technical Animation & Production	3
<b>TOTAL UNITS</b>	<b>3</b>

**Technical Design Animator Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
DRAFT 251AD 3D Modeling for Technical Animation	3
DRAFT 252AD Texture/Lighting–Technical Animation	3
DRAFT 253AD 3D Technical Animation & Production	3
<b>TOTAL UNITS</b>	<b>9</b>

**ELECTRICAL TECHNOLOGY**

**Associate in Science/Career or Completion Certificate**

Students prepare for entry-level employment in numerous electrical and electrically related trades. Upon completion of the Electrical Technology program, the student will be able to install, maintain, and repair electrical equipment and systems in a safe and workmanlike manner. The California Contractor’s License requirements recognize the courses listed below as partial fulfillment of the experience requirements. This program also meets the standards set by the California Department of Apprenticeship Standards towards the current California Electrician Certification testing. Once a student has completed the program, that student will be allowed to register to take the Electrician’s Certification Exam. For more departmental information call (562) 938-4505. California Division of Apprenticeship Standards approved school: #101.

**STUDENTS MAY FOLLOW EITHER:**

<b>COURSES- DAY PROGRAM</b>	<b>UNITS</b>
REQUIRED	40
ELECTIVES	5
<b>COURSES-NIGHT PROGRAM</b>	
REQUIRED	37.5
ELECTIVES	7.5
<b>TOTAL</b>	<b>45</b>

**DAY PROGRAM**

<b>FIRST SEMESTER</b>	<b>UNITS</b>
ELECT 200A First Semester Industrial Electricity	8
ELECT 253 OSHA Standards for Construction Safety	2

<b>SECOND SEMESTER</b>	
†ELECT 200B Second Semester Industrial Electricity	8
†*ELECT 225 Algebra & Trigonometry for Technicians	4

<b>THIRD SEMESTER</b>	
†ELECT 200C Third Semester Industrial Electricity	8
†ELECT 435A Electrical Motor Control	2

<b>FOURTH SEMESTER</b>	
†ELECT 200D Fourth Semester Industrial Electricity	8

**and**

Complete the remaining 5.0 units from the Electrical Program Electives list. *These electives can be taken at any time during the program as long as the prerequisites for the desired class have been met.*

	5
<b>TOTAL UNITS</b>	<b>45</b>

**NIGHT PROGRAM**

<b>FIRST SEMESTER</b>	<b>UNITS</b>
ELECT 202 Electrical Mathematics	3
+ELECT 204 Fundamentals of D.C. Electricity	3
+ELECT 210A Laboratory Practices	1
ELECT 253 OSHA Standards for Construction Safety	2
+Must enroll in ELECT 204 and 210A concurrently	

<b>SECOND SEMESTER</b>	
+†ELECT 209 Fundamentals of Motors and Generators	3
+†ELECT 210B Laboratory Practices	1
†*ELECT 225 Algebra & Trigonometry for Technician	4
†ELECT 240 Electrical Code – Residential	3
+Must enroll in ELECT 209 and 210B concurrently	

<b>THIRD SEMESTER</b>	
+†ELECT 212 Fundamentals of A.C. Electricity	3
+†ELECT 210C Laboratory Practices	1
†ELECT 435A Electric Motor Control	2
†ELECT 245 Electrical Code - Commercial	3
+Must enroll in ELECT 212 and 210C concurrently.	

<b>FOURTH SEMESTER</b>	
+†ELECT 214 A.C. Principles and Practices	3
+†ELECT 210D Laboratory Practices	1
†ELECT 250 Electrical Code - Advanced	3
†ELECT 242 Electrical Code - Grounding	1.5
+Must enroll in ELECT 214 AND 210D concurrently.	

**and**

Complete the remaining 7.5 units from the Electrical Program Electives list on the previous page for selection of the appropriate electives. *These electives can be taken at any time during the program as long as the prerequisites for the desired class have been met.*

	7.5
<b>TOTAL UNITS</b>	<b>45</b>

**Electrical Program ELECTIVES**

CISCO 250 Network Cabling Installation	1
CISCO 251 Cisco Networking I, Introduction	3
ELECT 41 Technical Applications of Minicomputers	2
†ELECT 224 Electrical Motors and Transformers	3
†ELECT 226 Solid State Fundamentals for Electricians	3
†ELECT 227 D.C. Variable Speed Drives	3
†ELECT 228 A.C. Variable Speed Drives	1.5

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

†ELECT 229 Industrial Drive Systems	3
ELECT 230A, B, C Robotics Technology (3 units each) (these three classes may be taken out of sequence)	3
ELECT 271 Electrical Cost Estimating	3
†ELECT 275 Electrical Pipe Bending (A)	0.5
†ELECT 276 Electrical Pipe Bending (B)	0.5
†ELECT 277 Blueprint Reading for Electricians	3
ELECT 280 Traffic Signals Systems 1	3
ELECT 283 Traffic Systems Communications	3
†ELECT 284 Traffic Signal Controllers & Digital Sys	3
ELECT 435B Electrical Motor Control (B)	2
DRAFT 202AD AutoCAD I, Fundamentals <b>OR</b>	3
ARCH 360M1 Basic AutoCAD for Architecture	1.5

**CERTIFICATES OF COMPLETION:****Network Cabling Specialist Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CISCO 250 Network Cabling Installation	1
<b>TOTAL UNITS</b>	<b>1</b>

**Network Installation Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CISCO 250 Network Cabling Installation	1
CISCO 251 Cisco Networking I, Introduction	3
<b>TOTAL UNITS</b>	<b>4</b>

**Network Installation and Design Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CISCO 250 Network Cabling Installation	1
CISCO 251 Cisco Networking I, Introduction	3
CISCO 252 Cisco Networking II, Routers	3
CISCO 253 Cisco Networking III, LAN	3
CISCO 254 Cisco Networking IV, WAN	3
<b>TOTAL UNITS</b>	<b>13</b>

**Traffic Signal Systems 1 Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
ELECT 280 Traffic Signals Systems 1	3
ELECT 283 Traffic Systems Communications	3
ELECT 284 Traffic Signal Controllers & Digital Sys	3
<b>TOTAL UNITS</b>	<b>9</b>

**ENGINEERING****Associate in Science**

Contact department at (562) 938-4168 or (562) 938-4428 for current information or see Curriculum Guide on website [www.lbcc.edu](http://www.lbcc.edu).

**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) 938-4358, 938-4365 or 938-4036.

**LANGUAGE & LITERATURE SEQUENCE**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
†*ENGL 1 or 1H Reading and Composition	3
†ENGL 2 Introduction to Literature/Composition	3
<b>Subtotal Units</b>	<b>6</b>

**Select a minimum of NINE (9) units from the following courses**, of which SIX (6) units must be a year's survey sequence (English, American or World):

†ENGL 41 American Literature I	3
†ENGL 42 American Literature II	3
†ENGL 44 or 44H Literature of Western World I	3
†ENGL 45 or 45H Literature of Western World II	3
†ENGL 46 or 46H Survey of British Literature I	3
†ENGL 47 or 47H Survey of British Literature II	3
<b>Subtotal Units</b>	<b>9</b>

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

†ENGL 3 or 3H Argumentative and Critical Writing	4
†ENGL 18 Detective and Crime Fiction	3
ENGL 24 College Grammar	3
†ENGL 30 Horror and Terror Fiction	3
†ENGL 32 Masterpieces of Asian Literature	3
†ENGL 33 Mythology	3
†ENGL 35 Interpreting the Short Story	3
†ENGL 36 The Novel	3
†ENGL 37 Science Fiction, Fantasy/Horror	3
†ENGL 38 Bible as Literature, Old Testament	3
†ENGL 39 Bible as Lit., Apocrypha & New Testament	3
†ENGL 43 A-B Introduction to Shakespeare	3:3
†ENGL 48 or 48H Modern Literature	3
†ENGL 49 or 49H Literature and Film	3
†ENGL 79 Literature of Diversity	3
<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL UNITS</b>	<b>21</b>

**CREATIVE WRITING SEQUENCE**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
†*ENGL 1 <b>OR</b> 1H Reading and Composition	3
†ENGL 2 Intro to Literature/Composition	3
ENGL 24 College Grammar	3
†ENGL 26 Creative Writing 1	3
<b>Subtotal Units</b>	<b>12</b>

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

†ENGL 27A Creative Writing 2: Poetry	3
†ENGL 27B Creative Writing 2: Fiction	3
†ENGL 27C Creative Writing 2: Biography, Autobiography	3
†ENGL 27D Creative Writing 2: Stage/Screen Writing	3
†ENGL 27E Creative Writing 2: The Novel	3
†ENGL 97AD Writers' Workshop	3
<b>Subtotal Units</b>	<b>3</b>

**Select SIX (6) units from any of the courses listed above in either the Language & Literature Sequence or Creative Writing Sequence.**

<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL UNITS</b>	<b>21</b>

**RECOMMENDED courses but not required:**

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

**FAMILY & CONSUMER STUDIES****Associate in Arts/Career Certificate**

Students are provided lower division transfer classes for a bachelor's degree in Family and Consumer Sciences, and provide opportunities for developing skills and competencies for multiple roles of home, family and career. Students are advised to check with a four-year

college/university for specific requirements for transfer. This certificate will prepare students for an entry-level position in any of the generalized fields of Family and Consumer Studies which include Child Development, Family & Consumer Studies, Fashion, Foods and Nutrition and Interior Design. For more departmental information call (562) 938-4454.

**For the Career Certificate or Associate Degree, complete any EIGHTEEN (18) units from the list below:**

REQUIRED COURSES	UNITS
CDECE 47 Human Development	3
FACS 50 Consumer Awareness	3
FACS 64 Life Management	3
FACS 211A-B College & Career Opportunities for Women (one semester)	1
FD 20 Introduction to Fashion Merchandising	3
F&N 20 Nutrition & Life	3
ID 1 Fundamentals of Interior Design	3
<b>TOTAL UNITS</b>	<b>21</b>

**RECOMMENDED COURSES (Courses with course numbers from 1-99 are CSU transferable. See website [www.ASSIST.org](http://www.ASSIST.org))**

†CDECE 66 Observing Young Children DS3	3
FD 9 Clothing Selection	3
FD 10 Textiles, Fibers, and Fabrics	3
FD 24AB Beginning Sewing	3
F&N 21 Food Selection and Meal Preparation	4
F&N 252AD Cake Decorating and Sugar Cookery	1.5
F&N 260AD Cultural Foods <b>or</b>	1.5
F&N 360 Cultural Foods	.5
F&N 261AD Modern Meals <b>or</b>	1.5
F&N 361AD Modern Meals	.5
F&N 262AD Meal Preparation for 1 & 2 Persons <b>or</b>	1.5
F&N 362AD Cooking for Singles	.5
FLO 286A-B Introduction to Floral Design	2:2

## FASHION DESIGN

### Associate in Arts/Career Certificate

Students prepare for entry-level jobs in fashion design, production & manufacturing. This program also provides partial lower division preparation for the baccalaureate degree in Fashion Design. This Career Certificate will prepare students for an entry-level position in the apparel design and manufacturing industry. This Associate Degree will prepare students for career advancement once a certificate has been earned. Field of concentration selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4192 or 938-4454.

The *Associate Degree* requires only 25-25.5 units from the following courses identified with a "♦".

The *Career Certificate* requires 55 - 56 units as specified below.

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

## ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
♦ FD 3 Intro to Careers in Design & Merchandising	2
FD 5 Intro/Manufacturing for Design/Merchan	2
♦FD 9 Clothing Selection	3
♦FD 36A Pattern Drafting I: Basic Block	1.5
♦FD 36B Pattern Drafting I: Pattern Manipulation	1.5
FD 37A Pattern Draping: Basic Sloper	1.5
FD 37B Pattern Draping: Sloper Manipulations	1.5
FD 200 Fashion Prediction/Promotion: Crit View	1
♦FD 214AB Quick Sketch Croquis Drawing <b>or</b>	2
♦FD 215AB Fashion Sketching I	2

**Select TWO of the following courses:**

♦ FD 24AB Beginning Sewing (One semester)	1.5
♦FD 25AB Intermediate Sewing (One semester)	1.5
♦FD 26AB Advanced Sewing (One semester)	2
FD 29AB Tailoring	2

**Subtotal Units 19-20**

## INTERMEDIATE LEVEL CLASSES

♦FD 10 Textile Fibers and Fabrics	3
FD 27AB Sewing Production (One semester)	1.5
♦FD 32 History of Fashion	3
FD 38A Fashion Design I	3
FD 38B Fashion Design II	3
FD 41AD Fashion Show Production (One semester)	2.5
FD 244AD Computer Patternmaking	1
FD 245AD Computer Apps. in Fashion (2 semesters)	1:1

**Select ONE of the following courses:**

FD 20 Intro to Fashion Merchandising	3
IBUS 1 Intro to International Business	3

**Subtotal Units 22**

## ADVANCED LEVEL CLASSES

FD 38C Fashion Design III	3
FD 38D Fashion Design IV	3
FD 39A Pattern Grading	1
FD 40AB Advanced & Production Pattern Drafting	1
FD216AB Fash Sketch Board/Portfolio Presentation	2

**Select Four (4) units from this section:**

♦FD 70AD Work Experience Issues (One Semester)	1
♦FD 72AD <b>or</b> FD 73AD Work Experience	2-3
FACS 364 Life Management	1

**Subtotal Units 14**

**TOTAL UNITS 55-56**

**RECOMMENDED but not required courses:**

ART 1 <b>or</b> 2 Art & Civilization	3
ART 15 Beginning Drawing	3
ART 41 Intro to Computer Graphics	3
FD 211AB Textile Design: Beading	1
FD 213AB Textile Design: Hand Painting	1
FD 258AD Swimwear	1
IBUS 20 Export-Import Business Practices	3
MKGT 40 Salesmanship	3
MGMT 80 Small Business Entrepreneurship	3
TART 43AD Costume Crafts	2

**FASHION DESIGN****ASSISTANT DESIGNER****Associate in Arts/Career Certificate**

Students prepare for entry-level jobs in fashion design, production & manufacturing. This program also provides partial lower division preparation for the baccalaureate degree in Fashion Design. This Career Certificate will prepare students for an entry-level position in the apparel design and manufacturing industry. This Associate Degree will prepare students for career advancement once a certificate has been earned. Field of concentration selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4192 or 938-4454.

The *Associate Degree* requires only **18 -18.5 units** from the following courses identified with a "■".

The *Career Certificate* requires **40-40.5 units** as specified below.

**ENTRY LEVEL CLASSES**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
■FD 3 Intro to Careers in Design/Merchandising	2
FD 5 Intro/Manufacturing for Design/Merchan	2
■FD 9 Clothing Selection	3
■FD 36A Pattern Drafting I: Basic Block	1.5
■FD 36B Pattern Drafting II: Pattern Manipulation	1.5
FD 37A Pattern Draping I: Basic Sloper	1.5
FD 37B Pattern Draping II: Sloper Manipulations	1.5
FD 200 Fashion Prediction/Promotion: Crit View	1
■FD 214AB Quick Sketch Croquis Drawing	2:2
FD 245AD Computer Applications in Fashion 1	1:1

**Select TWO of the following courses:**

■FD 24AB Beginning Sewing (One semester)	1.5
■FD 25AB Intermediate Sewing (One semester)	1.5
■FD 26AB Advanced Sewing (One semester)	2
FD 27AB Production Sewing (One semester)	2
<b>Subtotal Units</b>	<b>23-23.5</b>

**INTERMEDIATE LEVEL CLASSES**

■FD 10 Textile Fibers and Fabrics	3
FD 38A Fashion Design I	3
FD 244AD Computer Patternmaking	1
<b>Subtotal Units</b>	<b>7</b>

**ADVANCED LEVEL CLASSES**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
FD 38B Fashion Design II	3
FD 38C Fashion Design III	3

**Select Four (4) units from this section:**

◆FD 70AD Work Experience Issues (One Semester)	1
◆FD 72AD or FD 73AD Work Experience	2-3
FD 216AB Fashion Portfolio Development	2
FACS 364 Life Management	1
<b>Subtotal Units</b>	<b>10</b>
<b>TOTAL UNITS</b>	<b>40-40.5</b>

**RECOMMENDED but not required courses:**

ART 1 or 2 Art & Civilization	3
ART 15AD Beginning Drawing	3
ART 31 Fundamentals of Art: Composition and Color	3
FD 20 Intro to Fashion Merchandising	3
FD 211AB Textile Design: Beading	1

FD 213AB Textile Design: Hand Painting	1
FD 258AD Swimwear	1

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

**FASHION DESIGN  
PATTERNMAKER****Career Certificate**

Students prepare for entry-level jobs in fashion design, production & manufacturing. This program also provides partial lower division preparation for the baccalaureate degree in Fashion Design. This Career Certificate will prepare students for an entry-level position in the apparel design and manufacturing industry. For more departmental information call (562) 938-4192 or 938-4454.

**ENTRY LEVEL CLASSES**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
FD 3 Intro to Careers in Design/Merchandising	2
FD 5 Intro/Manufacturing for Design/Merchan	2
FD 36A Pattern Drafting I: Basic Block	1.5
FD 36B Pattern Drafting II: Pattern Manipulation	1.5
FD 214AB Quick Sketch Croquis Drawing	2

**Select ONE of the following courses:**

FD 24AB Beginning Sewing (One semester)	1.5
FD 25AB Intermediate Sewing (One semester)	1.5
FD 26AB Advanced Sewing (One semester)	2

**Subtotal Units 10.5-11**

**INTERMEDIATE LEVEL CLASSES**

FD 10 Textile Fibers and Fabrics	3
FD 37A Pattern Draping I: Basic Sloper	1.5
FD 37B Pattern Draping II: Sloper Manipulations	1.5
FD 27AB Production Sewing (one semester)	1.5
FD 245AD Computer Applications in Fashion	1
FD 244AD Computer Patternmaking(Two Semesters) 1:1	1:1
<b>Subtotal Units</b>	<b>10.5</b>

**ADVANCED LEVEL CLASSES**

FD 38A Fashion Design I	3
FD 39A Pattern Grading	1
FD 40AD Advanced & Production Pattern Drafting	1
◆FD 70AD Work Experience Issues (One semester)	1
◆FD 73AD Work Experience (One semester)	3
<b>Subtotal Units</b>	<b>6</b>

**TOTAL UNITS 30-30.5**

**RECOMMENDED but not required courses:**

ART 1 or 2 Art & Civilization	3
ART 15AD Beginning Drawing	3
FD 20 Intro to Fashion Merchandising	3
FD 38B-D Fashion Design	3
FD 211AB Textile Design: Beading	1
FD 213AB Textile Design: Hand Painting	1
FD 258AD Swimwear	1

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

## FASHION DESIGN SAMPLEMAKER

### Career Certificate

Students prepare for entry-level jobs in fashion design, production & manufacturing. This program also provides partial lower division preparation for the baccalaureate degree in Fashion Design. This Career Certificate will prepare students for an entry-level position in the apparel design and manufacturing industry. For more departmental information call (562) 938-4192 or 938-4454.

*The Career Certificate* requires **21-22 units** as specified below.

#### ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
FD 3 Intro to Careers in Design/Merchandising	2
FD 5 Intro/Manufacturing for Design/Merchan	2
FD 24AB Beginning Sewing (One semester)	1.5
FD 25AB Intermediate Sewing (One semester)	1.5
FD 244AD Computer Patternmaking or	1
FD 245AD Computer Applications in fashion	1
<b>Subtotal Units</b>	<b>8</b>

#### INTERMEDIATE LEVEL CLASSES

FD 27AB Production Sewing (two semesters)	1.5:1.5
FD 36A Pattern Drafting I: Basic Block	1.5
FD 36B Pattern Drafting II: Pattern Manipulation	1.5
◆FD 70AD Work Experience Issues (One Semester)	1
◆FD 72AD or 73AD Work Experience	2-3

#### Select **FOUR (4)** units from this section:

FD 29AB Tailoring	2
FD 26AB Advanced Sewing	2
FD 258AD Swimwear	1

<b>Subtotal Units</b>	<b>13-14</b>
<b>TOTAL UNITS</b>	<b>21-22</b>

#### RECOMMENDED but not required courses: UNITS

ART 1 or 2 Art & Civilization	3
ART 15AD Beginning Drawing	3
FD 10 Textile Fibers and Fabrics	3
FD 20 Intro to Fashion Merchandising	3
FD 211AB Textile Design: Beading	1
FD 213AB Textile Design: Hand Painting	1
FD 214AB Quick Sketch/Croquis	1
FD 244AD Computer Patternmaking	1

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

## FASHION MERCHANDISING

### Associate in Arts/Career Certificate

Students prepare for careers in all phases of retailing and manufacturing in the growing California Fashion Industry. This program also provides lower-division preparation for the baccalaureate degree in Fashion Merchandising. This certificate 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.

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

For more departmental information call (562) 938-4336 or 938-4454.

*The Associate Degree* requires only **22 units** from the following courses identified with a “■”.

*The Career Certificate* requires **41.5 – 44.5 units** as specified below.

#### ENTRY LEVEL CLASSES

REQUIRED COURSES	UNITS
■FD 3 Intro to Careers in Design/Merchandising	2
■FD 5 Intro/Manufacturing for Design/Merchan	2
■FD 9 Clothing Selection	3
■FD 20 Intro to Fashion Merchandising	3
FD 200 Fashion Prediction/Promotion: Crit View	1
<b>Subtotal Units</b>	<b>9</b>

#### Select **ONE** of the following:

FACS 50 or 350M1 Consumer Awareness/Money Manag	1-3
FACS 64 or 364 Life Management	

<b>Subtotal Units for Entry Level</b>	<b>12-14</b>
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#### INTERMEDIATE LEVEL CLASSES

■FD 10 Textiles Fibers & Fabrics	3
■FD 22A Merchandising for a Profit I	1.5
■FD 22B Merchandising for a Profit II	1.5
■FD 32 History of Fashion	3
FD 41AD Fashion Show Production	2.5
FD 245AD Computer Applications in Fashion	1
MKTG 40 Salesmanship	3

#### Select **ONE** of the following:

FD 214AB Quick Sketch Croquis Drawing	2
FD 215AB Fashion Sketching I	2

<b>Subtotal Units</b>	<b>17.5</b>
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#### ADVANCED LEVEL CLASSES

■FD 23 Fashion/Merchandise Buying	3
◆FD 70AD Work Experience Issues	1
◆FD 72AD or 73AD Work Experience	2-3
MKTG 41 Advertising	3

#### Select **ONE** of the following:

IBUS 1 Introduction to International Business	3
IBUS 20 Export-Import Business Practices	3
MKTG 42 Retailing Principles & Practices	3

<b>Subtotal Units</b>	<b>12-13</b>
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<b>TOTAL UNITS</b>	<b>41.5 - 44.5</b>
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#### RECOMMENDED but not required courses:

FD 24AB Beginning Sewing	1.5
FD 244AD Computer Patternmaking	1
IBUS 52 International Marketing	3

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

## FILM

### Associate in Arts

Students learn an appreciation of film as a medium of mass communication and with experiences in film production. It prepares students for entry-level employment in the film industry and provides partial lower division preparation for transfer to a baccalaureate degree in this field. The associate degree prepares

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

<b>REQUIRED COURSES</b>	<b>UNITS</b>
FILM 1 Introduction to Film	3
FILM 10AD Explorations in Film (1st & 2nd semester)	3
FILM 11AD Film Art and Artists (3 <sup>rd</sup> & 4th semester)	3
†FILM 20AB Fundamentals of Film Production	3
*TART 1 Acting I - Introduction to Acting	3
TART 32AD Stage and Screen Writing	3
<b>Select ONE of the following courses:</b>	
†FILM 21AB Intermediate Film Production	3:3
FILM 35AD Film Production Workshop	4
<b>TOTAL UNITS</b>	<b>22-24</b>

## 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

### Associate in Science/Career Certificate

Students are educated and trained in the technical fields relating to fire and safety practices. This program also provides partial lower division preparation for the baccalaureate degree in this field. This certificate will prepare students for entry to a fire academy and for an entry-level position in private and public fire-related occupations. This Associate Degree will prepare students for entry to a fire academy and for career advancement for those already employed in a fire-related industry. For more departmental information call (562) 938-4338.

### CORE

<b>REQUIRED COURSES</b>	<b>UNITS</b>
FIRE 1 Fire Protection Organization	3
FIRE 2 Fire Prevention Technology	3
FIRE 3 Fire Protection Equipment & Systems	3
FIRE 4 Building Construction for Fire Prevention	3
FIRE 5 Fire Behavior & Combustion	3
<b>Subtotal Units</b>	<b>15</b>

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

FIRE 6A,B Fire Command 1A -1B	2:2
FIRE 7A,B, C Fire Prevention Officer 1A-1B-1C	2:2:2

FIRE 10A,B Fire Instructor 1A -1B	2:2
FIRE 16A,B Fire Investigator 1A -1B	2:2
FIRE 26A Fire Command 2A	2
FIRE 26B Fire Command 2B	2
FIRE 26C Fire Command 2C	2
FIRE 40 Fire Management 1	2
FIRE 42A Fire Management 2A	2
FIRE 42B Fire Management 2B	2
FIRE 42E Fire Management 2E	2
FIRE 53 Fire Hydraulics	3
FIRE 54 Hazardous Materials 1	3
FIRE 58 Intro to Fire Company Administration	3
FIRE 60 Fire Investigation 1	3
FIRE 61 Rescue Practices	3
FIRE 62 Fire Apparatus & Equipment	3
FIRE 64 Hazardous Materials 2	3
FIRE 65 Fundamental of Fire Safety	3
FIRE 66 Intro to Related Codes & Ordinances	3
FIRE 242C Fire Management 2C	2
FIRE 250 Basic Fire Service Training	9
FIRE 271AD or 272AD or 273AD Work Experience- Fire Science	2: 2 or 3:3 or 4:4
FIRE 400 Special Topics in Fire Science	1
EMT 251 & 251L Emergency Medical Tech. & Lab	4.5
<b>Subtotal Units</b>	<b>9</b>
<b>TOTAL UNITS</b>	<b>24</b>

**Note:** Any 200, 300 OR 400 band course in Fire Science can be applied as an elective to a degree or certificate.

## FLORAL DESIGN

### Associate in Arts/Career Certificate

Students prepare for employment as floral designers. The Career Certificate completer will also have the basic knowledge to become a salesperson, manager or owner of a floral shop. The certificate will help students prepare for AIFD certification. For more departmental information call (562) 938-4454 or 938-4336.

### ENTRY LEVEL CLASSES

<b>REQUIRED COURSES</b>	<b>UNITS</b>
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
<b>Subtotal Units</b>	<b>7</b>

Select **FIVE (5)** additional units from the following courses:

ART31 Fundamentals of Art/Composition & Color or	3
ID 30 Applied Color and Theory and Design	4
HORT 15A Basic Horticulture	2
*ID 70AD Work Experience Issues	1
*ID 71AD, 72AD or 73AD Vocational Work Experience (One semester)	1, 2 or 3
<b>Subtotal Units</b>	<b>5</b>
<b>TOTAL ENTRY LEVEL UNITS</b>	<b>12</b>

### 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
<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL INTERMEDIATE LEVEL UNITS</b>	<b>6</b>



**ADVANCED LEVEL CLASSES**

FLO 288 Advanced Floral Design	2
FLO 289 Applied Floral Shop Operation	3
<b>Subtotal Units</b>	<b>5</b>

**TOTAL ADVANCED LEVEL UNITS 5**

**REQUIRED COMPETENCY:** Students must complete the Long Beach Community College computer proficiency requirement.

**TOTAL UNITS 23**

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

**FOOD & BEVERAGE MANAGEMENT**

**Associate in Arts/Career Certificate**

Students learn entry and mid-level skills in the day-to-day management of food and beverage in all types of restaurants, cafeterias, convention centers, hospitals, hotels, nightclubs, private clubs, schools, stadiums, theme parks, and resorts. Students enhance their skills in food and beverage management, in areas such as: beverage services, bartender, banquet sales, operations, bussers, counter persons, dishwashers, hosts, maitre d', menu makers, guest services, purchasing, sales and marketing, stewards, human resources, table servers, and wine stewards. With additional courses students can prepare for a Bachelor's Degree in this field, see counseling staff for admission requirements at a university. This certificate will prepare students for an entry-level position in a wide range of hospitality, restaurant, and catering career opportunities. For information regarding hotel management programs please refer to separate Hotel Management curriculum guide. For departmental information call (562) 938-4325 or 938-4332.

**FOOD & BEVERAGE MANAGEMENT OPTION**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CULAR 20 Food Service Sanitation in Management	3
THRFB 17 Intro to Food and Beverage Operations	3
THRFB 18 Intro to Culinary Preparation	3
THRFB 19 Food/Beverage Purchasing/Plan/Control	3
THRFB 27 Bar and Beverage Management	3
THRH 24 Hospitality Accounting	3
THRH 25 Hospitality Law	3
THRH 26 Hospitality Supervision	3
THRH 30 Hospitality Sales & Marketing	3
THRH 39 Hospitality Industry Computer Systems	3
F&N250 Nutrition for Culinary Arts	2

**Complete a minimum of FOUR (4) units from the following:**

†THRH 271AD Work Experience	2
†THRH 272AD Work Experience	3
†THRH 273AD Work Experience	4
<b>TOTAL UNITS</b>	<b>36</b>

**RECOMMENDED but not required:**

THRFB 32 Introduction to Catering Management	3
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**CATERING MANAGEMENT OPTION**

**Complete the Food and Beverage Option** (above 36 units) *and the following course:*

THRFB 32 Introduction to Catering Management	3
<b>TOTAL UNITS</b>	<b>39</b>

**RECOMMENDED but not required courses for both options:**

CBIS 6A Intro to IT Concepts & Applications <b>or</b>	4
CAOTC 35 Microsoft Office Specialist	3
THRH28 Convention Management & Meeting Plan	3
THRH 29 Facilities Management	3
THRH 33 Housekeeping and Security Management	3
MGMT 80 Small Business Entrepreneurship	3
SP 10 Elements of Public Speaking	3
SP 25 Elements of Intercultural Communications	3
THRT 210 Intro to Travel Industry	3

**FOREIGN LANGUAGES**

**Associate in Arts/Career Certificate**

Program has two emphases: Foreign Languages-Proficiency emphasis with options in French, German and Spanish at intermediate or advanced level. Foreign Languages-Regional emphasis with options in European, Spanish American and Pacific Rim. Students following the Proficiency Emphasis develop a competency in at least one foreign language, providing an important entry-level skill for those aspiring to work in the international arena as well as preparing for baccalaureate work. Students following any of the Culture Emphasis (European, Spanish American or Pacific Rim) develop entry-level skills for work in the international arena, including the airline industry, international business, travel/tourism, communications, government and hotel/restaurant management. The Language Certificate (offered only in French, German and Spanish) verifies for a potential employer that the student can communicate (verbally and in writing) in a wide range of situations, for a variety of purposes at a designated level for effective communication in a business or related professional setting. This Associate Degree provides the same or greater level of competency as the certificate. The degree also offers an added dimension of cultural know-ledge and understanding in region(s) where the language is spoken. The degree would benefit those wishing to enter a variety of industries or business settings that compete in an international market, as well as preparing for transfer to a four-year university in a foreign language program. For more departmental information call (562) 938-4331.

**PROFICIENCY EMPHASIS**

**With Options in French, German, and Spanish at the Intermediate or Advanced Level**

For students who are studying French, German or Spanish and who want to achieve a level of competency for baccalaureate work, and/or to combine their foreign languages with another skill.

**Select 15 units from ONE LANGUAGE (French, German or Spanish) and five additional units from the courses listed below:**

**REQUIRED COURSES:**

Elementary Language 1 (or 1A + †1B), †2 (or †2A + †2B)	5:5
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*Consult guides available in Counseling Centers for specific general education and required grades.*

†Intermediate Language †3, †4 or Span 9, 10	5:5
†Advanced Language †25AD (French, German or Spanish) or	3:3:3:3
Two semesters (4 units maximum) of Spoken French, German or Spanish †8AD	2:2
CHIN 1 (or 1A + †1B), †CHIN 2, ITAL 1 (or 1A + †1B), †2 (or †2A + †2B), JAPAN 1 (or 1A + †1B), †JAPAN 2, VIET 1 (or 1A + †1B)	5
<b>TOTAL UNITS</b>	<b>20</b>

**CULTURE EMPHASES (With Options in European, Spanish American and Pacific Rim)**  
**EUROPEAN AREA CULTURE**

**Select 15 units from ONE LANGUAGE (French, German or Spanish) and five additional units from the courses listed below:**

Elementary Language 1 (or 1A + †1B), †2 (or †2A + †2B)	5:5
†Intermediate Language †3, †4, or Span 9, 10	5:5
†Advanced Language †25AD (French, German or Spanish)	3:3:3:3
†Two semesters (4 units maximum) of Spoken French, German or Spanish †8AD	2:2
ITAL 1 (or 1A + †1B), †2 (or †2A + †2B)	5
<b>Subtotal Units</b>	<b>20</b>

**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
<b>Subtotal Units</b>	<b>6</b>

**Select THREE (3) units from:**

FRSTU 11A-B Language & Cultures of West Europe	3
*HIST 1A-B History: Western (European) Civilization	3
<b>Subtotal Units</b>	<b>3</b>
<b>TOTAL UNITS</b>	<b>29</b>

**In addition,** students must pass a competency examination in French, German or Spanish, administered by the Foreign Language Department, including an oral proficiency part, additionally focusing on specialized areas, such as international business and tourism. The level of proficiency expected for the competency examination equals the **intermediate mid to high level** according to the guidelines established by the American Council of Teachers of Foreign Languages.

**SPANISH AMERICAN CULTURE**

**Select 20 units from Spanish courses listed below:**

Elementary Language 1 (or 1A + †1B), †2 (or †2A + †2B)	5:5
†Intermediate Language †3, †4, or Span 9, 10	5:5
Advanced Spanish † (25AD)	3:3:3:3
Two semesters (4 units max of Spoken Spanish †8AD)	2:2
<b>Subtotal Units</b>	<b>20</b>

**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
<b>Subtotal Units</b>	<b>6</b>

**Select THREE (3) units from:**

FRSTU 11A-B Language & Cultures of West Europe	3
HIST 8A-B History of the Americas	3:3
<b>Subtotal Units</b>	<b>3</b>

**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
<b>Subtotal Units</b>	<b>10</b>

**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
<b>Subtotal Units</b>	<b>6</b>

**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
<b>Subtotal Units</b>	<b>3</b>
<b>TOTAL UNITS</b>	<b>19</b>

**In addition,** students must pass a competency examination in Chinese or Japanese, administered by the Foreign Language Department, including an oral proficiency part, additionally focusing on specialized areas, such as international business and tourism. The level of proficiency expected for the competency examination equals the **intermediate low level** according to the guidelines established by the American Council of Teachers of Foreign Languages.

**HORTICULTURE**

**Associate in Science/Career Certificate**

This field of concentration is designed to furnish students with knowledge of the entry-level skills necessary to embark upon a career in the horticulture industry. It includes emphasis on practical applications leading to career advancement. Also, it provides a partial lower division preparation for transfer to a baccalaureate degree program in this field. This certificate will prepare students for an entry-level position in a variety of horticulture/landscape/nursery industry positions and will serve as a foundation for specialization. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-3092.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
HORT 11A-D Plant Identification	3:3:3:3
HORT 15A or 15B Basic Horticulture	2
<b>Subtotal Units</b>	<b>14</b>

**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	
<b>Subtotal Units</b>	<b>6</b>

**Select TWENTY (20) units from the following courses:**

BIO 5 Plant Biology	4
BIO 18 Edible, Poisonous & Useful Plants	2
COMIS 1A Using the IBM Microcomputer	1
HORT 10AB Greenhouse Operation/Mgmt	4:4
ΦHORT 15A or 15B Basic Horticulture	2
HORT 21 Principles of Landscape Design	3
HORT 26A-B Plant Propagation-Spring	3
HORT 28AB Horticulture Equipment Operation	3:3
HORT 30 Integrated Pest Management	3
HORT 202AB Principles of Pruning	4:4
HORT 223AD Landscape Construction	4:4:4:4
HORT 227 Interior Plant Design/Installation	2
FLO 286A-B Introduction to Floral Design	2:2
MGMT 80 Small Business Entrepreneurship	3
SPAN 1A Elementary Spanish	3
<b>Subtotal Units</b>	<b>20</b>
<b>TOTAL UNITS</b>	<b>40</b>

**RECOMMENDED but not required:**

HORT 19 Turf Management	4
HORT 430 Landscape Management	4

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

**HOTEL MANAGEMENT**

**Associate in Arts/Career Certificate**

Students learn entry and mid-level skills in the day-to-day management of all types of hotels, convention centers, cruise lines, theme parks, and resorts. Students enhance their skills in hotel management, in areas such as controller, housekeeping, auditor, banquet sales, bell hops, concierge, sales and marketing, purchasing, conference sales, front office, guest services, mail and telephone, PBX, reservations, human resources, and operations. With additional courses students can prepare for a Bachelor’s Degree in this field, see counseling staff for admission requirements at a university. This certificate will prepare students for an entry-level position in a wide range of hospitality career opportunities. For information regarding restaurant/catering programs please refer to separate Food and Beverage Management curriculum guide. For departmental information call (562) 938-4325 or 938-4328.

**REQUIRED COURSES**

	UNITS
THRH 16 Intro to Hospitality Management	3
THRFB 18 Intro to Culinary Preparation	3
THRFB 19 Food/Beverage Purchasing/Plan/Control	3
THRH 22 Front Office Operations	3
THRH 24 Hospitality Accounting	3
THRH 25 Hospitality Law	3
THRH 26 Hospitality Supervision	3
THRH 28 Convention Management & Meeting Plan	3
THRH 30 Hospitality Sales & Marketing	3
THRH 33 Housekeeping & Security Management	3

THRH 39 Hospitality Industry Computer Systems	3
<b>Subtotal Units</b>	<b>33</b>

**Complete a minimum of FOUR (4) units from the following:**

†THRH 271AD Work Experience	2
†THRH 272AD Work Experience	3
†THRH 273AD Work Experience	4
<b>TOTAL UNITS</b>	<b>37</b>

**RECOMMENDED but not required courses:**

CBIS 6A Intro to IT Concepts & Applications or	4
CAOTC 35 Microsoft Office Specialist	3
CULAR 20 App Food Serv Sanit in Hotel/Rstr Mgmt	3
MGMT 80 Small Business Entrepreneurship	3
SP 10 Elements of Public Speaking	3
SP 25 Elements of Intercultural Communications	3
THRFB 17 Intro to Food & Beverage Management	3
THRFB 27 Bar & Beverage Management	3
THRFB 32 Intro to Catering Management	3
THRH 29 Facilities Management	3
THRH 31 Resort Operations	3
THRT 210 Intro to the Travel Industry	3

**HUMAN SERVICES**

**Associate in Arts/Career or Completion Certificate**

Students learn the skills and knowledge necessary to transfer to upper division programs in social work or human services and to be employed at the paraprofessional entry level in social work and human services agencies. This career certificate will prepare students for an entry-level position in the human services/social work field. This Associate Degree will prepare students for an entry-level position in the human services/social work field and for career advancement for those already employed in these occupations. For more departmental information call (562) 938-3961.

**REQUIRED Courses: UNITS**

**CORE**

HS 1 Intro to Social Work	3
HS 207 Development of Helping & Listening Skills	3
<b>Subtotal Units</b>	<b>6</b>

**Complete FOUR-EIGHT (4-8) units from any of the following courses: UNITS**

HS 71AD Work Experience - Human Services	2:2
HS 72AD Work Experience - Human Services	3:3
HS 73AD Work Experience - Human Services	4:4
<b>Subtotal Units</b>	<b>4-8</b>

**TOTAL CORE UNITS REQUIRED 10-14**

**Complete an additional (10 to 14) units from any of the following courses to bring the total to 24 UNITS: (Emphasis on ONE GROUP is recommended)**

**GERONTOLOGY GROUP**

F&N 20 Nutrition & Life	3
HS 26 Intro to Gerontology	3
HS 45 Stress Mgmt for Case Managers	3
HS 228 Elderly Care Issues	3
HS 253 Activity/Recreation Leadership Training	3

**CRIMINAL JUSTICE GROUP**

ADJUS 14 Juvenile Law and Procedures	3
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*Consult guides available in Counseling Centers for specific general education and required grades.*

ADJUS 20 Intro to Corrections	3	already employed in these occupations. For more departmental information call (562) 938-3961.
HS 7 Introduction to Victimology	3	
HS 40A-B Introduction to Addictive Behaviors	3	
HS 41 Introduction to Chemical Dependency	3	
HS 43 Case Management: Treatment & Aftercare	3	
HS 46 Physiology and Pharmacology of Drugs	3	
SOCIO 11 Race and Ethnic Relations in the U.S.	3	
SOCIO12 or ADJUS 12 Crime & Delinquency	3	

**GENERAL HUMAN SERVICES GROUP**

ECON 1A MACRO Economics Analysis	3
HS 15 Social Welfare: People with Disabilities	3
HS 40A-B Intro to Addictive Behaviors	3
HS 43 Case Management: Treatment and Aftercare	3
HS 45 Stress Management for Case Managers	3
HS 47 Intervention, Treatment & Recovery	3
HS 48 Group and Family Process	3
HS 50 Law and Ethics	3
HS 251 HIV Cultural Competence in Treatment	4
HS 252 Dual Diagnosis: Assessment and Treatment	3
HS 260 Domestic Violence Intervention Strategies	3
PUBAD 1 Intro to Public Administration	3
SOCIO 2 Modern Social Problems	3
SP 20 Elements of Communication	3

**FAMILY SERVICES GROUP**

ADJUS 253 Understanding Domestic Violence	3
CDECE 47 Human Development	3
FACS 50 Consumer Awareness	3
FACS 64 Life Management	3
HS 15 Social Welfare: People with Disabilities	3
HS 40A-B Intro to Addictive Behaviors	3
HS 47 Intervention, Treatment & Recovery	3
HS 48 Group and Family Process	3
HS 242 Conflict Resolution/ Mediation	3
HS 260 Domestic Violence Intervention Strategies	3
SOCIO 11 Race and Ethnic Relations in the U.S.	3
SOCIO 40 Sociology of the Family	3
<b>Subtotal Units</b>	<b>10-14</b>
<b>TOTAL UNITS</b>	<b>24</b>

**CERTIFICATE OF COMPLETION:****Activity/Recreation Leadership Training Certificate**

<b>REQUIRED COURSE</b>	<b>UNITS</b>
HS 253 Activity/Recreation Leadership Training	3
<b>TOTAL UNITS</b>	<b>3</b>

**HUMAN SERVICES:****ALCOHOL AND DRUG STUDIES****Associate in Arts/Career or Completion Certificate**

Students learn the skills and knowledge necessary to transfer to upper division programs in social work or human services and be eligible to become employed at the paraprofessional entry level in serving alcohol and drug clients. This career certificate will prepare students for an entry-level position in the alcohol/drug treatment field. This certificate fulfills the California Association of Alcohol & Drug Studies (CAADE) academic and work experience requirements. Additional work experience plus passing their test will lead students to becoming Certified Addiction Treatment Counselors (CATC). This Associate Degree will prepare students for an entry-level position in the human services/alcohol and drug treatment field and for career advancement for those

already employed in these occupations. For more departmental information call (562) 938-3961.

**AA DEGREE**

**Complete the TWELVE (12) units from the CORE courses below:**

<b>CORE</b>	<b>UNITS</b>
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
<b>Subtotal Units</b>	<b>12</b>

**Complete SIX (6) units from any of the following courses to bring the total to 18 units:**

**SKILLS AREA**

HS 43 Case Management: Treatment & Aftercare	3
HS 45 Stress Management for Case Managers	3
HS 50 Law and Ethics	3
HS 242 Conflict Resolution/Mediation	3
HS 251 HIV & Cultural Competency in Treatment	3
HS 252 Dual Diagnosis: Assessment & Treatment	3
HS 255 Alcohol & Drug Studies: Prevention & Ed.	3
<b>Subtotal Units</b>	<b>6</b>

**Complete SIX (6) units from any of the following courses to bring the total to 24 units:**

**WORK EXPERIENCE**

HS 71AD Work Experience – Human Services	2
HS 72AD Work Experience – Human Services	3
HS 73AD Work Experience – Human Services	4
<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL UNITS</b>	<b>24</b>

**CAREER CERTIFICATE**

(fulfills CAADE/CAADAC Requirements)

**BEHAVIORAL/FOUNDATIONAL**

<b>Complete SIX (6) units from any of the following courses:</b>	<b>UNITS</b>
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
<b>Subtotal Units</b>	<b>6</b>

**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
<b>Subtotal Units</b>	<b>15</b>

**SKILLS AREA**

**Complete SIX (6) units from any of the following courses:**

HS 41 Introduction to Chemical Dependency	3
HS 50 Law & Ethics	3
HS 45 Stress Management for Case Managers	3
HS 242 Conflict Resolution/Mediation	3
HS 251 HIV & Cultural Competency in Treatment	3
HS 255 Alcohol & Drug Studies: Prevention & Ed.	3
<b>Subtotal Units</b>	<b>6</b>

**WORK EXPERIENCE**

Complete *SIX* (6) units from any of the following courses:

HS 71AD Work Experience – Human Services	2
HS 72AD Work Experience – Human Services	3
HS 73AD Work Experience – Human Services	4

**Subtotal Units** 6  
**TOTAL UNITS** 34

**Chemical Dependency Certificate****REQUIRED COURSES** UNITS

HS 41 Introduction to Chemical Dependency	3
HS 43 Case Management	3
HS 46 Physiology & Pharmacology of Drugs	3
HS 48 Group & Family Process	3
HS 50 Law & Ethics	3

**TOTAL UNITS** 15

**ADDITIONAL REQUIREMENT: Must complete courses within 3 years.**

**INTERIOR DESIGN****Associate in Arts/Career Certificate**

Students prepare for employment in Interior Design and related design specializations. See the Interior Design: “Technical Skills Emphasis” guide for preparation in the area of drafting and computer aided design. For more departmental information call (562) 938-4180.

**For the ASSOCIATE in ARTS Degree in INTERIOR DESIGN complete the following 27 units**

ID 1 Fundamentals of Interior Design	3
ID 5 Interior Design Studio 1	2
ID 10 Beginning Drafting	3
ID 20 Interior Design Careers	2
ID 30 Applied Color & Design Theory	4
ID 50 Interior Materials/Products	4
ID 70 Space Planning	3
MKTG 40 Salesmanship	3
ARCHT 360M1 Basic AutoCAD for Architecture	1.5
ARCHT 360M2 Architectural Design – AutoCAD	1.5
<b>TOTAL UNITS</b>	<b>27</b>

**For the PROGRAM CERTIFICATE in INTERIOR DESIGN, complete the above 27 units and select 18-20 units from the following courses to total 45-47 units**

ID 80 History of Interior & Furnishings 1	3
ID 90 History of Interior & Furnishings 2	3
ID 200 Interior Illustration	2
ID 210 Fundamentals of Lighting	3
†ID 215 Interior Design Studio II	2
ID 230 Business & Professional Practices	3
◆ID 70AD Work Experience Issues	1
◆ID 71AD, 72AD, or 73AD Work Experience	1, 2, or 3
<b>Subtotal Units</b>	<b>18-20</b>
<b>TOTAL UNITS for Program Certificate</b>	<b>45-47</b>

**Recommended but not required:**

ID 76 History of American Material Culture	2
ID 270A-B Exploring Interior Design (one semester)	2:2
ID 272 Residential Furnishings	1

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

**INTERIOR DESIGN:****Technical Skills Emphasis****Associate in Arts/Career Certificate**

Students prepare for employment in Interior Design in the areas of drafting and computer aided design. For more departmental information call (562) 938-4180.

**REQUIRED COURSES** UNITS

ID 1 Fundamentals of Interior Design	3
ID 5 Interior Design Studio 1	2
ID 10 Beginning Drafting	3
ID 20 Interior Design Careers	2
ID 70 Space Planning	3
ID 210 Fundamentals of Lighting	3
†ID 215 Interior Design Studio I	2
ARCHT 360M1 Basic AutoCAD for Architecture	1.5
ARCHT 360M2 Architectural Design – AutoCAD	1.5
†DRAFT 204 3D Visualization/Animation	4
<b>TOTAL UNITS</b>	<b>25</b>

**JOURNALISM****Newspaper/Magazine, Public Relations and Publication Specialist****Associate in Arts/Career Certificate**

This field of concentration, with an emphasis in **NEWSPAPERS/MAGAZINES**, provides a basic program for students interested in careers requiring journalistic training, such as newspaper or Internet reporting, magazine or free-lance writing. The emphasis in **PUBLIC RELATIONS** provides a basic program for students interested in careers in any aspect of public relations and in writing and editing in-house or Internet publications. The **PUBLICATION SPECIALIST** emphasis provides a basic program for students interested in learning to produce a variety of publications including newsletters, brochures, websites, proposals, and house magazines. The Career Certificate provides access to entry-level employment in a variety of journalism related fields. These include newspapers, magazines, websites, newsletters, and press relation offices. For more departmental information call (562) 938-4282.

**DEGREE PROGRAM****NEWSPAPER/MAGAZINE EMPHASIS****REQUIRED COURSES** UNITS

JOURN 10 Intro to Mass Communication	3
†JOURN 20 Beginning Newswriting & Reporting	3
JOURN 25 Free Lance/Feature Writing	3
JOURN 35AD Photojournalism (1st semester)	3
JOURN 80AD Working on Newspaper (1 <sup>st</sup> /2 <sup>nd</sup> sem)	3:3
<b>Subtotal Units</b>	<b>18</b>

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

JOURN 1A Intro to Desktop Publication	3
JOURN 6AB Working on the Magazine	3
<b>TOTAL UNITS</b>	<b>21</b>

**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 <b>OR</b> 73AD Work Experience	2-4
JOURN 80AD Working on Newspaper (3 <sup>rd</sup> /4 <sup>th</sup> 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
<b>TOTAL UNITS</b>	<b>18</b>

**RECOMMENDED but not required courses: UNITS**

JOURN 25 Free Lance/Feature Writing	3
JOURN 35AD Photojournalism (2nd semester)	3
JOURN 80AD Working on the Newspaper	3:3:3
JOURN 85AD Editor Training (1st & 2nd semester)	3:3
JOURN 71AD, 72AD, <b>OR</b> 73AD Work Experience	2-4
SP 10 Elements of Public Speaking	3
SP 60 Elements of Argumentation & Debate	3
MKTG 40 Salesmanship	3
MKTG 47 Essentials of Marketing	3

**PUBLICATION SPECIALIST EMPHASIS**

REQUIRED COURSES	UNITS
JOURN 1A Intro to Desktop Publication	3
JOURN 6AB Working on the Magazine	3
†JOURN 20 Beginning Newswriting & Reporting	3
JOURN 25 Free Lance/Feature Writing	3
JOURN 35AD Photojournalism (1st semester)	3
JOURN 80AD Working on Newspaper (1 <sup>st</sup> /2 <sup>nd</sup> sem)	3:3
<b>TOTAL UNITS</b>	<b>21</b>

**CERTIFICATE PROGRAM****Print, Public Relations, Publications Certificate**

REQUIRED COURSES	UNITS
JOURN 10 Intro to Mass Communication	3
†JOURN 20 Beginning Newswriting & Reporting	3
JOURN 25 Free Lance/Feature Writing	3
JOURN 35AD Photojournalism (1st semester)	3
JOURN 71AD, 72AD, <b>or</b> 73AD Work Experience	2-4
JOURN 80AD Working on the Newspaper (1st sem)	3
JOURN 85AD Editor Training (1st semester)	3
<b>TOTAL UNITS</b>	<b>20-22</b>

**RECOMMENDED but not required courses:**

JOURN 1AB Intro to Desktop Publishing (2nd sem)	3
JOURN 5 Intro to Public Relations	3
JOURN 6AB Working on the Magazine	3

**LEGAL SECRETARY****Associate in Arts/Career or Completion Certificate**

Students prepare for an entry-level legal secretary position by learning to format legal documents, maintain accurate legal files, calendar court dates, and operate computer programs commonly used in law offices. This certificate prepares students for an entry-level position in a variety of law office settings and serves as a foundation for specialization. This Associate degree prepares

students for career advancement once a certificate has been earned. For more departmental information call (562) 938-3033.

**REQUIRED COURSES UNITS**

CAOTC 31A Microsoft Windows Operating System	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTC 265 Computer Transcription	2
CAOTO 214A, B Filing, Levels 1, 2	1:1
CAOTO 216 Proofreading Skills	1
CAOTO 223 Legal Procedures - Litigation	3
CAOTO 224 Legal Procedures	3
CAOTO 260 Business Telephone Procedures	1
CAOTO 261 Business English	3
CAOTT 201 Intermediate Typing/Keyboarding	2
<b>Subtotal Units</b>	<b>20</b>

**Select FOUR (4) units from one of the following groups:**

CAOTC 39A, B, C, D Microsoft Word for Office Levels 1, 2, 3, 4	1:1:1:1
CAOTC 236A, B, C, D Word Processing-WordPerfect Levels 1, 2, 3, 4	1:1:1:1

**Subtotal Units 4****Select ONE (1) unit from the following:**

CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3

**Subtotal Units 3**

**REQUIRED COMPETENCY:** Typing certificate of at least 50 words per minute for 5 minutes with 5 or fewer errors by the end of the program.

**Select ONE (1) unit from the following (ELECTIVES):**

CAOTC 31B MS Windows Operating System, Adv	1
#CAOTC 39A, B, C, D Microsoft Word for Office	1
CAOTC 41E, F, J Excel for Windows, Levels 1, 2, 3	1
CAOTC 42A, B Desktop Publishing - Small Business	1
CAOTC 47A, B Access Windows, Levels 1, 2	3
CAOTC 215A Microsoft Outlook	2
#CAOTC 236A, B, C, D Word Processing-WordPerfect I	1
CAOTO 15 Business Communications	3
CAOTO 222 Job Search Skills	3
CAOTO 262 Professional Development	1
CAOTO 272AD Work Experience - CAOT	3
CAOTT 209AB Speed/Accuracy Bldg for Typists	1

**Subtotal Units 1-3****TOTAL UNITS 28-30****CERTIFICATES OF COMPLETION:****Basic Legal Office Procedures Certificate****REQUIRED COURSES UNITS****Either both of these courses**

CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 39B Microsoft Word for Office, Intermediate	1

**or both of these courses**

CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Intern.	1

**and**

CAOTC 265 Computer Transcription	2
CAOTO 223 Legal Procedures-Litigation	3
CAOTO 224 Legal Procedures	3

**TOTAL UNITS 10**

**REQUIRED COMPETENCY:** Typing certificate of at least 50 words per minute for 5 minutes with 5 or fewer errors completed within the previous 12 months.

**Basic Office Skills Certificate**

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

**Both of these courses**

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

**Or this course**

CAOTT 200 Beginning Typing/Keyboarding	3
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**TOTAL UNITS** **7-8**

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

**Corel WordPerfect Certificate**

REQUIRED COURSES	UNITS
CAOTC 236A Word Processing-WordPerfect, Begin	1
CAOTC 236B Word Processing-WordPerfect, Inter	1
CAOTO 236C Word Processing-WordPerfect, Adv	1
CAOTO 236D Word Processing, WordPerfect, Expert	1

**TOTAL UNITS** **4**

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

**Microsoft Word Certificate**

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for the Office, Begin	1
CAOTC 39B Microsoft Word for the Office, Inter	1
CAOTO 39C Microsoft Word for the Office, Adv	1
CAOTO 39D Microsoft Word for the Office, Expert	1

**TOTAL UNITS** **4**

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

# Cannot be used as an elective if counted under required units.

**LIBERAL ARTS**

**Associate in Arts**

This field of concentration provides a broad general education to students. It also partially fulfills the general education-breadth patterns for CSU, UC or private universities if attention is given to their specific requirements. This program similarly prepares students pursuing the Liberal Studies baccalaureate degree and the Multiple Subjects Teaching Credential.

**Complete EIGHTEEN (18) units as specified below:**

**I. #ONE** course selected from either the **ENGLISH COMPOSITION** or the **COMMUNICATION & ANALYTICAL THINKING** section of the Associate Degree Graduation Requirements. This is IN ADDITION

to the courses used to meet the general education requirement.

**II. #ONE** course selected from the **NATURAL SCIENCES** section of the Associate Degree Graduation Requirements. This is IN ADDITION to the course used to meet the general education requirement.

**III.#ONE** course selected from the **HUMANITIES** section of the Associate Degree Graduation Requirements. This is IN ADDITION to the course used to meet the general education requirement.

**IV. #ONE** course selected from the **SOCIAL SCIENCE** section of the Associate Degree Graduation Requirements. This is IN ADDITION to the course used to meet the general education requirement.

**V.**At least *two courses (minimum of 6 units total)* from the above areas and/or the proficiency requirement areas (all units may be from the same area). These are IN ADDITION to the courses used to meet general education requirements.

**TOTAL UNITS** **18**

#One (1) unit courses not permitted.

**LIBRARY TECHNICIAN**

**Associate in Arts/Career Certificate**

This field of concentration is designed to prepare students for an entry-level Library Technician position. This certificate will prepare students for a variety of entry-level in a library setting. This Associate Degree will prepare students for career advancement once a certificate has been earned. For more departmental information call (562) 938-4708.

REQUIRED COURSES	UNITS
LIB 3 Information Competency	3
LIB 201 Introduction to Cataloging	3
LIB 202 Introduction to Access Services	3
LIB 203 Introduction to Acquisitions	3
LIB 204 Introduction to Reference Services	3
<b>Subtotal Units</b>	<b>15</b>

**Select ONE course from the following:**

CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
<b>Subtotal Units</b>	<b>3</b>

**TOTAL UNITS** **18**

**RECOMMENDED but not required courses:**

CDECE 34 Children's Literature DS3	3
LIB 210 Web Health Resources	1
LIB 211 Web Business Resources	1
LIB 212 Web Law Resources	1
LIB 213 Web Government Resources	1
SP 20 Elements of Interpersonal Communication	3
SP 25 Elements of Intercultural Communication	3

## MACHINE OPERATOR MANUFACTURING TECHNOLOGY

### Associate in Science/Career Certificate

Students prepare for entry-level positions as machine operators in the aerospace or comparable manufacturing industry. Machine operators plan the sequence of machining and layout operations. They use sketches, drawings, and sample parts to produce required parts. Level 1 meets the competencies set forth by the Southern California Aerospace Industry Education Council. Level 1 competency is required for Level 2 classes. For more departmental information call (562) 938-3073 or 938-3054.

#### LEVEL 1 - REQUIRED COURSES UNITS

MACHT 50A Machine Tool Operation and Practices	3
†MACHT 50B Machine Tool Operation and Practices	3
COMIS 1 Computer Information Competency <b>or</b>	1
CPAS 1 Using the MAC as a Tool for Learning	1

DRAFT 203AD AutoCAD II <b>or</b>	4
†DRAFT 51A Industrial Drafting I	3

ELECT 225 Algebra & Trigonometry for Technicians	4
<b>or</b>	

*A more advanced or transferable math course. (Trigonometry is recommended.)	3-4
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#### Complete one (1) unit from the following:

WELD 461AD Welding (Acetylene Gas)	1:1:1:1
<b>Subtotal Units</b>	<b>13-15</b>

#### LEVEL 2 - REQUIRED COURSES

†MACHT 202 Machine Shop 2	9
†MACHT 203 Machine Shop 3	9
†MACHT 204 Machine Shop 4	10

<b>Subtotal Units</b>	<b>28</b>
<b>TOTAL UNITS</b>	<b>41-43</b>

**NOTE:** If 300 numbered versions of classes exist, they may be used toward the total units required.

#### ADDITIONAL DESIRABLE COURSES:

†DRAFT 60 Geometric Dimensioning & Tolerancing	3
†TEC 60AD Computer Aided Design and Drafting	3

## MACHINE TOOL TECHNOLOGY

### Associate in Science/Career Certificate

Students prepare for entry-level jobs as machinists in the machine tool area. For more departmental information call (562) 938-3073 or 938-3054.

#### REQUIRED COURSES UNITS

MACHT 201 Machine Shop 1	9
†MACHT 202 Machine Shop 2	9
†MACHT 203 Machine Shop 3	9
MACHT 250 CNC Manual Programming	5
<b>TOTAL UNITS</b>	<b>32</b>

#### RECOMMENDED but not required:

WELD 400AD Welding (General)	2
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## MARKETING

### Associate in Arts/Career Certificate

The certificate and degree programs prepare students for a wide range of entry and mid-level positions in

marketing. Students can enhance their skills in strategic and tactical market planning by studying the internal and external forces that affect all organizations. With additional courses identified on a transfer curriculum guide for Business Administration, students can prepare for a baccalaureate degree in this field. For more departmental information call (562) 938-4332 or 938-4941.

#### Select **FOUR (4)** courses from the following:

MKTG 40 Salesmanship	3
MKTG 41 Advertising	3
MKTG 42 Retailing Principles and Practices	3
MKTG 47 Essentials of Marketing	3
IBUS 52 International Marketing	3
<b>Subtotal units</b>	<b>12</b>

#### Select **TWO (2)** courses from the following:

IBUS 1 Introduction to International Business	3
MGMT 49A Introduction to Management	3
MGMT 49B Human Resources Management	3
MGMT 80 Small Business Entrepreneurship	3
MKTG 273AD Work Experience	4
<b>Subtotal Units</b>	<b>6-7</b>

#### Select **TWO (2)** courses from the following:

ACCTG 1A Principles of Accounting	4
†ACCTG 1B Principles of Accounting	4
ACCTG 200A Introduction to Accounting	3
CAOTC 35 Microsoft Office Specialist	3
CAOTO 15 Business Communications	3
CBIS 6A Introduction to IT Concepts & Applications	4
*ECON 1A-1B Macro & Micro Economic Analysis	3:3
GBUS 5 Introduction to Business	3
LAW 18A Business Law	3
<b>Subtotal Units</b>	<b>6-8</b>
<b>TOTAL UNITS</b>	<b>24-27</b>

## MATHEMATICS

### Associate in Science

Contact department at (562) 938-4168 or (562) 938-4428 for current information or see Curriculum Guide on website [www.lbcc.edu](http://www.lbcc.edu).

## MECHANICAL MAINTENANCE TECHNOLOGY

### Associate in Science/Career Certificate

This program gives students the comprehensive skills to maintain, diagnose and repair mechanical and electrical equipment related to any heavy industry (i.e. transportation, shipping and rail or refinery industry.) For more departmental information call (562) 938-3053 or 938-3066.

#### REQUIRED COURSES UNITS

DIESL 293AD General Engine	4
DIESL 391A Hydraulics	3
DIESL 492 Air & Hydraulic Brakes	3
ELECT 202 Electrical Mathematics	3
◆°ELECT 204 Fundamentals of DC Electricity	3
◆°ELECT 310A Laboratory Practices (DC)	1
◆°ELECT 209 Fundamentals of Motors/Generators	3
◆°ELECT 310B Laboratory Practices (AC)	1
AC_R 450A Transport Refrigeration	5
†AC_R 450B Advanced Transport Refrigeration	5



FORK 801 Forklift Safety & Operation	1
WELD 400AD General Welding	2
WELD 410AD Welding (Arc)	2
WELD 480AD Welding (Inert Gas - MIG & TIG)	2
<b>Subtotal Units</b>	<b>38</b>

**ELECTIVES**

Select a minimum of **THREE (3) Units** from the following:

♦ELECT212 Fundamentals of AC Electricity (3 <sup>rd</sup> sem)	3
♦ELECT 310C Laboratory Practices (AC)	1
AC_R 400A Uniform Mechanical Code I	3
AC_R 400B Uniform Mechanical Code II	3
SHMET 220AD Sheet Metal Fabrication	5
<b>Subtotal Units</b>	<b>3</b>
<b>TOTAL UNITS</b>	<b>41</b>

° ELECT 200A/B will be accepted as the equivalent of ELECT 204/209/310A/310B.

♦ Must enroll in the following course concurrently: ELECT 204 with 310A, 209 with 310B, 212 with 310C

**MEDICAL ASSISTING PROGRAM**

**Administrative/Clinical**

**Associate in Arts or Science/Career or Completion Certificate**

The Medical Assistant Program is designed to educate the student for immediate employment providing assistance to the physician in caring for patients in the medical office or clinic. The wide range of clinical and business duties provides an interesting career for one who enjoys working with people. The Medical Assisting Program is approved by the Long Beach Medical Association. The program is designed to be completed in one academic year and includes either the administrative or clinical assisting courses or a combination of both. The program offers an Associate Arts/Science Degree in the Combined Certificate Program Option or a Career Certificate in the Administrative or Clinical Certificate option. The program also offers Certificates of Completion in Emergency Medical Technician, Health Unit Coordinator, Medical Insurance Billing, or Phlebotomy. This Certificate will prepare students for an entry-level position in a variety of ambulatory settings. Each certificate is the foundation for specialized clinical practice. This Associate Degree will prepare students for career advancement once a certificate has been earned. For more departmental information call (562) 938-4166.

**COMBINED ADMINISTRATIVE/CLINICAL PROGRAM**

**FIRST SEMESTER**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
± *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
<b>TOTAL UNITS</b>	<b>31</b>

**CAREER CERTIFICATE**

**ADMINISTRATIVE CERTIFICATE OPTION**

An Administrative Medical Assistant assists the physician in handling the business aspects of the medical office or clinic. The ranges of administrative duties include reception, handling telephone calls, scheduling, filing, bookkeeping, transcribing, and insurance billing.

**FIRST SEMESTER**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
±*BIO 60 Human Biology 1	4
±AH 60 Medical Terminology	3
†MA 270 Introduction to Medical Assisting	3
± Select one of the Administrative Options listed below. Complete three units from that option.	3

**SECOND SEMESTER**

±AH 276 Health Care Law	1
ā†MA 284AB Medical Assisting Specialized Practicum 2	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
<b>TOTAL UNITS</b>	<b>23</b>

**COMBINED ADMINISTRATIVE/CLINICAL CERTIFICATE**

**FIRST SEMESTER**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
± *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
<b>TOTAL UNITS</b>	<b>31</b>

**ADMINISTRATIVE OPTIONS**

**CHOOSE ONE OF THE FOLLOWING OPTIONS**

**OPTION ONE:**

±ACCTG 200A Introduction to Accounting	3
±CAOTC 39A, B Microsoft Word for Office	1:1
±Computer Class any class which satisfies	1-4

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

computer portion of information Competency requirement for graduation. Recommended course: COMIS 1. For complete listing see General Education Course Pattern Guide.

**OPTION TWO**

±CAOTC 47A Access for Office Applications, Beg.	3
±CAOTC 47B Access for Office Applications, Inter.	3

**OPTION THREE**

±ACCTG 200A Introduction to Accounting	3
±AH 206A Medical Transcription	3

**RECOMMENDED COURSES FOR CLINICAL/COMBINED CERTIFICATE:**

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

**CLINICAL CERTIFICATE OPTION**

A Clinical Medical Assistant assists the physician in caring for the patient in the medical office or clinic. The range of clinical duties include assisting with the physical exam, specialty exams, and minor surgery; sterilization; laboratory procedures; giving injections; diagnostic tests; pharmacology; taking a health history; venipuncture; and handling emergency situations. The clinical certificate option may substitute for VN 220 + 220L (Transition to Vocational Nursing + Lab) for those who plan to pursue a nursing career.

**FIRST SEMESTER****REQUIRED COURSES** **UNITS**

±Computer Class any class which satisfies computer portion of information Competency requirement for graduation. Recommended course: COMIS 1. For complete listing see General Education Course Pattern Guide.	1-4
±*BIO 60 Human Biology 1	4
±AH 60 Medical Terminology	3
†MA 270 Introduction to Medical Assisting	3
†MA 280 Health Care Clinical Procedures	3

**SECOND SEMESTER**

±AH 276 Health Care Law	1
†MA 282 Adv. Health Care Clinical Procedures	3
ā†MA 284AB Medical Assisting Specialized Practicum	2
ā†MA 288 Practicum Seminar	1
±MA 290 Medical Insurance Billing	3
<b>TOTAL UNITS</b>	<b>24</b>

**CERTIFICATES OF COMPLETION:****Emergency Medical Technician Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
†EMT 251 Emergency Medical Technician	3
†EMT 251L Emergency Medical Technician Lab	1.5
<b>TOTAL UNITS</b>	<b>4.5</b>

**Health Unit Coordinator Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
AH 60 Medical Terminology	3
†AH 280 Health Unit Secretary	2
†AH 280L Health Unit Secretary Laboratory	1
<b>TOTAL UNITS</b>	<b>6</b>

**Medical Insurance Billing Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
AH 60 Medical Terminology	3

MA 290 Medical Insurance Billing	3
<b>TOTAL UNITS</b>	<b>6</b>

**Phlebotomy Certificate**

<b>REQUIRED COURSE</b>	<b>UNITS</b>
AH 220 Phlebotomy	1.5
AH 220AD Phlebotomy	1
<b>TOTAL UNITS</b>	<b>2.5</b>

± These course may be taken before admission to the program.

ā C.P.R Certification is required.

**MEDICAL TRANSCRIPTION****Associate in Arts/Career or Completion Certificate**

Students prepare for an entry-level medical transcription position emphasizing transcription of a wide variety of medical communications from machine dictation; terminology encountered in various medical specialties; and essential language arts skills of proofreading, editing, punctuation, spelling, and vocabulary. This certificate prepares students for an entry-level position in a variety of office settings as well as self-employment and serves as a foundation for specialization. This Associate degree prepares students for career advancement once a certificate has been earned. For more department information call (562) 938-3033.

**REQUIRED COURSES** **UNITS**

AH 60 Medical Terminology	3
AH 206A Beginning Medical Transcription	3
AH 206B Advanced Medical Transcription	3
*BIO 60 Human Biology 1	4
CAOTC 265 Computer Transcription	2
CAOTO 216 Proofreading Skills	1
CAOTO 261 Business English	3
<b>Subtotal Units</b>	<b>19</b>

**Select FOUR (4) units from one of the following groups:**

CAOTC 39A-D MS Word for Off. Levels 1,2,3,4 1:1:1:1	
CAOTC 236A-D Word Processing-WordPerfect 1:1:1:1	
<b>Subtotal Units</b>	<b>4</b>

**Select ONE of the following courses:**

°CAOTT 201 Intermediate Typing/Keyboarding	2
°CAOTT 202 Advanced Typing/Keyboarding	2
°CAOTT 209AB Speed/Accuracy Building for Typists 1	1
<b>Subtotal Units</b>	<b>0-2</b>

**REQUIRED COMPETENCY:** Typing certificate of at least 60 words per minute for 5 minutes with 5 or fewer errors by the end of the program.

°CAOTT 201, 202, and/or 209AB may be waived by earning the typing certificate.

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

CAOTC 31A,B MS Windows Operating System	1:1
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 35 Microsoft Office Specialist	3
#CAOTC 39A-D MS Word for Off. Levels 1,2,3,4 1:1:1:1	
#CAOTC236A-D Word Processing-WordPerfect 1:1:1:1	
CAOTO 222 Job Search Skills	3
CAOTO 262 Professional Development	1
<b>Subtotal Units</b>	<b>3</b>
<b>TOTAL UNITS</b>	<b>26-28</b>

**CERTIFICATES OF COMPLETION:**

**Basic Word Processing Certificate**

REQUIRED COURSES	UNITS
<b>All four</b>	
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 39B Microsoft Word for Office, Intermediate	1
CAOTC 39C Microsoft Word for Office, Advanced	1
CAOTC 39D Microsoft Word for Office, Expert	1
<b>Or all four</b>	
CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm	1
CAOTC 236C Word Processing-WordPerfect, Adv	1
CAOTC 236D Word Processing-WordPerfect, Expert	1
CAOTC 265 Computer Transcription	2
CAOTO 216 Proofreading Skills	1
<b>TOTAL UNITS</b>	<b>7</b>

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

**COREL WordPerfect Certificate**

REQUIRED COURSES	UNITS
CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm	1
CAOTC 236C Word Processing-WordPerfect, Adv	1
CAOTC 236D Word Processing-WordPerfect, Expert	1
<b>TOTAL UNITS</b>	<b>4</b>

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

**Microsoft Word Certificate**

REQUIRED COURSES	UNITS
CAOTC 39A Microsoft Word for Office, Beginning	1
CAOTC 39B Microsoft Word for Office, Intermediate	1
CAOTC 39C Microsoft Word for Office, Advanced	1
CAOTC 39D Microsoft Word for Office, Expert	1
<b>TOTAL UNITS</b>	<b>4</b>

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

# Cannot be used as an elective if counted under required units.

<sup>oo</sup> CAOTT 201, 202, and/or 209AB may be waived by earning the typing certificate.

**MUSIC**

**Associate in Arts/Completion Certificate**

The goals of the Associate Degree are academic transfer to a university and preparation for audition into a university music program. There are a number of curricular components that are needed to achieve these goals: theory, musicianship, piano, and the applied program.

REQUIRED COURSES	UNITS
MUSIC 1A Music Theory I	3
MUSIC 1B Music Theory II	3
MUSIC 2A Music Theory III	3
MUSIC 2B Music Theory IV	3

MUSIC 5AD Musicianship I	1
MUSIC 9AD Musicianship II	1
MUSIC 10AD Musicianship III	1
MUSIC 16AD Musicianship IV	1
MUSIC 30A Music History-Anquity to 1800 <b>or</b>	3
MUSIC 30B Music History and Literature	3
MUSIC 92AD Applied Music (1st semester)	1:1:1:1

**Four Semesters of a Performance Ensemble**

MUSIC 11AD Long Beach City College Viking Chorale <b>or</b>	
MUSIC 13AD College Symphony Orchestra <b>or</b>	
MUSIC 47AD Wind Symphony	1:1:1:1

**Piano Proficiency Component**

MUSIC 51A Beginning Piano 1	2
†MUSIC 51B Beginning Piano 2	2
†MUSIC 51C Intermediate Piano 1	2
†MUSIC 51D Intermediate Piano 2	2

**Subtotal Units** **27**

**Vocal Proficiency Component**

MUSIC 7AB Elementary Voice	2
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**TOTAL UNITS** **29-37**

**COMMERCIAL MUSIC**

**Composer/Arranger**

**Associate in Arts/Career Certificate**

Students prepare to compete in the world of commercial music production in the specific area of arranging and work in the high-tech studio environment. This certificate 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
<b>Subtotal Units</b>	<b>12</b>

**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
<b>Subtotal Units</b>	<b>20</b>

**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

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

ΦMUSIC 72AD Com Improvisation/Arranging/Scoring 2:2:2	
MUSIC 80AD "City" Jazz Big Band	1:1
MUSIC 87AD Vocal Jazz Trios, Quintets, Octets	1
†MUSIC 96AD Advanced Recording Techniques	2
<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL UNITS</b>	<b>38</b>

## COMMERCIAL MUSIC Professional Instrumentalist

### Associate in Arts/Career Certificate

Students prepare for live instrumental and studio performance and interactions with state-of-the-art equipment, i.e., work as a commercial professional musician in all live and recording venues (small groups, big bands studio, casuals, TV and movies). This certificate will prepare students for an entry-level position in a variety of music performance and recording opportunities. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music performance program. For more departmental information call (562) 938-4309.

REQUIRED CORE COURSES	UNITS
MUSIC 71AD Introduction to Music Technology	2
MUSIC 75A – B The Music Business	1:1
MUSIC 86AD Record Production (Fundamentals)	2
MUSIC 93AD Record Production (Using MIDI)	2
MUSIC 94 Beginning Recording Techniques	2
MUSIC 98AD Synthe./Drum Mach/Sequencer Program	2
<b>Subtotal Units</b>	<b>12</b>

### REQUIRED COURSES FOR SPECIALITY

MUSIC 50AD Performance Showcase/Ensemble	1:1:1:1
MUSIC 72AD Commercial Improv/Arranging/Score	2:2
MUSIC 80AD "City" Jazz Big Band	1:1:1:1
MUSIC 81AD Commercial Keyboard	2:2
MUSIC 84AD Commercial Songwriting	2:2
MUSIC 85AD Commercial Small Jazz Ensemble	1:1:1:1
<b>Subtotal Units</b>	<b>24</b>

### ELECTIVES (Select TWO (2) units from the following):

MUSIC 59AD Digital Recording & Sampling Tech.	2
MUSIC 62AD Guitar/Bass (Beginning)	1
MUSIC 63AD Guitar/Bass (Intermediate)	1
MUSIC 83AD Film/Video Music Scoring	1:1
MUSIC 97AD Tools of the Trade	2
<b>Subtotal Units</b>	<b>2</b>
<b>TOTAL UNITS</b>	<b>38</b>

## COMMERCIAL MUSIC Professional Technology

### Associate in Arts/Career Certificate

Students prepare to compete in the world of commercial music and/or the entertainment industry. This certificate will prepare students for an entry-level position in a variety of music performance, film/video post-production, computer synthesis technician and corporate tech support. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music

composition/technology program. For more department information call (562) 938-4309.

### REQUIRED CORE COURSES UNITS

MUSIC 71AD Introduction to Music Technology	2
MUSIC 75A-B The Music Business	1:1
†MUSIC 86AD Record Production (Fundamentals)	2
MUSIC 93AD Record Production (Using MIDI)	2
MUSIC 94 Beginning Recording Techniques	2
MUSIC 98AD Synth/Drum Mach/Sequencer Program	2
<b>Subtotal Units</b>	<b>12</b>

### REQUIRED COURSES FOR SPECIALITY

MUSIC 59AD Digital Recording & Sampling Tech	2:2
MUSIC 60AD ProTools (Digital Audio Recording/Edit)	2
MUSIC 81AD Commercial Keyboard	2
MUSIC 83AD Film/Video Music Scoring	1
MUSIC 84AD Commercial Songwriting	2:2
MUSIC 88AD Small Studio Lab	1
MUSIC 90AD Commercial Theory	2:2
MUSIC 97AD Tools of the Trade	2
<b>Subtotal Units</b>	<b>20</b>

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

ΦMUSIC 59AD Digital Recording & Sampling Tech	2
ΦMUSIC 60AD ProTools (Digital Audio Recording/Edit)	2
MUSIC 62AD/63AD Guitar/Bass (Beg./Int.)	1:1:1:1
MUSIC 68 Basic Audio Theory	2
ΦMUSIC 81AD Commercial Keyboard	2
ΦMUSIC 83AD Film/Video Music Scoring	1
MUSIC 93AD Record Production (Using MIDI)	2
†MUSIC 95 Intermediate Recording Techniques	2
†MUSIC 96AD 16-Track Recording Techniques	2:2
<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL UNITS</b>	<b>38</b>

## COMMERCIAL MUSIC Professional Vocalist

### Associate in Arts/Career Certificate

Students prepare for vocal performance in recording and live performance situations (clubs, churches, theaters, film and television). This certificate will prepare students for an entry-level position in a variety of commercial music, professional vocalist opportunities. This Associate Degree will prepare students for career advancement and will also facilitate transfer to a four-year college or university music performance program. For more departmental information call (562) 938-4309.

### REQUIRED CORE COURSES UNITS

MUSIC 71AD Introduction to Music Technology	2
MUSIC 75A-B The Music Business	1:1
MUSIC 86AD Record Production (Fundamentals)	2
MUSIC 93AD Record Production (Using MIDI)	2
MUSIC 94 Beginning Recording Techniques	2
MUSIC 98AD Synth/Drum Mach/Sequencer Program	2
<b>Subtotal Units</b>	<b>12</b>

### REQUIRED COURSES FOR SPECIALITY

MUSIC 7AB Elementary Voice	2
MUSIC 74AD Commercial Solo Voice	2:2:2:2
MUSIC 78AD Studio Singers <b>or</b>	1:1
MUSIC 44AD The Evening Jazz Choir	1:1

MUSIC 81AD Commercial Keyboard	2
MUSIC 84AD Commercial Songwriting	2
†MUSIC 90AD Commercial Theory	2
MUSIC 91AD Special Studies	2
<b>Subtotal Units</b>	<b>20</b>

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

MUSIC 7AB Elementary Voice	2
†MUSIC 42AD Professional Vocal/Solo Group	1:1:1:1
MUSIC 59AD Digital Recording & Sampling Tech	2
ΦMUSIC 71AD Introduction to Music Technology	2:2:2

ΦMUSIC 78AD Studio Singers or	1:1:1:1
ΦMUSIC 44AD The Evening Jazz Choir	1:1:1:1

ΦMUSIC 81AD Commercial Keyboard	2:2:2
ΦMUSIC 84AD Commercial Songwriting	2:2:2
†MUSIC 86AD Record Production (Fundamentals)	2:2:2
MUSIC 87AD Vocal Jazz Trios, Quintets, Octettes	1:1:1:1
MUSIC 88AD Small Studio Lab	1:1:1:1
ΦMUSIC 90AD Commercial Theory	2:2:2
MUSIC 93AD Record Production (Using MIDI)	2:2:2
†MUSIC 95 Intermediate Recording Techniques	2
†MUSIC 96AD Advanced Recording Techniques	2:2:2
MUSIC 98AD Synth/Drum Mach/Sequencer Program	2:2:2
<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL UNITS</b>	<b>38</b>

**COMMERCIAL MUSIC**

**Record Producer**

**Associate in Arts/Career or Completion Certificate**

Students prepare for pre-production and post-production techniques in the studio environment using state-of-the-art equipment. This certificate will prepare students for entry-level positions as a record producer in fields such as: recording studio, mastering, foley, music video, television, film, theater and multi-media. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music performance program. For more departmental information call (562) 938-4309.

<b>REQUIRED CORE COURSES</b>	<b>UNITS</b>
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
<b>Subtotal Units</b>	<b>12</b>

**REQUIRED COURSES FOR SPECIALITY**

MUSIC 60AD Pro Tools (Digital Audio Record/Edit)	2:2
MUSIC 61AD Music Mastering	1
†MUSIC 65AD Advanced-Pro Recording Techniques	2
†MUSIC 66AD Studio Mixdown Techniques	2:2
MUSIC 68 Basic Audio Theory	2
MUSIC 69AD Analysis of Music Video	2
†MUSIC 95 Intermediate Recording Techniques	2
†MUSIC 96AD Advanced Recording Techniques	2:2
MUSIC 271AD Work Experience – Music	2
<b>Subtotal Units</b>	<b>23</b>

**ELECTIVES-Select FIVE(5) units from the following:**

ΦMUSIC 60AD Pro Tools (Digital Audio Record/Edit)	2:2
ΦMUSIC 61AD Music Mastering	1:1:1
†ΦMUSIC 65AD Advanced-Pro Recording Techniques	2:2:2
†ΦMUSIC 66AD Studio Mixdown Techniques	2:2
MUSIC 69AD Analysis of Music Video	2:2:2
†MUSIC 82AD Sound Reinforcement	2:2:2
MUSIC 83AD Film/Video Music/Scoring	1:1:1
MUSIC 84AD Commercial Songwriting	2
†MUSIC 86AD Record Production (Fundamentals)	2:2
MUSIC 88AD Small Studio Lab	1:1:1:1
MUSIC 93AD Record Production (Using MIDI)	2:2
†ΦMUSIC 96AD Advanced Recording Techniques	2:2:2
MUSIC 97AD Tools of the Trade	22:2
MUSIC 98AD Synth./Drum Mach./Sequence Program	2:2
MUSIC 272 Work Experience	3
MUSIC 273 Work Experience	4
<b>Subtotal Units</b>	<b>5</b>
<b>TOTAL UNITS</b>	<b>40</b>

**CERTIFICATES OF COMPLETION:**

**ProTools Assistant Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
MUSIC 94 Beginning Recording Techniques	2
†MUSIC 95 Intermediate Recording Techniques	2
MUSIC 60AD ProTools (4 semesters)	2:2:2:2
<b>TOTAL UNITS</b>	<b>12</b>

**Studio Assistant Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
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
<b>TOTAL UNITS</b>	<b>14</b>

**COMMERCIAL MUSIC**

**Recording Engineer**

**Associate in Arts/Career or Completion Certificate**

Students prepare for music production in the studio environment using state-of-the-art equipment. This certificate will prepare students for an entry-level position as an audio engineer in fields such as: recording studio, live sound, mastering, music video, foley, television, film, theater and multimedia. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music performance program. For more departmental information call (562) 938-4309.

<b>REQUIRED CORE COURSES</b>	<b>UNITS</b>
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
<b>Subtotal Units</b>	<b>12</b>

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

**REQUIRED COURSES FOR SPECIALITY**

MUSIC 60AD ProTools (Digital Audio Recording/Edit)	2
MUSIC 61AD Music Mastering	1
†MUSIC 65AD Advanced-Pro Recording Techniques	2:2
†MUSIC 66AD Studio Mixdown Techniques	2:2
MUSIC 68 Basic Audio Theory	2
MUSIC 70AD Studio Maintenance	2:2
†MUSIC 82AD Sound Reinforcement	2:2
†MUSIC 95 Intermediate Recording Techniques	2
†MUSIC 96AD Advanced Recording Techniques	2:2
MUSIC 271AD Work Experience-Music	2
<b>Subtotal Units</b>	<b>29</b>

**ELECTIVES - Select ONE (1) unit from the following:**

MUSIC 59AD Digital Recording & Sampling Tech	2:2:2:2
ΦMUSIC 60AD Pro Tools (Digital Audio Recording/Edit)	2:2:2
ΦMUSIC 61AD Music Mastering	1:1:1
†ΦMUSIC 65AD Advanced-Pro Recording Techniques	2:2
†ΦMUSIC 66AD Studio Mixdown Techniques	2:2
ΦMUSIC 70AD Studio Maintenance	2
ΦMUSIC 71AD Introduction to Music Technology	2:2
†ΦMUSIC 82AD Sound Reinforcement	2:2
MUSIC 83AD Film/Video Music/Scoring	1:1
MUSIC 84AD Commercial Songwriting	2:2:2:2
†MUSIC 86AD Record Production (Fundamentals)	2:2:2
MUSIC 88AD Small Studio Lab	1:1:1:1
MUSIC 93AD Record Production (Using MIDI)	2:2:2
†ΦMUSIC 96AD Advanced Recording Techniques	2:2
MUSIC 97AD Tools of the Trade	2:2:2:2
MUSIC 98AD Synth/Drum Mach/Sequencer Program	2:2:2
<b>Subtotal Units</b>	<b>1</b>
<b>TOTAL UNITS</b>	<b>42</b>

**CERTIFICATES OF COMPLETION:****ProTools Assistant Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
MUSIC 94 Beginning Recording Techniques	2
†MUSIC 95 Intermediate Recording Techniques	2
MUSIC 60AD ProTools (4 semesters)	2:2:2:2
<b>TOTAL UNITS</b>	<b>12</b>

**Studio Assistant Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
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
<b>TOTAL UNITS</b>	<b>14</b>

**COMMERCIAL MUSIC****Songwriter****Associate in Arts/Career Certificate**

Students prepare to compete in the world of commercial music production specifically for areas of songwriting, composition and work in the high-tech studio environment. This certificate will prepare students for an entry-level position in a variety of music performance, composition and recording opportunities, i.e., staff song-

writer, jingle writer, movie music, vocal arranger, producer, STAR. This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer to a four-year college or university music composition/technology program. For more departmental information call (562) 938-4309.

**REQUIRED CORE COURSES** **UNITS**

MUSIC 71AD Introduction to Music Technology	2
MUSIC 75A – B The Music Business	1:1
MUSIC 86AD Record Production (Fundamentals)	2
MUSIC 93AD Record Production (Using MIDI)	2
MUSIC 94 Beginning Recording Techniques	2
MUSIC 98AD Synthe./Drum Mach/Sequencer Program	2
<b>Subtotal Units</b>	<b>12</b>

**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
<b>Subtotal Units</b>	<b>20</b>

**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
<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL UNITS</b>	<b>38</b>

**NUMERICAL CONTROL****TECHNICIAN****MANUFACTURING TECHNOLOGY****Associate in Science/Career Certificate**

Students prepare for entry-level positions as Numerical Control Technician in the aerospace or comparable manufacturing industry. Numerical Control Technicians locate, trouble shoot, examine, inspect, diagnose, repair, and test all aspects of electronic and electronic/mechanical components of numerical control systems, servo and stepping motors, hydraulic and pneumatic servo and solenoid valves found on typical NC machine tools and other NC manufacturing equipment. Level 1 meets the competencies set forth by the Southern California Aerospace Industry Education Council. Level 1 competencies are required for Level 2 classes. For more departmental information call (562) 938-3078.

**LEVEL 1 - REQUIRED COURSES** **UNITS**

•COMIS 1 Computer Information Competency or	1
•CPAS 1 Using the MAC as a Tool for Learning	1

†DRAFT 203AD AutoCAD II <b>or</b>	3
†DRAFT 51A Industrial Drafting I	3
MACHT 50A Machine Tool Operation and Practices	3
†MACHT 50B Machine Tool Operation and Practices	3
†ELECT 225 Algebra & Trigonometry for Technicians	

**or**  
 \*A more advanced or transferable math course. 3-4  
 (Trigonometry is recommended.)

**Complete ONE (1) unit from the following:**  
 WELD 461AD Welding (Acetylene Gas) 1  
**Subtotal Units 14-15**

**LEVEL 2 - REQUIRED COURSES UNITS**  
 †DRAFT 51B Industrial Drafting II **or** 3  
 ARCHT 60 Architectural Design 8

TEC 60AD Computer Aided Design and Drafting 3  
**Subtotal Units 6-11**

**Complete the following NINE (9) units:**  
 ELECT 230A-C Robotics Technology 3:3:3  
**Subtotal Units 9**  
**TOTAL UNITS 29-35**

### NURSING: ASSOCIATE DEGREE (RN) PROGRAM

#### Associate in Art or Science/Career Certificate

The program is designed to be completed in two years (after completion of pre-requisites) and qualifies the student to take the NCLEX-RN licensing examination given by the State of California Board of Registered Nursing. The program satisfies the requirements for an Associate degree and/or a Career Certificate. The graduate is qualified for immediate employment in acute care hospitals and many other health care facilities. The Associate Degree and Certificate prepares students for an entry-level position in a variety of health care settings following successful completion of the NCLEX-RN. The ADN also serves as a foundation for specialization. Graduates of the Associate Degree nursing Program are also eligible to transfer in to the upper division nursing courses in ADN to bachelor's degree nursing programs and ADN to master's degree nursing programs.

**REQUIRED COURSES UNITS**  
**PREREQUISITES (Required Prior to Enrollment in Program)**

*ANAT 1 Human Anatomy	4
PHYSI 1 Human Physiology	5
BIO 2 General Microbiology	5

†#\*ENGL 105 Fundamentals of Writing **or**  
 ENGL 1 Reading and Composition 3-4  
**Subtotal Units 17-18**

**First Semester**  
 †ADN 11A Introduction to Nursing 2.5  
 †ADN 11AL Introduction to Nursing Laboratory 1.5  
 †ADN 11B Health Deviations 1 2.5  
 †ADN 11BL Health Deviations 1 Laboratory 1.5  
 ADN 610 Nursing Skills Refresher Laboratory 0  
 \*PSYCH 1 Introduction to Psychology **or**  
 SOCIO 1 Introduction to Sociology 3  
**Subtotal Units 11**

**Second Semester**  
 †ADN 12A Health Deviations 2 2.5  
 †ADN 12AL Health Deviations 2 Laboratory 1.5  
 †ADN 12B Health Deviations 3 2.5  
 †ADN 12BL Health Deviations 3 Laboratory 1.5  
 ADN 610 Nursing Skills Refresher Laboratory 0  
 \*PSYCH 1 Introduction to Psychology **or**  
 SOCIO 1 Introduction to Sociology 3  
**Subtotal Units 11**

**Third Semester**  
 †ADN 21A Women's Health 2.5  
 †ADN 21AL Women's Health Laboratory 3  
 †ADN 21B Mental Health 2.5  
 †ADN 21BL Mental Health Laboratory 3  
 †ADN 31A Trends in Nursing A 1  
 ADN 610 Nursing Skills Refresher Laboratory 0  
 \*SP 10, 20, OR 30 General Ed. Requirement 3  
**Subtotal Units 15**

**Fourth Semester**  
 †ADN 22A Adv. Nursing I, Critical Care Life Span 2.5  
 †ADN 22AL Adv. Nursing I, Critical Care Life Span Laboratory 3  
 †ADN 22B Adv. Nursing II, Role Transition 2.5  
 †ADN 22BL Adv. Nursing II, Role Transition Laboratory 3  
 †ADN 31B Trends in Nursing B 1  
 ADN 610 Nursing Skills Refresher Laboratory 0  
 \*A course from the Humanities General Ed. Requirement 3  
**Subtotal Units 15**  
**TOTAL UNITS 69-70**

**RECOMMENDED but not required courses:**  
 ADN 201AD, 202AD Nursing Skills Adjunct Lab 0.5  
 †ADN 212AD Clinical Practicum I 2.0  
 †ADN 221AD Clinical Practicum II 2.0  
 †ADN 222AD Clinical Practicum III 2.0  
 ADN 225 Nursing Applications of Pharmacology 3  
 ADN 810 Preparation for Nursing 0.5  
 AH 60 Medical Terminology 3  
 †AH 222 Intravenous Therapy 1  
 †AH 225 Basic Arrhythmia Recognition 0.5  
 # ESL 34 class can be substituted to fulfill this requirement

### NURSING: LVN to RN Career Ladder Program

#### Associate in Art or Science/Career Certificate

Long Beach City College is fully accredited by the Western Association of Schools and Colleges. The nursing program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33<sup>rd</sup> 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

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

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

<b>1. Complete the following courses with a "C" or better.</b>	<b>UNITS</b>
*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
<b>Subtotal Units</b>	<b>20-21</b>

#### RECOMMENDED but not required:

ADN 286 Nursing Applications of Pharmacology	3
<b>2. Pass NURSING DEPARTMENT EXAMINATION with a score of 75% or better immediately after completion of ADN 20A or prior to second semester courses.</b> 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.	
<b>Subtotal (advanced placement) units</b>	<b>16</b>

**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

<b>First Semester</b>	
±ADN 20A Transition to Second Level Nursing (Student must be prepared to enter the program within one year after successful completion of ADN 20A)	1
ADN 610 Nursing Skills Refresher Laboratory	0
SOCIO 1 Introduction to Sociology	3
<b>Subtotal Units</b>	<b>4</b>

#### 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
<b>Subtotal Units</b>	<b>15</b>

#### Third Semester

*A course from the Humanities General Education Requirement List	3
†ADN 22A Adv. Nursing I, Critical Care Life Span	2.5
†ADN 22AL Adv. Nursing I, Critical Care Life Span Laboratory	3
†ADN 22B Adv. Nursing II, Role Transition	2.5
†ADN 22BL Adv. Nursing II, Role Transition Laboratory	3
†ADN 31B Trends in Nursing B	1
ADN 610 Nursing Skills Refresher Laboratory	0
<b>Subtotal Units</b>	<b>15</b>
<b>TOTAL UNITS</b>	<b>34</b>

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.

<b>1. Complete the following courses with a "C" or better.</b>	<b>UNITS</b>
PHYSI 1 Human Physiology	5
BIO 2 General Microbiology	5
<b>Subtotal Units</b>	<b>10</b>

#### 2. Take the NURSING DEPARTMENT EXAMINATION

This multiple choice test covers theoretical aspects of first level nursing practice. Results will be used for counseling in the program.

**TOTAL PREREQUISITE UNITS 10**

#### RECOMMENDED but not required:

ADN 286 Nursing Applications of Pharmacology	3
ANAT 1 Human Anatomy	4
PSYCH 1 Introduction to Psychology	3
Sp 10, 20, 30 Speech Classes	3

#### REQUIRED COURSES UNITS

<b>First Semester</b>	
†±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	†VN 245 Maternal/Infant Nursing	1.5
<b>Subtotal Units</b>	<b>1</b>	†VN 245L Maternal/Infant Nursing Lab	2
<b>Second Semester</b>		†VN 250 Nursing Care of Children	1.5
†ADN 321A Women’s Health and Adv. Obstetrics	1.5	†VN 250P Nursing Care of Children Practicum	1
†ADN 321AL Women’s Health and Adv. Obstetrics	1.5	†VN 255 Common Health Deviations 3	3.5
†ADN 21B Mental Health	2.5	†VN 255L Common Health Deviations 3 Lab	3
†ADN 21BL Mental Health Laboratory	3	†VN 260 Roles and Responsibilities 1	1
†ADN 31A Trends in Nursing A	1	†VN 265 Nursing Care of the Chronically Ill	2.5
ADN 610 Nursing Skills Refresher Laboratory	0	†VN 265L Leadership in Long Term Care	4
<b>Subtotal Units</b>	<b>9.5</b>	†VN 270 Roles and Responsibilities 2	1
<b>Third Semester</b>		<b>TOTAL UNITS</b>	<b>48-55</b>
†ADN 322A Advanced Nursing 1, Adult Critical Care	1.5	<b>RECOMMENDED but not required:</b>	
†ADN 322AL Advanced Nursing 1, Adult Critical Care Laboratory	1.5	AH 225 Intravenous Therapy	1
†ADN 22B Adv. Nursing II, Role Transition	2.5	VN 231AD Nursing Skills Practice Lab	0.5
†ADN 22BL Adv. Nursing II, Role Transition Laboratory	3	VN 266AD Nursing Skills Practice Lab	0.5
†ADN 31B Trends in Nursing B	1		
ADN 610 Nursing Skills Refresher Laboratory	0	<b>CERTIFICATES OF COMPLETION:</b>	
<b>Subtotal Units</b>	<b>9.5</b>	<b>Certified Nursing Assistant Certificate</b>	
<b>TOTAL UNITS (10 PREREQUISITES + 20 REQUIRED CERTIFICATE COURSES)</b>	<b>30</b>	<b>REQUIRED COURSES</b>	<b>UNITS</b>

# ESL 34 class can be substituted to fulfill this requirement.

## NURSING: VOCATIONAL

### Associate in Arts or Science/Career or Completion Certificate

Completion of the Vocational Nursing Program qualifies the student to take the national licensing examination for vocational nurses (NCLEX-PN). A Licensed Vocational Nurse is prepared for employment in ambulatory care facilities, skilled nursing facilities, physician's offices, acute care hospitals, convalescent care facilities and the home. A Licensed Vocational Nurse is qualified to apply to the Long Beach City College Associate Degree Nursing Program for the Career Ladder LVN-RN Program. For more information, telephone the School of Health and Science at (562) 938-4166 Monday through Thursday, 8:00 a.m. – 4:30 p.m. or Friday 8:00 a.m. – 12:00 p.m.

<b>Complete the following PREREQUISITE courses with a minimum grade of “C” or better:</b>	<b>UNITS</b>
*BIO 60 Human Biology 1	4
VN 220 Transition to Vocational Nursing	3
VN 220L Transition to Vocational Nursing Lab	1
VN 225 Nursing Applications of Pharmacology	3
NA 215 + 215L Nursing Assistant Program or Certified Nursing Assistant (CNA) certificate issued by the State of California	7
<b>Subtotal Units</b>	<b>11-18</b>

<b>Complete the following required courses with a minimum grade of “C” or better:</b>	<b>UNITS</b>
†°VN 240 Common Mental Health Deviations 1	3
†VN 230 Common Health Deviations 1	3.5
†VN 230L Common Health Deviations 1 Lab	3
†VN 235 Common Health Deviations 2	3.5
†VN 235L Common Health Deviations 2 Lab	3

<b>Home Health Aide Certificate</b>	
<b>REQUIRED COURSES</b>	<b>UNITS</b>
†NA 215 Nursing Assistant	4.5
NA 215L Nursing Assistant Lab	2.5
<b>TOTAL UNITS</b>	<b>7</b>

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

## OFFICE ASSISTANT

### Associate in Arts/Career or Completion Certificate

Students prepare for an entry-level office assistant position by focusing on basic office support functions, such as answering phones, greeting visitors, processing mail, and using computers to produce accurate documents. This certificate prepares students for an entry-level position in a variety of office settings and serves as a foundation for specialization. This Associate degree prepares students for career advancement once a certificate has been earned. For more departmental information call (562) 938-3033.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CAOTC31A MS Windows Operating System, Beg	1
CAOTC 35 Microsoft Office Specialist	3
CAOTC 41E Excel for Windows - Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTO 15 Business Communications	3
CAOTO 30 Business Calculating Machines	2
CAOTO 214A, B Filing, Levels 1, 2	1:1
CAOTO 216 Proofreading Skills	1
CAOTO 222 Job Search Skills	3
CAOTO 260 Business Telephone Procedures	1
CAOTO 261 Business English	3
CAOTO 262 Professional Development	1
CAOTO 263 Customer Service	1
CAOTT 201 Intermediate Typing/Keyboarding	2
<b>Subtotal Units</b>	<b>26</b>

Select a minimum of **TWO (2)** units from the following:

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

CAOTC 215A Microsoft Outlook 2

**Subtotal Units 2**

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

CAOTC31B MS Windows Operating System, Adv 1

CAOTC 34 Introduction to Computers & Applications 3

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

CAOTC 41F, J Excel for Windows, Levels 2, 3 1:1

CAOTC 42A, B Desktop Publishing - Small Business 1:1

CAOTC 47A, B Access for Office Applications 3

CAOTC 215B Electronic Records Management 2

CAOTC236A, B, C, D Word Processing-WordPerfect, Levels1,2,3,4 1:1:1:1

CAOTC 246 Financial Applications 3

CAOTC 250A, B, C Data Entry - Levels 1, 2, 3 2:3:3

CAOTC 265 Computer Transcription 2

CAOTO 264 Call Centers 1

CAOTO 265 Customer Conflict Management 1

CAOTO 272AD Work Experience - CAOT 3

CAOTT 209AB Speed/Accuracy Bldg for Typists 1:1

**Subtotal Units 3**

**TOTAL UNITS 31**

### CERTIFICATES OF COMPLETION:

#### Basic Computing and Internet Literacy Certificate

##### REQUIRED COURSES UNITS

CAOTC 34 Introduction to Computers & Applications 3

CAOTC 35 Microsoft Office Specialist 3

CAOTC 45 Internet for Office and Personal Use or 2

CBIS 6A Intro to IT Concepts & Applications 4

CBIS 6B Intermediate Business Applications 3

CBIS 206A Internet Basics 1

**TOTAL UNITS 8**

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

#### Basic Microsoft Office Certificate

##### REQUIRED COURSES UNITS

CAOTC 35 Microsoft Office Specialist 3

**TOTAL UNITS 3**

#### Basic Office Skills Certificate

##### REQUIRED COURSES UNITS

CAOTC 39A Microsoft Word for Office, Beginning 1

CAOTC 45 Internet for Office and Personal Use 2

CAOTO 214A Filing 1

CAOTO 260 Business Telephone Procedures 1

##### Both of these courses

CAOTT 200A Beginning Typing/Keyboarding 1

CAOTT 200B Beginning Typing/Keyboarding B 1

##### or this course

CAOTT 200 Beginning Typing/Keyboarding 3

**TOTAL UNITS 7-8**

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

#### Basic Office Computer Skills Certificate

##### REQUIRED COURSES UNITS

CAOTC31A Microsoft Windows Operating System 1

CAOTC 34 Introduction to Computers & Applications 3

CAOTC 45 Internet for Office and Personal Use 2

##### ONE OF THE FOLLOWING:

CAOTT 200 Beginning Typing/Keyboarding 3

CAOTT 200A Beginning Typing/Keyboarding 1

CAOTT 233 Computer Keyboarding 1

**TOTAL UNITS 7-9**

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

#### Basic Word Processing Certificate

##### REQUIRED COURSES UNITS

##### all four

CAOTC 39A Microsoft Word for Office, Beginning 1

CAOTC 39B Microsoft Word for Office, Intermediate 1

CAOTC 39C Microsoft Word for Office, Advanced 1

CAOTC 39D Microsoft Word for Office, Expert 1

##### Or all four

CAOTC 236A Word Processing-WordPerfect, Beg 1

CAOTC 236B Word Processing-WordPerfect, Intern 1

CAOTC 236C Word Processing-WordPerfect, Adv 1

CAOTC 236D Word Processing-WordPerfect, Expert 1

CAOTC 265 Computer Transcription 2

CAOTO 216 Proofreading Skills 1

**TOTAL UNITS 7**

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

#### Corel WordPerfect Certificate

##### REQUIRED COURSES UNITS

CAOTC 236A Word Processing-WordPerfect, Beg 1

CAOTC 236B Word Processing-WordPerfect, Intern 1

CAOTO 236C Word Processing-WordPerfect, Adv 1

CAOTO 236D Word Processing, WordPerfect, Expert 1

**TOTAL UNITS 4**

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

#### Microsoft Excel Certificate

##### REQUIRED COURSES UNITS

CAOTC 41E Excel for Windows-Beginning 1

CAOTC 41F Excel for Windows-Intermediate 1

CAOTC 41J Excel for Windows-Advanced 1

**TOTAL UNITS 3**

#### Microsoft Word Certificate

##### REQUIRED COURSES UNITS

CAOTC 39A Microsoft Word for the Office, Beg 1

CAOTC 39B Microsoft Word for the Office, Intern 1

CAOTO 39C Microsoft Word for the Office, Adv 1

CAOTO 39D Microsoft Word for the Office, Expert 1

**TOTAL UNITS 4**

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

#Cannot be used again if counted above under required courses.

## PHOTOGRAPHY COMMERCIAL

### Associate in Science/Career Certificate

Students learn entry-level skills necessary to embark upon a career in the photography industry. It includes emphasis on practical applications leading to career advancement. This certificate will prepare students for an entry-level position in the field of commercial photography. 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) 938-3036.

REQUIRED COURSES	UNITS
ART 31 Fundamentals of Art/Composition & Color	3
PHOT 31AB Basic Photography - Black & White	3
PHOT 32AD Basic Photography – Color	3
†PHOT 33AD Photography Studio Lighting	4
†PHOT 34AD Advanced Photography	4
†PHOT 35AD Photojournalism	3
†PHOT 37AD Portrait Photography	4
†PHOT 42AD Experimental Photography Lab	4
†PHOT 43AD Digital Photography	3
<b>Subtotal Units</b>	<b>31</b>

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

†PHOT 71AD Work Experience-Photography	2:2:2:2
†PHOT 72AD Work Experience-Photography	3:3:3:3
†PHOT 73AD Work Experience-Photography	4:4:4:4
<b>Subtotal Units</b>	<b>3</b>

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

†ART 81 Intro to Fine Art Photography	3
PHOT 31AB Basic Photography-Black & White	3
PHOT 32AD Basic Photography – Color	3
†PHOT 33AD Photography Studio Lighting	4
†PHOT 34AD Advanced Photography	4
†PHOT 35AD Photojournalism	3:3:3
†PHOT 37AD Portrait Photography	3
PHOT 38 Marketing Professional Photography Skills	2
†PHOT 39AD Documentary Photography	3
†PHOT 40AD View Camera/ “Zone System Photo”	4
†PHOT 41AD Professional Photographic Portfolio	4:4:4:4
†PHOT 42AD Experimental Photography Lab	4:4:4
†PHOT 43AD Digital Photography	3
†PHOT 281AD Photography Laboratory	Max of 3
<b>Subtotal Units</b>	<b>9</b>
<b>TOTAL UNITS</b>	<b>43</b>

## PHOTOJOURNALISM

### Career Certificate

Students learn the entry-level skills necessary to embark upon a career in the news and documentary photography field. It includes emphasis in practical applications leading to career advancement. For more information regarding Photography courses call (562) 938-3222; for Journalism classes call (562) 938-4675 or 938-4282.

REQUIRED COURSES	UNITS
†ENGL 1 or ENGL 1H Reading & Composition or	3
†ENGL 105 Fundamentals of Writing	4

JOURN 80AD Working on the Newspaper	3:3
PHOT 31AB Basic Photo-Black & White	3
PHOT 32A Basic Photo-Color	3
PHOT 35AD Photojournalism	3
<b>Subtotal Units</b>	<b>18-19</b>

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

JOURN 6AD Making and Editing the Magazine	3:3
JOURN 71AD, 72AD, 73AD Work Experience or	2,3,4
PHOT 71AD, 72AD, 73AD Work Experience	2,3,4
JOURN 80AD Working on the Newspaper	3:3
JOURN 85AD Editor Training	3:3
PHOT 35AD Photojournalism	3:3:3
†PHOT 39 Documentary Photography	3
<b>Subtotal Units</b>	<b>9</b>
<b>TOTAL UNITS</b>	<b>27-28</b>

## 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
<b>Subtotal Units</b>	<b>2-3</b>

**AND Select 15-16 units to bring total units to 18 from at least FOUR of the Following Categories:**

### Professional Preparation Category

PEPF 8AD Aerobic Circuit Training	2.5
PEPF 83AD, 84AD Fitness & Wellness I & II	2
PEPP 5 Sports Appreciation	3
PEPP 10 Prevention & Care of Athletic Injuries	3
PEPP 15 Sports Officiating	3
PEPP 17 Sports Officiating	3
PEPP 19AD Theory of Football	2
PEPP 23 First Aid & Safety Education	3
PEPP 23M1 Child First Aid & Safety Education	1
PEPP 71AD,72AD, or 73AD Work Experience	2-4

### Aquatics Category

PEG 55AD Life Guard/Water Safety Training	4
PEG 75AD or 76AD Swimming	0.5:1
PEPF 3AD or 4AD Water Aerobics and Training	0.5:1
PEPF 41AD or 42AD Swimming Fitness	0.5:1
PEPF 47AD or 48AD Swim Fitness/Polo	0.5:1
PEPP 41 Aquatics (Coed)	2

<b>Individual &amp; Dual Activities Category</b>	
#PEPF 2AD Monitoring & Developing Sports Skills	1
PEPP 13 or PEPF 5AD or 6AD Dance Aerobics	1, 0.5,1
PEPP 29 or PEG 87AD or 88AD Cross Country or Track & Field (Men) or *PEIA 19AD or 19M1 Cross Country, Track & Field (Men)	1, 0.5,1 3
PEG19AD or 20AD Bowling (Coed)	0.5,1
PEG 9AD or 10AD Badminton (Coed)	0.5,1
PEPP 51 or 31AD or 32AD Golf (Coed/Women) or PEIA9AD or 9M1 Golf (Coed/Men) or PEIA 31AD or 31M1 Golf (Coed/Women)	1, 0.5,1 3 3
PEPP 53 or PEG 83AD or 84AD Tennis (Coed)	1, 0.5,1
PEG 58AD Intramural Activities	1
PEPP 65 or PEIA 43AD or 43M1 Track & Field (Women) or PEG 87AD or 88AD Track & Field (Women) or PEIA 29AD or 29M1 Cross Country	1,3 0.5,1 3
PEG 59AD or 60AD Racquetball (Coed)	0.5,1

**Fitness and Combatives Category**

PEG 65AD or 66AD Self Defense	0.5,1
#PEPF 2AD Monitoring and Developing Sport Skills	1
PEPF 3AD or 4AD Water Aerobics and Training	0.5,1
PEPF 5AD or 6AD Dance Aerobics	0.5, 1
PEPF 8AD Aerobic Circuit Training	2.5
PEPF 10AD Stretch and Relaxation	1
PEPF 21AD or 22AD Physical Fitness	0.5,1
PEPF 41AD or 42AD Swim Fitness	0.5,1
PEPF 47AD or 48AD Swim Fitness/Polo	0.5,1
PEPF 53AD or 54AD Weight Training	0.5,1
PEPF 81AD Fitness & Wellness Center	1
PEPF 83AD or 84AD Fitness & Wellness I, II	2,2

**Team Sports**

#PEPF 2AD Monitoring and Developing Sport Skills	1
PEPP 25 Baseball (Men) or PEG 11AD or 12AD Baseball (Men) or PEIA 1AD or 1M1 Baseball (Men)	1 0.5,1 3
PEPP 27 Basketball (Men) or PEG 13AD or 14AD or PEIA 3AD or 31M1 Basketball (Men)	1 0.5,1,3
PEPP 31 Football (Men) or PEG 85AD or 86AD Football (Men) or PEIA 7AD or 7M1 Football (Men)	1 0.5,1 3
PEPP 35 Soccer (Men) or PEG 69AD or 70AD Soccer (Men) or PEIA 13AD or 13M1 Soccer (Men)	1 0.5,1 3
PEPP 37 or PEIA 21AD Volleyball (Men) or PEG 89AD or 90AD Volleyball (Men)	1,3 0.5,1
PEPP 55 Basketball (Women) or PEG 13AD Basketball (Women) or PEG 14AD or PEIA 27AD or 27M1 Basketball (Women)	1 0.5 1,3
PEG 58AD Intramural Activities	1
PEPP 61 or PEIA 35AD or 35M1 Soccer (Women) or PEG 69AD or 70AD Soccer (Women)	1,3 0.5,1
PEPP63 or PEIA37AD Softball (Women) or PEG 73AD or 74AD Softball (Women)	1,3 .5,1
PEPP 67 Volleyball (Women) or PEG 89AD or 90AD Volleyball or	1 0.5,1

PEIA 45AD or 45M1 Volleyball (Women)	3
<b>Any of:</b> PEIA 23AD, 23M1, 29AD, 31AD, 47AD	3
PEIA 5AD, 5M1, 9AD, 15AD, 17AD, 19AD, 39AD, 41AD, 43AD	3

**Outdoor Studies**

PEOS 5AD Backpacking	1
PEOS 55AD OR 56AD Nordic Skiing	0.5,1
<b>Subtotal Units</b>	<b>15-16</b>
<b>TOTAL UNITS</b>	<b>18</b>

**NON-TEACHING EMPHASIS**

Select **EIGHTEEN (18) units from at least FOUR categories: (Courses for the following categories are the same as listed under the TEACHING EMPHASIS)**

AQUATICS, INDIVIDUAL & DUAL ACTIVITIES, FITNESS & COMBATIVES, OUTDOOR STUDIES, PROFESSIONAL PREPARATION, TEAM SPORTS and, as a category, PEPP 1 & PEPP 7.

**TOTAL UNITS 18**

**PHYSICAL SCIENCES****Associate in Arts or Science**

Students are provided an introduction to the lower division course preparation for transfer to a baccalaureate degree in various physical science majors. This Associate Degree will prepare students for an entry-level position as environmental technician. Appropriate course selection will also facilitate transfer in a related major. For more departmental information call (562) 938-4444.

**REQUIRED COURSES UNITS**

**Complete TWELVE-THIRTEEN (12 - 13) units from the following courses:**

ASTR	
†CHEM	
ENVRS 1	
PGEOG 1	
GEOL	
†PHYS	
<b>Subtotal Units</b>	<b>12-13</b>

**Complete the following course:**

COMIS 1 or CPAS 1 Using the IBM/Macintosh Microcomputer or a more advanced course in computer competency	1
<b>Subtotal Units</b>	<b>1</b>

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

**Subtotal Units 5-6**  
**TOTAL UNITS 18-20**

**RADIO/TELEVISION BROADCAST NEWS****Associate in Arts/Career Certificate**

Students prepare for writing, editing and producing radio or television news and news feature programs. This certificate 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 938-4564.

REQUIRED CORE COURSES	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Computer Entertainment Indus	2
R_TV 8 Intro to Media Production	3
R_TV 13AD Television Production	2
<b>Subtotal Units</b>	<b>10</b>

REQUIRED COURSES FOR SPECIALITY	UNITS
R_TV 13AD Television Production	2
R_TV 14AD Electronic Field Production	2:2
R_TV 25AD/35AD Radio/Television Activity	2:2
R_TV 30AD Broadcast News Writing	1.5:1.5
R_TV 36AD Broadcast News Production	3:3:3
R_TV 40AD On Camera Performance	2
R_TV 71/73AD Work Experience	2
<b>Subtotal Units</b>	<b>26</b>

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

R_TV 2 Intro to Careers in Radio & Television	2
R_TV 4 Writing and Production Planning	3
R_TV 6 Critical Television Viewing	3
R_TV 12 Television Lighting	2
R_TV 15AC Advanced Television Production	2
R_TV17AD Special Projects in Radio/Television	1
R_TV 21 Radio Production	3
R_TV 34AD Music Video Production	2:2
R_TV 36AD Broadcast News Production	3
R_TV 37 Radio/Television Management and Sales	3
R_TV 71/73AD Work Experience	2-4
Other courses for area of specialization may be approved	
<b>Subtotal Units</b>	<b>6</b>
<b>TOTAL UNITS</b>	<b>42</b>

### RADIO/TELEVISION MULTIMEDIA PRODUCTION

#### Career Certificate

Students prepare to compete in the world of Multimedia Production in a specific area of computer based design or production and editing in the communication, information and/or entertainment industries. This certificate will prepare students for an entry-level position and/or skills for advancement in a variety of production opportunities including live, broadcast and recorded venues. For more departmental information call (562) 938-4309 or 938-4564.

REQUIRED CORE COURSES	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Computer Entertainment Indus	2
R_TV 8 Introduction to Media Production	3
R_TV 13 Video Production	2
<b>Subtotal Units</b>	<b>10</b>
REQUIRED COURSES FOR SPECIALITY	UNITS
ART 41 Introduction to Computer Graphics	3
MUSIC 59AD Digital Recording and Sampling Tech	2
<b>Subtotal Units</b>	<b>5</b>

#### ELECTIVE COURSE (Select TEN (10) units from the following):

†ART 43AD Computer Graphics for the Internet	3
†ART 47AD Computer Art and Design for Multimedia	3
MUSIC 94 Beginning Recording Techniques	2
MUSIC 98AD Synth/Drum/Sequencer Programming	2
†PHOT 43AD Digital Photography	3
R_TV 2 Careers in Radio, Television & Multimedia	2
R_TV 4 Writing and Production Planning	3
R_TV 14 Electronic Field Production & Editing	2
R_TV 21 Audio Production	3
R_TV 71 or 73AD Work Experience	2

Other courses for area of specialization may be approved by the M/R\_TV department chair

<b>Subtotal Units</b>	<b>10</b>
<b>TOTAL UNITS</b>	<b>25</b>

### RADIO/TELEVISION PERFORMANCE

#### Associate in Arts/Career Certificate

Students prepare for performing in radio and television programs either independently or as part of a cast. This certificate will prepare students for an entry-level position and/or skills for advancement in a variety of performance opportunities including live, broadcast and recorded venues. The Associate Degree will prepare students for career advancement in this field. Appropriate course selection will also facilitate transfer to a four-year college or university in a broadcast, film or performance program. For more departmental information call (562) 938-4309 or 938-4564.

REQUIRED CORE COURSES	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Comp Entertainment Indus	2
R_TV 8 Introduction to Media Production	3
R_TV 13AD Television Production	2
<b>Subtotal Units</b>	<b>10</b>

#### REQUIRED COURSES FOR SPECIALITY

R_TV 25AD/35AD Radio/Television Activity	2:2
R_TV 34AD Music Video Production	2
R_TV 36AD Broadcast News Production	3
R_TV 40AD On Camera Performance	2:2
R_TV 71/73AD Work Experience	2
<b>Subtotal Units</b>	<b>15</b>

#### Select FIVE (5) units from the following:

R_TV2 Intro to Careers in Radio & Television	2
R_TV 6 Critical Television Viewing	3
R_TV 12 Television Lighting	2
R_TV 14AD Electronic Field Production	2
R_TV 15AC Advanced Television Production	2
R_TV 17AD Special Projects in Television	1
R_TV 21 Radio Production	3
R_TV 30AD Broadcast News Writing	1.5
R_TV 34AD Music Video Production	2
R_TV 37AD Broadcast Management and Sales	3
R_TV 71/73AD Work Experience	2:2
Other courses for area of specialization may be approved	
<b>Subtotal Units</b>	<b>5</b>
<b>TOTAL UNITS</b>	<b>30</b>

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

## RADIO/TELEVISION PRODUCER

### Associate in Arts/Career Certificate

Students prepare for producing radio or television programs either independently or in a production environment. This certificate 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 938-4564.

#### REQUIRED CORE COURSES

	UNITS
R_TV 1 Introduction to Broadcasting	3
R_TV 3 Using MAC Computer Entertainment Indus	2
R_TV 8 Introduction to Media Production	3
R_TV 13AD Television Production	2

**Subtotal Units** 10

#### REQUIRED COURSES FOR SPECIALITY

R_TV 4 Writing and Production Planning	3
R_TV 14AD Electronic Field Production	2
R_TV 25AD/35AD Radio/Television Activity	2
R_TV 34AD Music Video Production	2
R_TV 36AD Broadcast News Production	3
R_TV 71/73AD Work Experience	2

**Subtotal Units** 14

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

R_TV 2 Intro to Careers in Radio & Television	2
R_TV 6 Critical Television Viewing	3
R_TV 12 Television Lighting	2
R_TV 13AD Television Production	2
R_TV 15AC Advanced Television Production	2
R_TV 17AD Special Projects in Radio/Television	1
R_TV 21 Radio Production	3
R_TV 30AD Broadcast News Writing	1.5
R_TV 34AD Music Video Production	2.2
R_TV 37 Radio/Television Management and Sales	3
R_TV 40AD On Camera Performance	2

Other courses for area of specialization may be approved

**Subtotal Units** 6

**TOTAL UNITS** 30

## REAL ESTATE

### Associate in Arts/Career Certificate

This field of concentration fulfills the course requirements students need to complete prior to taking the State Real Estate Examination for the Salesman and Brokers license. Real Estate Principles is the only class required before taking the State Salesman Examination. It also provides the required and elective classes for a Brokers license. With additional courses identified on a transfer curriculum guide for Business Administration, students can prepare for a baccalaureate degree with an option in this field. The Real Estate Career Certificate Program prepares the student for direct entry to the field

of real estate brokerage, appraisal or other support services. For more departmental information call (562) 938-4328.

#### REQUIRED COURSES

	UNITS
REAL 78 Real Estate Economics	3
REAL 80 Real Estate Principles	3
REAL 81A Real Estate Practices	3
REAL 83A Legal Aspects of Real Estate	3
REAL 85 Real Estate Appraisal	3
REAL 87 Real Estate Finance	3

**Subtotal Units** 18

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

MKTG 40 Salesmanship	3
REAL 84 California Mortgage Brokering and Banking	3
†REAL 86 Advanced Real Estate Appraisal	3
REAL 92A Escrows and Land Titles	3
†REAL 92B Escrows and Land Titles	3
REAL 93 Real Estate Investments	3
REAL 253 Property Management	3
REAL 254 Industrial/Commercial Real Estate	3

**Subtotal Units** 9

**TOTAL UNITS** 27

#### RECOMMENDED course but not required:

ACCTG 230 Quickbooks Accounting	1
ACCTG 400 Personal Finance Management	3
LAW 18A Business Law	3
MGMT 80 Small Business Entrepreneurship	3
MKTG 41 Advertising	3

## RETAIL MANAGEMENT FOOD INDUSTRY EMPHASIS

### Career Certificate

Students prepare for management positions including store manager, assistant manager, grocery manager and senior supervisor within the retail food industry. Satisfactory completion of this program fulfills the requirements of the Western Association of Food Chains. For more departmental information call (562) 938-4941.

#### REQUIRED COURSES

	UNITS
ACCTG 1A Principles of Accounting	4
•CAOTC 35 Microsoft Office Specialist	3
†ENGL 1 Reading and Composition	3
GBUS 251 Business Mathematics	3
MGMT 49A Intro to Management	3
MGMT 49B Human Resources Management	3
MGMT 58 Leadership and Supervision	3
MKTG 42 Retailing Principles and Practices	3
MKTG 47 Essentials of Marketing	3
SP 20 Elements of Interpersonal Communication	3

**TOTAL UNITS** 31

## SHEET METAL

### Associate in Science/Career Certificate

Students prepare for entry-level positions in sheet metal layout, template development, fabrication and installation. For more departmental information call (562) 938-3051.

#### REQUIRED COURSES

	UNITS
SHMET 201 Sheet Metal 1	10
SHMET 202 Sheet Metal 2	10

SHMET 203 Sheet Metal 3	10
SHMET 204 Sheet Metal 4	10
WELD 400AD Welding - General	2
<b>TOTAL UNITS</b>	<b>42</b>
<b>RECOMMENDED courses but not required:</b>	
SHMET 220A-D Surface Development & Fabrication 5:5:5:5	5
WELD 400 Welding	2

## SOCIAL SCIENCES

### Associate in Arts

This field of concentration provides the student with a general education in the principles, concepts and methodologies of various disciplines (Anthropology, Economics, Geography, Philosophy, Psychology and Sociology). In addition, courses in these areas may partially satisfy general education and major requirements for a baccalaureate degree. This Associate Degree will prepare students for career advancement and will also facilitate transfer in a related major. For more departmental information call (562) 938-4477.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
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.	
<b>Subtotal Units</b>	<b>9</b>

**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:**

<b>ANTHR</b>	
ANTHR 1 Physical Anthropology	3
ANTHR 2 or 2H Cultural Anthropology	3
ANTHR 3 Intro to Archaeology	3
<b>ECON</b>	
ECON 1A or 1AH Macro Economics	3
ECON 1B Micro Economics	3
ECON 4 Contemporary Economic Issues	3
ECON 5 The Global Economy	3
<b>GEOG</b>	
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
<b>PHIL</b>	
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
<b>PSYCH</b>	
PSYCH 1 or 1H Intro to Psychology	3
PSYCH 2 Research Methods for Psychology	3
PSYCH 4 Personal & Social Development	3
PSYCH 10 Human Sexuality	3
PSYCH 11 Social Psychology	3

PSYCH 14 Abnormal Psychology	3
PSYCH 33 Psychology of Personality	3

### SOCIO

SOCIO 1 or 1H Intro to Sociology	3
SOCIO 2 Modern Social Problems	3
SOCIO 11 Race & Ethnic Relations in the U.S.	3
SOCIO 13 Sociology of Latinos	3
SOCIO 40 Sociology of the Family	3

### SOCIAL SCIENCE/HUMANITIES

SOCSC 1/HUMAN 1	3
SOCSC 7/HUMAN 7	3

<b>Subtotal Units</b>	<b>9</b>
<b>TOTAL UNITS</b>	<b>18</b>

## 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) 938-4437.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
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
<b>Subtotal Units</b>	<b>15</b>

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

SP 31 Elements of Leadership Communication	3
SP 50 Elements of Oral Interpretation	3
<b>TOTAL UNITS</b>	<b>18</b>

**RECOMMENDED but not required:**

ANTHR 2 Cultural Anthropology	3
MGMT 49A Intro to Management	3
MGMT 49B Human Resources Management	3
PSYCH 1 Introductory Psychology	3
PSYCH 11 Social Psychology	3
R_TV 40AD On-Camera Performance	2
SOCIO 1 Introduction to Sociology	3
SOCIO 2 Modern Social Problems	3
†TART 1 Acting 1-Introduction to Acting	3

## THEATRE

### ACTING, TECHNICAL & GENERAL

#### Associate in Arts/Completion Certificate

This field of concentration is designed to provide students with an overall appreciation of theatre arts as well as an emphasis in acting and technical theatre. The A.A./Transfer programs prepare for an Associate degree and/or transfer to universities and conservatories. These courses prepare for auditions and in many cases may be acceptable as transferable units. Students are advised to consult the Transfer Curriculum Guide or official publications for the specific requirements of the intended transfer institution. For more departmental information call (562) 938-4563.

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

**GENERAL EMPHASIS-A.A. DEGREE/TRANSFER****REQUIRED COURSES** **UNITS**

TART 1 Acting-1 Introduction to Acting	3
TART 25 Introduction to Theatre	3
TART 51AD Theatre Forum	0.5:0.5:0.5:0.5=2
†TART 39AD Theatre Practicum	1
<b>Subtotal Units</b>	<b>9</b>

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
<b>Subtotal Units</b>	<b>2</b>

Select a minimum of *FOUR (4)* units from the following:

TART 40AD Stage Scenery	2
TART 42AD Stage Lighting	2
TART 43AD Costume Crafts	2
TART 55 Stage Make-up	2
<b>Subtotal Units</b>	<b>4</b>

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
<b>Subtotal Units</b>	<b>4</b>
<b>TOTAL UNITS</b>	<b>19</b>

**ACTING EMPHASIS-A.A. DEGREE/TRANSFER****REQUIRED COURSES** **UNITS**

TART 1 Acting-1 Introduction to Acting	3
TART 1B Acting 1-Movement <b>or</b>	2
TART 1C Acting 1-Voice <b>or</b>	2
TART 1D Acting-Improvisation	2
†TART 2 Acting 2-Technique & Characterization	3
†TART 3A-B Acting 3-Scene Study	3
TART 25 Introduction to Theatre <b>or</b>	3
TART 30 Introduction to Dramatic Literature	3
TART 51AD Theatre Forum	0.5:0.5:0.5:0.5=2
TART 39AD Theatre Practicum	1:1
TART 40AD Stage Scenery <b>or</b>	2
TART 43AD Costume Crafts	2
TART 42AD Stage Lighting <b>or</b>	2
TART 55 Stage Make-up	2
<b>Subtotal Units</b>	<b>22</b>

Select a minimum of *FOUR (4)* units from the following:

TART 47 Theatre Management	3
†TART 49AD Rehearsal and Performance	1:1:1:1
TART 50AD Major Production Performance	2:2
TART 75AD Summer Repertory Theatre: Performance	1
<b>Subtotal Units</b>	<b>4</b>
<b>TOTAL UNITS</b>	<b>26</b>

**TECHNICAL EMPHASIS - A.A. DEGREE/TRANSFER****REQUIRED COURSES** **UNITS**

TART 1 Acting-1 Introduction to Acting	3
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TART 25 Introduction to Theatre	3
TART 39AD Theatre Practicum	1:1:1=3
TART 40AD Stage Scenery	2
TART 42AD Stage Lighting	2
TART 43AD Costume Crafts	2
TART 47 Theatre Management	3
TART 51AD Theatre Forum	0.5:0.5:0.5:0.5=2
TART 55 Stage Make-Up	2
<b>Subtotal Units</b>	<b>22</b>

Select a minimum of *FOUR (4)* units from the following:

TART 30 Introduction to Dramatic Literature	3
†TART 44AB Costume Design	2
†TART 49AD Rehearsal and Performance	1:1:1:1
†TART 56AD Advanced Stage Make-Up	2
TART 60AD Special Projects in Theatre Arts	1:1
TART 76AD Summer Repertory Theatre: Production	1:1
<b>Subtotal Units</b>	<b>4</b>
<b>TOTAL UNITS</b>	<b>26</b>

**CERTIFICATES OF COMPLETION:****Vocational Media - Film Acting Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
TART 1 <i>or ANY COMPARABLE LEVEL Acting 1 course</i>	
Intro to Acting	3
TART 201 Show Business Careers – How to Start	1.5
TART 204 Marketing Yourself for Show Business	1.5
TART 206A Audition and Interview Skills - Begin	1.5
TART 206B Audition and Interview Skills - Adv	1.5
TART 212A Acting in Film - Beginning	1.5
TART 212B Acting in Film - Advanced	1.5
<b>TOTAL UNITS</b>	<b>12</b>

**Vocational Media - Commercials Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
TART 1 <i>or ANY COMPARABLE LEVEL Acting 1 course</i>	
Intro to Acting	3
TART 201 Show Business Careers – How to Start	1.5
TART 204 Marketing Yourself for Show Business	1.5
TART 206A Audition and Interview Skills - Begin	1.5
TART 206B Audition and Interview Skills - Adv	1.5
TART 208A Breaking into Commercials - Begin	1.5
TART 208B Breaking into Commercials - Adv	1.5
<b>TOTAL UNITS</b>	<b>12</b>

**Vocational Media – Voice-Over Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
TART 1 <i>or ANY COMPARABLE LEVEL Acting 1 course</i>	
Intro to Acting	3
TART 201 Show Business Careers – How to Start	1.5
TART 204 Marketing Yourself for Show Business	1.5
TART 206A Audition and Interview Skills - Begin	1.5
TART 206B Audition and Interview Skills - Adv	1.5
TART 210A Voice-Over Techniques - Beginning	1.5
TART 210B Voice-Over Techniques - Advanced	1.5
<b>TOTAL UNITS</b>	<b>12</b>

**TOOL DESIGNER****MANUFACTURING TECHNOLOGY****Associate in Science/Career Certificate**

Students prepare for entry-level positions as tool designers in the aerospace or comparable manufacturing



industry. Tool designers generate conceptual designs for tools in conformance with defined current tooling engineering standards and practices. Tool designers plan the sequence of operations necessary to layout, fabricate and assemble cost effective tooling. For more departmental information call (562) 938-4718.

<b>LEVEL 1 - REQUIRED COURSES</b>	<b>UNITS</b>
MACHT 50A Machine Tool Operation and Practices	3
†MACHT 50B Machine Tool Operation and Practices	3
DRAFT 201 Introduction to Drafting <b>or</b>	4
†DRAFT 51A Industrial Drafting I	3

\*†ELECT 225 Algebra & Trigonometry for Technicians  
**or**  
\*A more advanced or transferable math course. 3-4  
(Trigonometry is recommended.)

**Complete One (1) unit from the following:**

WELD 453AD Welding (Acetylene Gas)	1:1:1:1
<b>Subtotal Units</b>	<b>13-15</b>
<b>LEVEL 2 - REQUIRED COURSES</b>	<b>UNITS</b>
†DRAFT 51B Industrial Drafting II <b>or</b>	3
†DRAFT 60 Geometric Dimensioning & Tolerancing	3
†TEC 60AD Computer Aided Design & Drafting	3
<b>Subtotal Units</b>	<b>9</b>
<b>TOTAL UNITS</b>	<b>22-24</b>

**RECOMMENDED COURSES but not required:**

DRAFT 273 Work Experience- Mechanical Design	4
TEC 60AD Computer Aided Design & Drafting (CADD)	3:3:3:3

## TRAVEL INDUSTRY

### Associate in Arts/Career or Completion Certificate

This Career Certificate will prepare students for an entry-level position in a wide variety of travel/tourism career opportunities. The Travel Industry Certificate prepares students for entry-level positions who specifically want to seek employment in tourism fields such as: Airlines, Car Rentals, Hotels, Motorcoach, Rail, Theme Parks, Tour Operators, Travel Agencies, Visitor & Convention Bureaus and other related companies. With additional courses students can prepare for a Bachelor's Degree in this field. See counseling staff for admission requirements at a university. For more departmental information call (562) 938-4325 or 938-4328.

<b>REQUIRED COURSES</b>	<b>UNITS</b>
THRT 210 Introduction to Travel Industry	3
THRT 212 Travel Career Employment	3
THRT 214 Travel Marketing & Sales Techniques	3
THRT 215 Travel Operations & Risk Mgmt	3
THRT 216B-D Travel Destinations	3:3
THRT 218 Transportation and Tours	3
THRT 219 Cruise Specialization	3
THRT 222A-C Travel Agency Computer Operations	3
THRT 224 Meeting & Special Event Planning	3
THRT 230 Travel Industry Fares & Ticketing	3
THRT 234 Tour Management & Escorting	3

**Complete a minimum of FOUR (4) units from the following:**

†THRT 271AD Travel/Tourism Work Experience	2:2:2:2
†THRT 272AD Travel/Tourism Work Experience	3:3:3:2
†THRT 273AD Travel/Tourism Work Experience	4:4:4:4
<b>Subtotal Units</b>	<b>40</b>

**Select ONE of the following:**

CAOTT 200 Beginning Typing/Keyboarding	3
CAOTT 201 Intermediate Typing/Keyboarding	2
CAOTT 200A, B, C Typing/Keyboarding <b>or</b>	1:1:1
A typing proficiency test of 35 words per minute	
<b>Subtotal Units</b>	<b>0-3</b>
<b>TOTAL UNITS</b>	<b>40-43</b>

**RECOMMENDED but not required courses:**

CBIS 6A Intro to IT Concepts & Applications <b>or</b>	4
CAOTC 35 Microsoft Office Specialist	3
Foreign Language 1-2 (First year level equivalency)	5:5
†GBUS 251 Business Mathematics	3
GEOG 40 World Regional Geography	3
LAW 18A Business Law	3
MGMT 80 Small Business Entrepreneurship	3
†SP 10 Elements of Public Speaking	3
SP 25 Elements of Intercultural Communication	3
THRH 28 Convention Management & Meeting Plan	3
THRT 226 Travel Industry Bookkeeping & Reporting	3
THRT 228 Corporate Travel Management	3
THRT 240 Travel Industry Proficiency Preparation	3

### CERTIFICATES OF COMPLETION:

#### Air Reservation Specialist Certificate

<b>REQUIRED COURSES</b>	<b>UNITS</b>
THRT 214 Travel Marketing & Sales Techniques	3
THRT 222A-C Travel Industry Computer System	3
THRT 230 Travel Industry OAG, Fares & Ticketing	3
<b>TOTAL UNITS</b>	<b>9</b>

#### Cruise Specialist Certificate

<b>REQUIRED COURSES</b>	<b>UNITS</b>
THRT 214 Travel Marketing & Sales Techniques	3
THRT 216B-D Travel Destinations (TWO COURSES REQUIRED)	3:3
THRT 219 Cruise Ship Specialization & Techniques	3
<b>TOTAL UNITS</b>	<b>12</b>

#### Travel Destinations Certificate

<b>REQUIRED COURSES</b>	<b>UNITS</b>
THRT 214 Travel Marketing & Sales Techniques	3
THRT 216B Travel Destinations-North/Cent/South Am	3
THRT 216C Travel Destinations-Europe & Africa	3
THRT 216D Travel Dest-Pacific, Asia, & Middle East	3
<b>TOTAL UNITS</b>	<b>12</b>

#### Travel Industry Management Specialist Certificate

<b>REQUIRED COURSES</b>	<b>UNITS</b>
THRT 214 Travel Marketing & Sales Techniques	3
THRT 215 Travel Operations & Risk Mgmt.	3
THRT 216B-D Travel Destinations (One semester)	3
THRT 218 Transportation and Tours	3
THRT 234 Tour Management & Escorting	3
<b>TOTAL UNITS</b>	<b>15</b>

## WELDING TECHNOLOGY (Preparatory Program)

### Associate in Science/Career Certificate

Students prepare for entry-level welding positions in aerospace, piping industry and construction. For more departmental information call (562) 938-3074 or 938-3054.

#### Select ONE of the following Options:

##### Option #1

Complete 40 units from the following courses: UNITS	
WELD 211 Fundamentals of Welding & Tools of Trade	9
WELD 212 Arc Welding and Fabrication	9
WELD 213 Advanced Arc Welding	9
WELD 214 Inert Gas Welding	9
WELD 220 Structural Arc Welding	6
WELD 221 Arc Welding Structural Certification	4
WELD 400AD Welding (General)	2
WELD 410AD Welding (Arc)	2
WELD 460AD Welding (Oxygen Acetylene)	2
WELD 480AD Welding (Inert Gas)	2
SHMET 220A-D Surface Development and Fabrication	5
MACHT 50A Machine Tool Operation and Practices	3

##### Option #2

SHMET 220 (5 units) **AND** 35 units of Welding -18 units must be from 200 series listed above, balance of courses from any 200/400 welding series courses (no credit allowed for repetition of course).

**TOTAL UNITS** 40

## WOOD PRODUCTS MANUFACTURING

### Career Certificate and/or Associate in Science Or Certificate of Completion

Students prepare for entry-level positions in the woodworking industry. Students can earn an Associate of Science Degree or Career Certificate in wood products manufacturing or a Completion Certificate in cabinetmaker Trainee. For more departmental information call (562) 938-3064 or (562) 938- 3054.

#### CABINET/FURNITURE MAKING

REQUIRED COURSES	UNITS
CABMK 201 Intro to Wood Products Mfg.	9
†CABMK 202 Traditional Wood Products Mfg.	9
†CABMK 203 Contemporary Wood Products Mfg.	9
CABMK 204AB Kitchen/Bath Design and Construction	3
<b>TOTAL UNITS</b>	<b>30</b>

#### CERTIFICATES OF COMPLETION:

##### Cabinetmaker Trainee

REQUIRED COURSES	UNITS
CABMK 301 Intro to Wood Products Mfg.	4
CABMK 302 Millwork and Cabinet Making 2	4
CABMK 303 Millwork and Cabinet Making 3	4
CABMK 304AB Kitchen/Bath Design and Construction	4
<b>TOTAL UNITS</b>	<b>16</b>

## WORD PROCESSING

### Associate in Arts/Career or Completion Certificate

Students prepare for an entry-level word processing position with training in rapid, accurate keyboarding; document formatting; word processing and other computer software; and decision making regarding business communications. This certificate prepares students for an entry-level position in a variety of office settings and serves as a foundation for specialization. The suggested sequence of courses is designed to build employment skills quickly. This Associate degree prepares students for career advancement once a certificate has been earned. For more departmental information call (562) 938-3033.

REQUIRED COURSES	UNITS
CAOTC 31A, B Microsoft Windows Operating System, Levels 1, 2	1:1
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 41E Excel for Windows - Beginning	1
CAOTC 44D PowerPoint for Windows, Beginning	1
CAOTC 45 Internet for Office and Personal Use	2
CAOTO 15 Business Communications	3
CAOTO 216 Proofreading Skills	1
CAOTO 261 Business English	3
CAOTT 201 Intermediate Typing/Keyboarding	2
<b>Subtotal Units</b>	<b>18</b>

#### Select any **FOUR (4)** units from one of the following groups:

CAOTC 39A, B, C, D Microsoft Word for Office, Levels 1, 2, 3, 4	1:1:1:1
CAOTC 236A, B, C, D Word Processing-WordPerfect, Levels 1, 2, 3, 4	1:1:1:1
<b>Subtotal Units</b>	<b>4</b>

**REQUIRED COMPETENCY:** Typing certificate of at least 50 words per minute for 5 minutes with 5 or fewer errors by the end of the program.

#### ELECTIVES Select **FIVE (5)** units from the following:

#CAOTC 39A, B, C, D Microsoft Word for Office	1:1:1:1
CAOTC 41F, J Excel for Windows, Levels 2, 3	1:1
CAOTC 44E PowerPoint for Windows, Advanced	1
CAOTC 47A, B Access for Office Applications	3:3
#CAOTC 236A, B, C, D Word Processing-WordPerfect	1:1:1:1
CAOTO 222 Job Search Skills	3
CAOTO 262 Professional Development	1
CAOTO 272AD Work Experience - CAOT	3:3
CAOTT 209A-B Speed/Accuracy Bldg for Typists	1:1
<b>Subtotal Units</b>	<b>5</b>
<b>TOTAL UNITS</b>	<b>27</b>

#### CERTIFICATES OF COMPLETION:

##### Basic Business Communications Certificate

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

**Basic Office Computer Skills Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CAOTC 31A MS Windows Operating System, Begin	1
CAOTC 34 Introduction to Computers & Applications	3
CAOTC 45 Internet for Office and Personal Use	2

**ONE OF THE FOLLOWING:**

CAOTT 200 Beginning Typing/Keyboarding	3
CAOTT 200A Beginning Typing/Keyboarding	1
CAOTT 233 Computer Keyboarding	1

**TOTAL UNITS 7-9**

**REQUIRED COMPETENCY:** Typewriting Certificate of 25 wpm for five minutes with no more than five errors within the previous twelve months.

**Basic Word Processing Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
<b>all four</b>	

CAOTC 39A Microsoft Word for the Office, Beg.	1
CAOTC 39B Microsoft Word for the Office, Interm	1
CAOTC 39C Microsoft Word for the Office, Adv	1
CAOTC 39D Microsoft Word for the Office, Expert	1

**Or all four**

CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm	1
CAOTC 236C Word Processing-WordPerfect, Adv	1
CAOTC 236D Word Processing-WordPerfect, Expert	1

CAOTO 216 Proofreading Skills	1
CAOTC 265 Computer Transcription	2

**TOTAL UNITS 7**

**REQUIRED COMPETENCY:** Typing certificate of 35 wpm for five minutes with five or fewer errors completed within the previous twelve months.

**Corel WordPerfect Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CAOTC 236A Word Processing-WordPerfect, Beg	1
CAOTC 236B Word Processing-WordPerfect, Interm	1
CAOTO 236C Word Processing-WordPerfect, Adv	1
CAOTO 236D Word Processing, WordPerfect, Expert	1
<b>TOTAL UNITS</b>	<b>4</b>

**REQUIRED COMPETENCY:** Typing certificate of 35 wpm for five minutes with five or fewer errors completed within the previous twelve months.

**Microsoft Excel Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CAOTC 41E Excel for Windows-Beginning	1
CAOTC 41F Excel for Windows-Intermediate	1
CAOTC 41J Excel for Windows-Advanced	1
<b>TOTAL UNITS</b>	<b>3</b>

**Microsoft Word Certificate**

<b>REQUIRED COURSES</b>	<b>UNITS</b>
CAOTC 39A Microsoft Word for the Office, Beg	1
CAOTC 39B Microsoft Word for the Office, Interm	1
CAOTO 39C Microsoft Word for the Office, Adv	1
CAOTO 39D Microsoft Word for the Office, Expert	1
<b>TOTAL UNITS</b>	<b>4</b>

**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.

<b>LBCC Course</b>	<b>CAN Course</b>
ACCTG 1A & 1B .....	CAN BUS SEQ A
ADJUS 2.....	CAN AJ 2
ADJUS 4 .....	CAN AJ 4
ADJUS 8 .....	CAN AJ 8
ANAT 1 & PHYSI 1 .....	CAN BIOL SEQ B
ANAT 1 .....	CAN BIOL 10
ANTHR 1 .....	CAN ANTH 2
ANTHR 2 .....	CAN ANTH 4
ART 1 & 2 .....	CAN ART SEQ A
ART 1 .....	CAN ART 2
ART 2 .....	CAN ART 4
ART 15.....	CAN ART 8
ART 19AD.....	CAN ART 24
ART 23.....	CAN ART 10
ART 30.....	CAN ART 16
ART 31.....	CAN ART 14
ART 35AD.....	CAN ART 26
ART 50.....	CAN ART 6
ART 60.....	CAN ART 12
BIO 1A & 1B .....	CAN BIOL SEQ A
BIO 2.....	CAN BIOL 14
CBIS 6A.....	CAN BUS 6
CHEM 1A & 1B .....	CAN CHEM SEQ A
CHEM 1A .....	CAN CHEM 2
CHEM 1B .....	CAN CHEM 4
CHEM 3A & 3B .....	CAN CHEM SEQ B
CHEM 3A .....	CAN CHEM 6
CHEM 3B .....	CAN CHEM 8
CHIN 1 & 2.....	CAN CHIN SEQ A
CHIN 1 .....	CAN CHIN 2
CHIN 2.....	CAN CHIN 4
ECON 1A.....	CAN ECON 2
ECON 1B.....	CAN ECON 4
ENGL 1 & 2.....	CAN ENGL SEQ A
ENGL 1.....	CAN ENGL 2
ENGL 2.....	CAN ENGL 4
ENGL 26.....	CAN ENGL 6
ENGL 41 & 42.....	CAN ENGL SEQ C
ENGL 41.....	CAN ENGL 14
ENGL 42.....	CAN ENGL 16
ENGL 46 & 47.....	CAN ENGL SEQ B
ENGL 46.....	CAN ENGL 8
ENGL 47.....	CAN ENGL 10
ENGR 17.....	CAN ENGR 12
ENGR 17 & 17L.....	CAN ENGR 6
ENGR 35.....	CAN ENGR 8
FD 10 .....	CAN FCS 6
FD 20 .....	CAN FCS 22
FREN 1 & 2 .....	CAN FREN SEQ A
FREN 1 .....	CAN FREN 2

<u>LBCC Course</u>	<u>CAN Course</u>	<u>LBCC Course</u>	<u>CAN Course</u>
FREN 1A, 1B, 2A & 2B	CAN FREN SEQ A	MATH 60 & 70	CAN MATH SEQ B
FREN 2	CAN FREN 4	MATH 60, 70, & 80	CAN MATH SEQ C
FREN 3 & 4	CAN FREN SEQ B	MATH 60	CAN MATH 18
FREN 3	CAN FREN 8	MATH 70	CAN MATH 20
FREN 4	CAN FREN 10	MATH 80	CAN MATH 22
F_N 20	CAN FCS 2	PEPP 7	CAN REC 2
F_N 21	CAN FCS 8	PEPP 23	CAN KIN/PE 8
GEOG 2	CAN GEOG 4	PGEOG 1	CAN GEOG 2
GEOL 2 & 2L	CAN GEOL 2	PHIL 6	CAN PHIL 2
GER 1 & 2	CAN GERM SEQ A	PHIL 7	CAN PHIL 4
GER 1	CAN GERM 2	PHIL 12	CAN PHIL 6
GER 2	CAN GERM 4	PHYS 2A & 2B	CAN PHYS SEQ A
GER 3/3H & 4/4H	CAN GERM SEQ B	PHYS 3A, 3B & 3C	CAN PHYS SEQ B
GER 3/3H	CAN GERM 8	PHYSI 1	CAN BIOL 12
GER 4/4H	CAN GERM 10	POLSC 1	CAN GOVT 2
HIST 1A & 1B	CAN HIST SEQ A	PSYCH 1	CAN PSY 2
HIST 1A	CAN HIST 2	PSYCH 2	CAN PSY 8
HIST 1B	CAN HIST 4	SOCIO 1	CAN SOC 2
HIST 10 & 11	CAN HIST SEQ B	SOCIO 2	CAN SOC 4
HIST 10	CAN HIST 8	SOCIO 40	CAN FCS 12
HIST 11	CAN HIST 11	SP 10	CAN SPCH 4
ITAL 1	CAN ITAL 2	SP 30	CAN SPCH 10
ITAL 2	CAN ITAL 4	SP 60	CAN SPCH 6
JAPAN 1 & 2	CAN JAPN SEQ A	SPAN 1 & 2	CAN SPAN SEQ A
JAPAN 1	CAN JAPN 2	SPAN 1	CAN SPAN 2
JAPAN 2	CAN JAPN 4	SPAN 1A, 1B, 2A & 2B	CAN SPAN SEQ A
JOURN 10	CAN JOUR 4	SPAN 2	CAN SPAN 4
JOURN 20	CAN JOUR 2	SPAN 3 & 4	CAN SPAN SEQ B
LAW 18A	CAN BUS 8	SPAN 3	CAN SPAN 8
MATH 28	CAN MATH 4	SPAN 4	CAN SPAN 10
MATH 36	CAN MATH 2	STAT 1	CAN STAT 2
MATH 37	CAN MATH 12	TART 1	CAN DRAM 8
MATH 40	CAN MATH 8	TART 2	CAN DRAM 22
MATH 45	CAN MATH 10	TART 25	CAN DRAM 18
MATH 47	CAN MATH 34	TART 40AD	CAN DRAM 12
MATH 50	CAN MATH 16	TART 55	CAN DRAM 14

## Course Prefix Listing

ABODY	Auto Body Repair.....	125	ESLLC	ESL Learning Center.....	184
ACCTG	Accounting.....	106	ESLP	ESL Powerpack.....	184
AC_R	Air Condition & Refrigeration.....	112	ESLV	ESL Vocational.....	185
ADJUS	Administration of Justice.....	106	ESLVS	ESL Vocational Survival.....	185
ADN	Nursing, Associate Degree.....	235	EWRC	English Writing & Read Center.....	179
AH	Allied Health.....	114	FACS	Family & Consumer Study.....	186
AMECH	Auto Mechanics.....	126	FD	Fashion Design.....	187
ANAT	Anatomy.....	116	FILM	Film.....	190
ANTHR	Anthropology.....	116	FIRE	Fire Science.....	191
ARCHT	Architectural Design.....	117	FLO	Floral Design.....	196
ART	Art.....	119	FORK	Forklift.....	199
ASTR	Astronomy.....	125	FREN	French.....	199
AVMNT	Aviation Maintenance.....	129	FRSTU	Foreign Studies.....	199
AVPLT	Aviation Pilot.....	130	F_N	Food and Nutrition.....	197
BAE	Basic Adult Education.....	131	GBUS	Business, General.....	134
BIO	Biology.....	131	GEOG	Geography.....	201
CABMK	Cabinet Making.....	135	GEOL	Geology.....	201
CAOTC	Computer Applications.....	154	GER	German.....	203
CAOTO	Computer Office Technologies.....	157	HIST	History.....	205
CAOTT	Computer/Typing Keyboarding.....	160	HLED	Health Education.....	204
CARP	Carpentry.....	136	HORT	Horticulture.....	208
CART	Creative Arts.....	161	HS	Human Services/Social Work.....	210
CBIS	Computer & Business Info Sys.....	149	HUMAN	Humanities.....	213
CDAD	Child & Adult Development.....	139	IBUS	Business, International.....	134
CDECE	Child Dev-Early Childhood Educ... ..	139	ID	Interior Design.....	214
CDF	Child Development - Family Dev... ..	143	INDIS	Interdisciplinary Studies & Honors..	213
CDFDC	Child Development-Fam Day Care.....	143	INDRL	Industrial Relations.....	213
CDLL	Child Development-Learning Lab.. ..	143	ITAL	Italian.....	216
CDPE	Child Development-Parent Edu.....	145	JAPAN	Japanese.....	216
CDSA	Child Development-School Age.....	146	JOURN	Journalism.....	217
CDSED	Child Development-Special Edu.....	147	LAW	Business, Law.....	135
CHEM	Chemistry.....	138	LEARN	Learning & Academic Resources... ..	218
CHIN	Chinese.....	147	LIB	Library.....	219
CISCO	Computer Academic Networking... ..	148	MA	Medical Assisting.....	226
CIT	Citizenship.....	147	MACHT	Machine Tool.....	220
COMDI	Communicative Disorder.....	148	MATH	Mathematics.....	223
COMIS	Computer & Information Science... ..	154	MGMT	Management.....	221
COUNS	Counseling/Guidance.....	160	MKTG	Marketing.....	222
CPAS	Comp Prof Academic Success.....	158	MUSIC	Music.....	226
CS	Computer Science.....	159	NA	Nursing Assistant.....	234
CULAR	Culinary Arts.....	161	PEA	Physical Education, Adapted.....	244
DANCE	Dance.....	162	PEG	Physical Education, General.....	244
DIESL	Diesel Mechanics.....	167	PEIA	Physical Education, Intercollegiate..	250
DMI	Diagnostic Medical Image.....	164	PEOS	Physical Education, Outdoor Stud ..	246
DRAFT	Drafting & Mechanical Design.....	168	PEPF	Physical Education, Phys Fitness ...	246
ECON	Economics.....	170	PEPP	Physical Education, Prof Prep.....	248
ELECT	Electricity.....	170	PGEOG	Geography, Physical.....	201
EMT	Emergency Medical Technology.....	173	PHIL	Philosophy.....	241
ENGL	English.....	174	PHOT	Photography.....	242
ENGR	Engineering.....	173	PHYS	Physics.....	254
ENVRS	Environmental Science.....	186	PHYSI	Physiology.....	255
ESL	English as a Second Language.....	180	POLSC	Political Science.....	255
			PSYCH	Psychology.....	256
			PUBAD	Public Administration.....	257
			PUBAF	Public Affairs.....	257

READ	English, Reading.....	178	TART	Theatre Arts.....	267
REAL	Real Estate.....	260	TEC	Technology.....	267
R_TV	Radio & Television.....	258	THRFB	Restaurant/Cater.....	273
SHMET	Sheet Metal.....	262	THRH	Hotel Management.....	272
SOCIO	Sociology.....	263	THRT	Travel & Tourism.....	274
SOCSC	Social Science.....	262	VIET	Vietnamese.....	274
SP	Speech Communication.....	265	VN	Vocational Nursing.....	239
SPAN	Spanish.....	263	WELD	Welding.....	276
STAT	Statistics.....	266			



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M.Div., Princeton theological Seminary  
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- AARON, JULES L.**  
Theatre Arts
- ABLES, DOROTHY E.**  
Real Estate
- ADAIR, JEFFREY S.**  
Interior Design
- ADERINTO, ADEYOMBO K.**  
English as a Second Language
- ADESINA CATHERINE M.**  
Sociology
- AGUILA, ALVIN R.**  
Accounting
- AGUILERA, NORMA S.**  
Spanish
- AJA, MARY E.**  
Anatomy  
Physical Education
- ALAEI, SHAHNAZ P.**  
English as a Second Language
- ALTEBARMAKIAN, KRIKOR**  
Computer & Business  
Information Systems
- ALVAREZ, JOSE**  
Physical Education
- ALVAREZ, LIGIA C.**  
Health Education
- AMPUDIA, JORGE F.**  
Human Services
- ANANIA, MARILYN N.**  
Italian
- ANDERSON-CULTON,  
RHONDA R.**  
Child Development
- ANDRADE, KENT**  
English
- ANZALDO-GONZALEZ,  
DEMETRIO**  
Spanish
- ARCHER, CYNTHIA L.**  
Human Services
- ARJONA, JAVIER**  
Music
- ARMENDARIS, FRANCESCA P.**  
English as a Second Language
- ARMSTRONG, DANIELLE C.**  
Food & Nutrition
- ARNUSORN, SAVETH**  
Diagnostic Medical Imaging
- ARSENIDIS, DIMOS V.**  
Math
- ARYAN, RIHAM**  
English as a Second Language
- ASHRAFMODARRES, REZA**  
Biology
- ATHERTON, JEFF D.**  
Photography
- AVILA, ALEX A.**  
Psychology
- AYORINDE-SKIDMORE,  
ADEPEJU A.**  
English as a Second Language
- BAE, SEONG-OK**  
French
- BAILLY, JENNIFER N.**  
Economics
- BALDWIN, HOWARD B.**  
Chemistry
- BALL, GREG J.**  
Auto Mechanics
- BALLARD, TERI L.**  
Physical Education
- BALLINGER, EVAN**  
Art
- BANEJ, KIA F.**  
English as a Second Language
- BARNES, BARRY**  
Physical Education
- BARNES, HELEN M.**  
Vocational Nursing
- BARR, KYRAN M.**  
Psychology
- BARTH, LOIS C.**  
Mathematics
- BASABE, SANDRA**  
Spanish
- BATTISTA, PAUL**  
Film
- BAUMHECKEL, KENNETH R.**  
English as a Second Language
- BEAULAC JR., CAMERON**  
Physical Education
- BECK, KAREN S.**  
Psychology
- BEINER, CHERYL L.**  
Psychology
- BELL, GARY**  
Philosophy
- BENDZ, GUADALUPE**  
Spanish
- BENNETT, ERICA H.**  
Library
- BERG, PATRICIA J.**  
English, Reading
- BERSON, NINA**  
Art
- BERTEIN, LUCILLE**  
Culinary Arts
- BERTRAM, WILLIAM G.**  
Citizenship
- BIETHAN, MARJORIE**  
English as a Second Language
- BIGELOW-RIPLEY, DENISE M**  
Physical Education
- BITTMANN, CAROL A.**  
Human Services
- BLACK, DAVID**  
Music
- BLAKE, MARTHA D.**  
Spanish
- BLANCHOT-ABOUBI,  
GARANCE M.**  
French
- BLANCO, ERIKA M.**  
Physical Education
- BLEDSON, BEVERLY B.**  
Art
- BLEECKER, HILLARY ANN**  
Art
- BOONE, LAWRENCE J.**  
Auto Body/Auto Mechanics
- BORGERS, KENNETH W.**  
Radio/Television
- BOSTER, LINDA J.**  
English
- BOSTICK, JASON D.**  
English
- BOWERS, ALISON**  
Learning & Academic Resources
- BOWLES, STEPHEN C.**  
Administration of Justice
- BOWMAN, BARBARA L.**  
Radio & Television
- BOWMAN, DONALD P.**  
Accounting
- BOYD, JEFFREY**  
English, Reading
- BRACKETT, ARLENE**  
Dance
- BRADFORD, AARON R.**  
English
- BRANDON, CAROLINE A.**  
Spanish
- BRESSLER, MICHAEL**  
Political Science
- BRIDGES, LAILA L.**  
English as a Second Language
- BRITTON, DOUGLAS**  
Geology
- BROUSSEAU, BETH L.**  
Child Development

- BROWN, DIANE**  
Health Education
- BROWN, GRACE J.M.**  
Management
- BROWN, LAWRENCE R.**  
Air Conditioning & Refrigeration
- BROWN, PAULA F.**  
Physical Education/Adapted
- BROWN, SCOTT A.**  
Administration of Justice
- BRUECKNER, SCOTT H.**  
Learning & Academic Resources
- BRYAN, CHRISTINE E.**  
Philosophy
- BUGBEE, WALTER M.**  
Autobody
- BURGER, SANDRA K.**  
English as a Second Language
- BURT, JOHN W.**  
Emergency Medical Technology
- BUTLER, CHRISTA**  
Computer Applications & Office  
Technology
- CAHN, JEFFREY L.**  
Communicative Disorders
- CAIN, CHRISTOPHER R.**  
Music
- CAMPBELL, ELVIN H. JR.**  
Computer & Business  
Information Systems
- CAMPOLONGO, ATTILIO A.**  
Computer & Business  
Information Systems
- CAN, MINH ANH**  
Mathematics
- CAPOCCIAMMA, JOHN M.**  
CISCO
- CARFAGNO, JOSEPH D.**  
Allied Health
- CARR, CHARLES J.**  
Electricity
- CARROLL, ROWYDA S.**  
English as a Second Language
- CARTER, BRANDT K.**  
Aviation Maintenance
- CASEY, MARGARET E.**  
English, Writing & Reading  
Center
- CASHION, JOAN**  
English
- CASTANO, CAROLYN**  
Art
- CASTRO, PAULA B.**  
Speech Communication
- CAVALIER, MARY L.**  
Nursing
- CHABOYA, ROBERT V.**  
Electricity
- CHAKHCHIR, ZEINA**  
French
- CHAMBERS, MALCOLM JR.**  
Real Estate
- CHAN, JUDY K.**  
Art
- CHAN, RUSSELL L.**  
Music
- CHATTERJI, MOUNITRA**  
Mathematics
- CHAVEZ, MIGUEL M.**  
History
- CHEATHAM, TERESA**  
English
- CHEN, XIAOFANG**  
English as a Second Language
- CHENG, PEIHSIN Y.**  
Chinese
- CHOWEN, ALLAN D.**  
Physical Education
- CHRISTENSEN, GARY L.**  
Theater Arts
- CHRISTOV, ROMY**  
Geography
- CHUAH, CHENG-CHENG**  
English as a Second Language
- CHUGH, RITU K.**  
Business Administration
- CHUNG, MINDY M.**  
English as a Second Language
- CLARK-BOOTH, KEISHA A.**  
Dance
- CLARY, LORETTA M.**  
Counseling
- CLAY, CATHLEEN H.**  
Philosophy
- CLEARY, CHRISTINA M.**  
Spanish
- CLEMENT, DAVID M.**  
Mathematics
- CLOUGH, RICHTER H.**  
Administration of Justice
- COCCIOLO, ISABELLANGELA**  
Fashion Design
- COE-GYSEL, MARILYN M.**  
Vocational Nursing
- COHEN, AARON G.**  
Psychology
- COLEMAN, SAMUEL N.**  
Psychology
- COLMAN, SARA**  
Food & Nutrition
- COLUCCI, VALERIE J.**  
Registered Nursing
- CONN, JUDY C.**  
English, Reading
- CONOVALOFF, ELAINE**  
Health Education
- CONTRERAS, THEODORE R.**  
English
- COOP, JEANANNE W.**  
Family & Consumer Studies
- 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
- CRICKS, KELLY A.**  
Vocational Nursing
- CRON, DAVID B.**  
English as a Second Language
- CROUCH, CATHERINE A.**  
Biology
- CRUTCHFIELD, RASHIDA M.**  
Sociology
- CUDDIHY, WILLIAM J.**  
History
- CUMMINGS, REYNA V.**  
Speech Communication
- CUNNINGHAM, NANCY**  
Computer & Information Science
- CURL, BEVERLY**  
Public Services
- CURRY, MARY JO**  
English, Reading

- DAHI, KHETAM**  
English as a Second Language
- DAHMS ROGERS, KATHLEEN**  
English, Reading
- DAMMENA, DIMETROS W.**  
Mathematics
- DANIELS, JA'NET**  
English
- DARR, NORMA M.**  
English
- DAUGHERTY, SARAH**  
English
- DAVIES, AGNES S.**  
English, Reading & Writing  
Center
- DAVIS, ERIN J.**  
Child Development
- DAVIS, PATRICIA**  
Accounting
- DAWKINS, MARCIA A.**  
Center for Learning Assistance
- De BEAUFORT, JACQUES C.**  
Art
- De La CRUZ, NANCY L.**  
Nursing
- DECANIO, FRED D.**  
Communicative Disorder
- DEERING, CHARLES F.**  
Welding
- DENMAN, JOHN F.**  
Anthropology
- DESAI, CARYN F.**  
Theater Arts
- DI GIOVANNI, SYBIL B.**  
Basic Adult Education
- DIAZ-BROWN, WILLIAM**  
History
- DIETRICK, PATRICIA W.**  
Photography
- DINHAUPT, GEORGE L.**  
Art
- DiRANNA, DAVID R.**  
Cabinet Making
- DITTMAR, DANI-SUE**  
Radio & Television
- DOLAS, CHRIS J.**  
Aviation Pilot
- DOWDALLS, JAMES M.**  
Art
- DOWLING, DENISE E.**  
English
- DRAGHI, JOHN P.**  
Physical Education
- DROBNY, MARY M.**  
Art
- DU BOIS, HENRY J.**  
Library
- DUMARS, DENISE D.**  
English
- DURON, SONNY**  
Sociology
- DUVALL, MARY**  
English
- EATMAN, ELISABETH N.**  
Interior Design
- EDMUNDS, MARY W.**  
Child Development
- EDWARDS, CHARLES W.**  
Photography
- EISENBERG, DIANE P.**  
Learning & Academic Resources
- ELLMANN, MARY H.**  
English, Reading
- ELSAYED, MOHAMAD**  
Mathematics
- ESSAYLI, MOUSSA**  
Mathematics
- ESTEPHAN, JOSEPH**  
Mathematics
- ESTES, MERION M.**  
Art
- EVERHART, GENICE**  
English as a Second Language
- EWING, CHRISTY**  
Vocational Nursing
- EYMAN, MERRY R.**  
Physical Education
- EYRE, KELLY**  
English
- FACTOR, HELEN J.**  
English as a Second Language
- FAIRBANKS, GERALD W.**  
Family & Consumer Studies
- FAREWELL, WENDY H. B.**  
English as a Second Language
- FARMER, CALVIN L.**  
Business, General
- FARRINGTON, BRENDA**  
History
- FEINBERG, CHERYL L.**  
Real Estate
- FEINER, HENRI**  
Mathematics
- FINNERTY, EDWARD W.**  
Physical Education
- FIRESTONE, RANDALL S.**  
Philosophy
- FOGEL, SETH D.**  
Administration of Justice
- FORD, PATRICK A.**  
Film
- FOX, STEVEN S.**  
Art
- FRANCE, NEIL A.**  
Photography
- FREEDMAN, RICHARD O.**  
Theater Arts
- FREEH, RODNEY E.**  
Architecture/Drafting
- FREEMAN, TOMMY J.**  
Art
- FREIBURGER, STEVEN**  
Computer & Business  
Information Systems
- FUCHS, JOHN D.**  
Administration of Justice
- GAGEN, LAUREL M.**  
Physical Education
- GALE, MARIE T.**  
Computer & Business  
Information Systems
- GALIAS, DIANA B.**  
Physical Education
- GALVEZ, DELMY M.**  
English as a Second Language
- GAM-HUDSON, MARLA**  
Theatre Arts
- GARCIA, DIANA**  
Biology
- GARCIA, ERLINDA R.**  
Family & Consumer Studies
- GARCIA, ROBERT L.**  
Diesel Mechanics
- GEORGE, ALMA R.**  
Learning & Academic Assistance
- GERDTS, NANETTE M.**  
English, Reading
- GHAFALEHBASHI,  
MOHAMMAD M.**  
Mathematics
- GHIUZELI, MIHEALA**  
English as a Second Language
- GIANUNZIO, TAREETIP**  
English as a Second Language
- GIBBINS, ANITA L.**  
Family & Consumer Studies
- GIBSON, ROBERT J.**  
Aviation Maintenance

<b>GIGLIOTTI, ELISA M.</b> Spanish	<b>HAMMOND, NANCY</b> English, Reading	<b>HOLBROOK, NANCY</b> Nursing
<b>GILBERT, DEAN</b> Biology	<b>HAMZA, HAMZA A.</b> Mathematics	<b>HONER, RUTH</b> Italian
<b>GILLIS, CARA L.</b> Philosophy	<b>HARE, JEANNETTE T.</b> Vocational Nursing	<b>HOOPER, LAWRENCE S.</b> German
<b>GLOVER, CHRISTOPHER S.</b> English, Writing & Reading Center	<b>HARRIS, JERMAINE M.</b> Economics	<b>HOOTEN, DANA R.</b> Learning & Academic Resources
<b>GOBER, JOEL R.</b> Anatomy/Biology	<b>HARRIS, LESTER A.</b> Cabinet Making	<b>HOOVLER, PATRICIA J.</b> English
<b>GODWIN, SUSAN E.</b> Mathematics	<b>HARRISON, ELEANOR C.</b> Anthropology	<b>HOPE, CLIFFORD E.</b> English as a Second Language
<b>GOLD, DEBRA ANN</b> English as a Second Language	<b>HAWK, GUTA T.</b> Dance	<b>HOPKINS, ALAN</b> Mathematics
<b>GONZALEZ, ELIZABETH</b> English, Reading & Writing Center	<b>HAY-LAVITT, ALISON</b> Political Science	<b>HUMES, D. ANN</b> English, Reading
<b>GRAHAM, KENNETH L.</b> Political Science	<b>HAYNES, CHARLES</b> Air Conditioning & Refrigeration Electricity	<b>HUNTER, ELLA M.</b> English
<b>GREENSTONE, RHODA H.</b> English	<b>HEATH, BRADLEY</b> Business, General	<b>HUNTER, SUSAN V.</b> Real Estate, Marketing
<b>GREER, DAVID H.</b> Air Conditioning/Refrigeration	<b>HEBER, LESLIE A.</b> CBIS, CAOT, CLAS	<b>IBANEZ, CRAIG G.</b> Fire Science
<b>GREGORY, FAYE M.</b> Vocational Nursing	<b>HELDBERG, FREDERICK W.</b> Forklift	<b>IMBARUS, AURA</b> English
<b>GREY, GENE</b> Philosophy	<b>HELLER, ROSEANNE</b> Food & Nutrition	<b>ISAIHAH, ANGELA</b> Computer Applications & Office Technology
<b>GRIFFITH, JENNIFER M.</b> Center for Learning Assistance	<b>HENDRICKS, GRETA R.</b> English as a Second Language	<b>ITO, MANAMI</b> Japanese
<b>GROTE, PATRICIA B.</b> Computer Applications & Office Technology	<b>HENDRIX, DAWNE</b> English	<b>IZANIAN, ARA A.</b> Electricity
<b>GRUBBS, LISA D.</b> Music	<b>HENDRIX, JEFFREY G.</b> Dance	<b>JACKSON, CHARLOTTE A.</b> French
<b>GRUTZMACHER, WAYNE T.</b> History	<b>HERNANDEZ, WILLIAM</b> Spanish	<b>JACKSON, TRIMEKA W.</b> Physical Education
<b>GUADAGNINI, ROSIE MARIE</b> Nursing	<b>HERRERA, JILL M.</b> Child Development	<b>JACOBS, CARIN S.</b> Fashion Design
<b>GUERRINI, ELIZABETH M.</b> Computer & Office Technologies	<b>HILBORN, LISA L.</b> Physical Education	<b>JACOBSEN, VICTOR G.</b> Physical Education
<b>GUITERREZ, KIMBERLY P.</b> English	<b>HILL, GLEN P.</b> Auto Mechanics	<b>JAHANSHAHI, POUYA</b> Art
<b>GUTIERREZ, LETICIA</b> Spanish	<b>HILL, ROBERT H.</b> Political Science	<b>JEFFRIES, GRANT</b> Emergency Medical Technology
<b>HADLOCK, GARY D.</b> Art & Photography	<b>HINDMAN, ELIZABETH A.</b> English	<b>JENSEN, KARIN</b> Physical Education
<b>HAEHL, DONNA S.</b> English as a Second Language	<b>HINTON, MARIE-LAURE H.</b> Spanish, French	<b>JERVEY, ANNIE A.</b> Physical Education
<b>HAGHIGHAT, SHAYMA</b> Speech Communication	<b>HOANG, THU-HANG T.</b> Mathematics	<b>JINBO, JANELLE</b> Anatomy, Biology
<b>HAGHIGHI, SHAHROKH</b> Philosophy	<b>HOBBICK, CHARLES</b> Aviation Maintenance	<b>JOHNSON, DANIEL J.</b> History
	<b>HOFFERD, RICHARD J.</b> English as a Second Language	<b>JOHNSON, GARY T.</b> Architecture

<b>JOHNSON, KURT D.</b> Fire Science	<b>KIMBALL, JANE C.</b> Nursing	<b>LANDON, HAROLD F. JR</b> Theatre Arts
<b>JOHNSON, MARY B.</b> Computer Applications & Office Technology	<b>KINDWEILER, MARIA</b> English as a Second Language	<b>LANGEVIN, DELORES M.</b> Mathematics
<b>JOHNSON, MARY M.</b> Vocational Nursing Allied Health	<b>KINRADE, KATHLEEN A.</b> Vocational Nursing	<b>LANGLOIS, KRISTINA</b> Speech Communication
<b>JOHNSON, ROGER R.</b> Music	<b>KIRKMAN, GEORGE F.</b> Physics	<b>LANOIX, TIFFANY R.</b> Sociology
<b>JOLLY, JEFFRY</b> English	<b>KLUNE, ANTHONY J.</b> Physical Education	<b>LANSDOWN, ERICA L.</b> English as a Second Language
<b>JONES, GABRIELLA</b> Speech Communication	<b>KNIGHT, JAY H.</b> Geology	<b>LaPORTA, MICHELE</b> English
<b>JONES , JOHN F.</b> Theatre Arts	<b>KOBA, DEAN N.</b> Music	<b>LARIOS, ROCIO</b> Sociology
<b>JONES, KRIS D.</b> Physical Geography	<b>KOENIG, ROBERT A.</b> Management	<b>LaROSE, PAULA S.</b> Human Services
<b>JONES, SHERYL</b> Computer & Business Information Systems	<b>KOIKE, JUDITH M.</b> Library	<b>LAUT, DONALD</b> Physical Education
<b>JOSEPH, CASSANDRA J.</b> English as a Second Language	<b>KOLISNYK, CHRISTINE A.</b> Fashion Design	<b>LAVARINI, CAROLEE</b> Photography
<b>JOSEPH, SUSAN</b> Art	<b>KOLOKOTRONES, ALEXIA</b> Speech Communication	<b>LAWLER, JEFFREY</b> History
<b>KAKOVITCH, SAMUEL</b> English as a Second Language	<b>KOMNINOS, JACQUELINE</b> English	<b>Le BARBU, ANNE Y.</b> French
<b>KANEMARU, WENDA L.</b> Basic Adult Education	<b>KOONS, KENNETH G.</b> Public Affairs	<b>LE, DUC</b> Mathematics
<b>KANER, WILMA</b> English as a Second Language	<b>KORTZ, VERONICA L.</b> Reading, Writing-Reading Center	<b>LE, HELEN T.</b> Sociology
<b>KANG, CHAN</b> Mathematics	<b>KOTTAB, FARSIO</b> Center for Learning Assistance	<b>LEBRUN, STEWART J.</b> Anatomy, Biology
<b>KAPOOR, VINOD K.</b> Computer & Business Information Systems	<b>KOVEN, MARLENE</b> Spanish	<b>LEE LIN, JEAN S.</b> Chemistry
<b>KASA, DAVID P.</b> Physical Education	<b>KRADJIAN, CLAYTON R.</b> Philosophy	<b>LEE, BETTY</b> English, Reading
<b>KAUFMAN, DALTON</b> Physical Education	<b>KRAMER, LIESKE J.</b> Vocational Nursing Allied Health	<b>LEICHER, HAROLD F.</b> Aviation Pilot
<b>KEARNEY, KEVIN M.</b> Music	<b>KRAUSERT, SANDRA</b> English as a Second Language	<b>LEO, WILIAM</b> Administration of Justice
<b>KELLEY-KUHN, NANCY M.</b> Child Development	<b>KREMENETSKI,</b> <b>KONSTANTIN V.</b> Physical Geography	<b>LEONGSON, JAIME A.</b> Mathematics
<b>KENAH III, WILLIAM H.</b> English	<b>La MONTIA, MELODY L.</b> Art & Photography	<b>LEVINE, MICHAEL A.</b> Business, General /Accounting
<b>KENDALL, CELIA A.</b> English	<b>LAMAR, JANE</b> Fashion Design	<b>LEVY, CHARLES S.</b> Sociology
<b>KEYS, WILLIAM J.</b> Computer & Information Science	<b>LAMBROS, THEODORE</b> Architecture/Drafting	<b>LEWIS, EVERETT D.</b> Film
<b>KHALILI, MAHNAZ</b> Center for Learning Assistance	<b>LAMKINS, JENNIFER</b> Computer Applications & Office Technology	<b>LEWIS, LINDA A.</b> Dance
<b>KHATIBI, HOUSHANG</b> Sociology	<b>LANCER, JARED R.</b> Sociology	<b>LEWIS, NICOLE B.</b> Art

- LEWIS, WINFRED I.**  
Radio & Television
- LINDEN, RONALD E.**  
Art
- LITHERLAND, LARRY P**  
Electricity
- LITZINGER, PAUL D.**  
Photography
- LO, JOSEPH**  
Economics
- LOBLINER, ROBERT H.**  
Chemistry
- LONNER, MARA J.**  
Art
- LOONEY, NORMAN C.**  
Art
- LOUIS, IRIS G.**  
Spanish
- LOW, SANDRA**  
Art
- LUCA, NANCY J.**  
Music
- LUCHTMAN, ALANA L.**  
English as a Second Language
- MACIAS, SUSAN E.**  
English as a Second Language
- MACKOWIAK, JAMES F.**  
Computer & Business  
Information Systems
- MADSEN, RODNEY A.**  
Economics
- MAJOLI, MONICA**  
Art
- MALEVITZ, PAUL J.**  
English as a Second Language
- MALONEY, MICHAEL S.**  
Physical Education
- MANDY, LIONEL K.**  
History
- MANLOWE, MELINDA A.**  
Speech
- MAPES, SUZANNE**  
Photography
- MARCH, JAMES S.**  
Accounting
- MARIOTTI, CHRISTINE**  
Fashion Design
- MARKSBURY, GARY**  
History
- MAROT, JOHN E.**  
History
- MARQUEZ, PHILLIP A.**  
Art
- MARRUJO, LUCIENNE**  
Physical Education
- MARSHALL, MARY C.**  
Food and Nutrition
- MARTIN, ELIZABETH R.**  
Library
- MARTIN, GREGORY**  
Music
- MARTIN, MELANIE A.**  
English
- MARTIN, PAMELA L.**  
Vocational Nursing
- MARTINDALE, CYNTHIA L.**  
Human Services
- MASSIE, SANDRA C.**  
Theater Arts
- MAURO-ATKINSON, LUANNE**  
Child Development
- MAZUREK, NANCY A.**  
Child Development
- Mc ANDREWS, ROBERT B.**  
Carpentry
- McMILLAN, DONALD P.**  
Business Administration
- McKEOWN, KEVIN**  
Music
- McMILLEN, ROXANNE S.**  
Computer Applications & Office  
Technology
- MEADE, EVELYN M.**  
Speech Communication
- MEDINA, GLORIA**  
Spanish
- MEDINA, JOHN L.**  
Auto Mechanics
- MEGAS, EUTHIA J.**  
Speech Communication
- MEIER, PATRICIA A.**  
Allied Health
- MENACHEM, ISRAEL**  
Mathematics
- MENARY, JOHN A.**  
Geography
- MENDOZA, JAVIER M.**  
Journalism
- MERCADANTE, MICHAEL J.**  
Chemistry  
Environmental Science
- MEYERS, ROBROY**  
History
- MICKLER-SEARS, WILMA**  
Theater, Dance & Film
- MIKELAT, MARK R.**  
Business, International
- MILLER, DANNY G.**  
Computer & Business  
Information Systems
- MILLER, ROBERT A.**  
Art
- MILLS, MICHAEL D.**  
Physical Education
- MITCHELL, DANIEL E.**  
History
- MITCHELL, DOROTHY B.**  
Human Services
- MITZNER, RITA**  
English
- MIYAGAWA, JENNIFER A.**  
Food & Nutrition
- MOCHIZUKI, SHUNSUKE S.**  
Japanese
- MOGAN, JIMMY**  
Auto Body
- MONAUS, MARIE A.**  
Computer Applications & Office  
Technology
- MONGE, J. MICHAEL**  
Philosophy
- MONTAGNE, LISA L.**  
English
- MOORE, ALEXIS M.**  
Art
- MOORE, ROBIN D.**  
Child Development
- MOORE, SCOTT P.**  
Photography
- MOORHEAD, CHRISTINA L.**  
Speech Communication
- MORAGA, PETE**  
Architecture/Drafting
- MORAN, CHRISTINA**  
English
- MORENO, ERNESTO J.**  
Fire Science
- MORIARTY, CYNTHIA**  
Computer Applications & Office  
Technology
- MORRIS, KENT H.**  
Anthropology
- MORRISON, MICHAEL S.**  
Business, Law
- MORTENSEN, GREGORY L.**  
Theatre Arts
- MOSS, BRIAN C.**  
Art

<b>MUCCI, JAMES A.</b> International Business	<b>NUNEZ, MARIA TERESA C.</b> Spanish	<b>PAYNE, RICK L.</b> Carpentry
<b>MUNICH, CHRISTINA</b> Theater, Dance & Film	<b>NUNO, HAYDEE J.</b> Nursing	<b>PAYSAN-MODINA, MICHELLE</b> Vocational Nursing
<b>MURPHY, DIANE O.</b> Fashion Design	<b>NUSBAUM, LINDA J.</b> Radio/Television	<b>PECHARICH, JOSEPH C.</b> Electricity
<b>MURPHY, JAMES M.</b> Physical Education	<b>NYE, HEIDI</b> Journalism	<b>PEDREGON, DIANN F.</b> Food & Nutrition
<b>MUSZYNSKI, BETTY A.</b> Child Development	<b>OCHOA, JORGE</b> Horticulture	<b>PENATE, JUDITH A.</b> Spanish
<b>MYERS, MELISSA R.</b> Physical Education	<b>O'CONNELL, TINA L.</b> Registered Nursing	<b>PEPRAH, EBENEZER</b> Geography
<b>MYERS, ROBERT R.</b> Physical Education	<b>OH, HAEKWON</b> Music & Radio/Television	<b>PETKE, RON</b> Radio/Television
<b>NABULSI, ABEER AKRAM</b> French	<b>OLDENBURG, RANI K.</b> Biology	<b>PHAM, LIEN B.</b> Psychology
<b>NABULSI, AKRAM</b> Mathematics	<b>OLMSTED, JOHN E.</b> Anthropology	<b>PHAM, NHA-ANH</b> Library
<b>NAKAMURA, DAVID S.</b> Welding	<b>O'NEIL, BRIAN P.</b> History	<b>PHILLIPS, CHRISTINE L.</b> Physical Education
<b>NASH, ELIZABETH T.</b> Biology	<b>O'ROURKE, NICOLE A.</b> Food & Nutrition	<b>PIANE, GINA A.</b> Health Education
<b>NEAL, SHIRLEY E.</b> English as a Second Language	<b>OSBORN, CAROLYN J.</b> Vocational Nursing	<b>PIKE, KARI A.</b> Speech Communication
<b>NEBBIA, GERARDO</b> Economics	<b>OWENS, MICHAEL D.</b> Physical Education	<b>PITTS, DENNIS M.</b> Computer & Business Information Systems
<b>NEU, HEIDI A.</b> Basic Adult Education	<b>PACLEB, ELISA</b> Nursing	<b>PITTS, MICHAEL E.</b> English as a Second Language
<b>NEUBAUER, SHARON A.</b> Psychology	<b>PADBORG, KNUD H.</b> English as a Second Language	<b>POLISCHUK, DEREK K.</b> Music
<b>NEUWALDER, JANET A.</b> Art	<b>PADGETT, DONNA</b> English, Reading & Writing Center	<b>PORTILLO, ROSARIO</b> Sociology
<b>NEWTON, JOHN THOMAS JR.</b> Geography	<b>PAGE, TERESA V.</b> Psychology	<b>POSTON, CLARK</b> Business, Law
<b>NGO, MINH V.</b> French	<b>PAIK-SCHOENBERG, JEAN</b> English, Journalism	<b>POTTS, GRETCHEN N.</b> Art
<b>NGUYEN, ANN T.</b> English	<b>PANTO, DANIELLE D.</b> English	<b>PRATT, JOYCE R.</b> English as a Second Language
<b>NIKOLAOU, URSULA J.</b> Spanish	<b>PAREDES, LUIS H.</b> Spanish	<b>QUATRO, AVERY L.</b> English as a Second Language
<b>NIKOLETICH, CLAIRE S.</b> Allied Health	<b>PARIKH, JALPA N.</b> Anthropology	<b>QUEEN-FUENTES, DENISE D.</b> Computer Applications & Office Technology
<b>NORCLIFFE, HILARY</b> Art	<b>PARKER, SHAWN M.</b> Emergency Medical Technology	<b>RAE, MIKE</b> Physical Education
<b>NORDEE, ROBIN T.</b> Library	<b>PARKS, DANIELLE A.</b> Speech Communication	<b>RAMI, KIRAN</b> English as a Second Language
<b>NORMAN, DENISE</b> Psychology, Human Services	<b>PARODI, CLAUDIA</b> Spanish	<b>RAMIREZ, FRANK JR.</b> Cabinet Making/Carpentry
<b>NORTON, THOMAS</b> Geology, Physical Geography	<b>PARRAGA, KORI ANNE</b> Administration of Justice	<b>REACH, CARRIE P.</b> Child Development
<b>NOYES, PATRICK</b> Physical Education	<b>PASS, JIM</b> Sociology	<b>REDDINGIUS, ELLEN A.</b> English as a Second Language

- REMETA, ROBERT W.**  
Electricity
- RENO, ANDREW B.**  
Emergency Medical Technician
- RENTERIA, DELIA**  
Spanish
- RICE, JUDITH A.**  
Health Education
- RICHARD, BRIGITTE B.**  
Physical Education
- RIGGINS, LAWRENCE D.**  
Film
- RIOJAS, VINCENT L.**  
English as a Second Language
- RIOS-ELLIS, ENRIQUE**  
Music
- ROBERTS, KAREN L.**  
Art
- ROBERTSHAW, THEODORA**  
Art
- ROBIDOUX, KENNETH H.**  
English
- ROBIE, HONOR V.**  
Family & Consumer Studies
- RODRIGUEZ, RODNEY A.**  
Reading & Writing Center
- RODRIGUEZ, ROXANA**  
Floral Design
- ROEMER, CAROL K.**  
Art
- ROESSLER, MARK F.**  
Political Science
- ROGERS, WELLINGTON S.**  
Physical Education
- ROHRBACKER, CARRIE C.**  
English, Reading
- ROMITO, SUSAN J.**  
English as a Second Language
- ROSEN, LARRY L.**  
Tourism
- ROSILLO, ZOILA M.**  
Computer Applications & Office  
Technology
- ROSS, PATRICK S.**  
Aviation Maintenance
- ROSSMANNEK, FRED H.**  
Learning Assistance
- RUBOTTOM, JENESE M.**  
Nursing
- RUJANAWECH, GORDON**  
English
- SABET, MARK**  
Computer & Business  
Information Systems
- SABHA, FAYRUZ**  
English as a Second Language
- SABOL, CAROLINE M.**  
Mathematics
- SADIS, IRA**  
English as a Second Language
- SAINT, SHAILA**  
Child & Adult Development
- SALAZAR, ANTHONY**  
Diesel Mechanics
- SALAZAR, KATHLEEN A.**  
Child Development
- SALIM, LINDA**  
English as a Second Language
- SALIM, PETER**  
English as a Second Language
- SAMET, PETER D.**  
Radio & Television
- SAMMUT, NOREEN A.**  
Nursing
- SAMSAMY, KAVEH**  
Social Science
- SANBORN, ERROL R.**  
English
- SANCHEZ, VICTORIA**  
Photography
- SAPOSNEK, LIYOD E.**  
Human Services
- SAPRA, LISA M.**  
English, Reading
- SAREEN, SUDEEPA**  
English as a Second Language
- SARGENT, MARK E.**  
Philosophy
- SATO, DEEANN**  
Biology
- SATO, HAO YUN**  
English as a Second Language
- SAVINA, JELENA**  
English as a Second Language
- SAYED, SAFOUH**  
Mathematics
- SAYED, SAFWAN A.**  
Mathematics
- SAYLOR, PATRICIA R.**  
English
- S-BEAURECUEIL, C.S.**  
French
- SCHAUWEKER, JOHN**  
Computer Applications & Office  
Technology
- SCHENDEL, KELLY R.**  
English
- SCHROEDER, ARNOLD L. JR.**  
Mathematics
- SCHROEDER, DENISE L.**  
Diagnostic Medical Imaging
- SCOTT, GARY THOMAS**  
Music
- SCOTT, NORM R.**  
Fire Science
- SEATON, SHARYN L.**  
History
- SEETHARAMAN, GAYATHRI**  
Statistics
- SEIFERT, ROGER G.**  
Sociology
- SEIGLE, JENNIFER ANNE**  
Dance
- SEITZ, JASON M.**  
Political Science
- SERR, RUSSELL A.**  
Physical Education
- SHACKELFORD, STEPHAN M.**  
Aviation Pilot
- SHAPERO, MINDY L.**  
Art
- SHARMA, DEEPAK**  
Mathematics
- SHELKEY, RHONDA A.**  
Physical Education
- SHELLEY, TRUMAN E.**  
English as a Second Language
- SHERNELL-BANKS,  
DEATRICE.**  
Sociology
- SHERTICK, RITA L.**  
Nursing
- SHIHABI, AZZAM M.**  
Mathematics
- SHIM, CASEY**  
Basic Adult Education
- SHISHIM, LESLI S.**  
English as a Second Language
- SILVERSTEIN, CAROLE**  
Art
- SJOBERG, ERIC**  
Political Science
- SKAAR, SUZAN K.**  
Art & Photography



- SKARR, GEOFFREY**  
Physical Education
- SKORHEIM, SUZANNE J.**  
Floral Design
- SLOCUM, LISA D.**  
Diagnostic Medical Imaging
- SMEDES, CATHERINE M.**  
Computer Applications & Office  
Technology
- SMITH, CHARLES D.**  
English as a Second Language
- SMITH, DOUGLAS A.**  
German
- SMITH, JAMES**  
Computer Applications & Office  
Technology
- SMITH, JAMES B.**  
Public Administration
- SMITH, LINDA A.**  
Family & Consumer Studies
- SMITH, MELINDA M.**  
Health Education
- SMITH, SEAN**  
History
- SMURTHWAITE, LORI F.**  
English, Reading & Writing  
Center
- SOKHOM, SOVATHANA**  
International Business
- SOMERVILLE, TRACEY H.**  
Political Science
- SONIDO, ELEANOR**  
Library
- SORENSEN, BARBARA J.**  
Creative Arts
- SORENSEN, BERTRUM N.**  
Administration of Justice
- SPANGLER, PAMELA**  
Creative Arts, Music
- SPANU, LUISA**  
Italian
- SPARKS, JAMIE**  
Speech Communication
- SPRADLIN, NANCY**  
English as a Second Language
- SRAGOVICZ, LISA**  
Center for Learning Assistance
- STEELE, DONETTE A.**  
Human Services
- STEVENS, CARLYS A.**  
Library
- STEWART, CATHY SUE**  
Family & Consumer Studies
- STEWART, CHRISTINE L.**  
CISCO
- STEWART, DONNA M.**  
English
- STONE, LYLE D.**  
Music
- STROMQUIST, ANNIE**  
Art
- SUH, JUNG SOOK KY**  
Psychology
- SULAHIAN, ROBERT S.**  
Aviation Pilot
- SUN, JOSEPH A.**  
Allied Health
- SWANSON, SUSAN G.**  
Real Estate
- SWENSON, CAROLYN S.**  
Child Development
- TAKACS, MARCIA**  
English as a Second Language
- TAYLOR, JAMES H.**  
Real Estate
- TEGART-WORSHAM,  
SHIRLEY**  
Travel & Tourism
- TENNESEN, MARGARET**  
Art
- TERAN, LOUIE A.**  
Music
- TERAOKA, ADAM Z.**  
Art
- TERRY, LADD J.**  
Art, Creative Arts
- TESSIER, HOLLY M.**  
Child Development
- THARP, LOUIS B. JR.**  
Philosophy
- THOITS, MARY**  
Public Affairs
- THOMPSON, ANGELA R.**  
German
- THOMPSON, SCOTT A.**  
Physical Education
- THORNTON, SHANTEL L.**  
Psychology
- TIGHE, BARBARA J.**  
Basic Adult Education
- TILESTON, THOMAS R.**  
Economics
- TIM, ROATANA C.**  
Music
- TOKUSATO, DANNY M.**  
Psychology
- TOTORP, RANDY S.**  
Physical Education
- TRAN, TAMMIE M.**  
Vietnamese
- TRAN, TRI C.**  
Spanish
- TRAPP, ELIZABETH B.**  
Spanish
- TRICKETT, DAWN L.**  
Speech Communication
- TROTT, RUBY S.**  
Computer & Information Science
- TRUITT, JAMES D.**  
Journalism
- TUCCIARONE, JOSEPH D.**  
Mathematics
- TUCKER, JAZMINE S.**  
English as a Second Language
- TURLO, MATTHEW A.**  
Electricity/CISCO
- TURNBALL, LARA D.**  
Health Education
- UKPO, THERESA M.**  
Health Education
- VALENZUELA, JOHN R.**  
Tourism
- VAN HOOK, ROGER E.**  
Speech Communication
- VAN HOOTEN, JOSEPH E.**  
Art
- VAN STYGEREN, CORNELIS**  
Sociology
- VAN VOOREN, MARIE**  
Computer Applications & Office  
Technology
- VELOSO, RAMON C.**  
History
- VERONE, TERRI L.**  
Food & Nutrition
- VERTULLO, KATHY M.**  
English
- VIGILANT, KAREN A.**  
Physical Education
- VINCI, SARAH G.**  
Art
- VISSER, LISA M.**  
Vocational Nursing
- VIVIAN, SIGRID P.**  
English as a Second Language
- VOGEL, KAREN**  
Library
- WAECHTER, CAROL N.**  
Communicative Disorder

- WALCZAK, KATHARINE L.**  
Center for Learning Assistance  
Basic Adult Education
- WALKER, CHERYL**  
Art
- WALKER, STEPHEN L.**  
Accounting
- WALLECH, MEGUMI**  
Art
- WALSH, RUTHE L.**  
Food & Nutrition
- WAN, THEODORE**  
English as a Second Language
- WANG, JANE SHIH**  
English as a Second Language
- WARD, A. JUDITH**  
Physical Education
- WARKEN, THOMAS C.**  
English
- WARNIMONT, KELLY**  
Physical Education
- WARREN, GREGORY P.**  
Social Science
- WATTS, JOHN T.**  
Administration of Justice
- WAWRZYNSKI, PAUL A.**  
Emergency Medical Technology
- WEBB, WILLIAM C.**  
Physical Education
- WEISS, ERIC E.**  
Cabinet Making/Carpentry
- WELLS, MELINDA L.**  
Child Development
- WELLS, SCOTT J.**  
Economics
- WEST, BARBARA**  
English
- WETSMAN, MICHAEL**  
Aviation Pilot
- WHALEN, SAMANTHA A.**  
Biology
- WHITE, CHARLES J.**  
Theatre Arts
- WIEGAND, ROBERT H.**  
Library
- WIENCEK, JEROME J.**  
Fire Science
- WILKINSON, RICHARD A.**  
History
- WILLIAMS, SHERYL R.**  
English
- WILLIAMSON, KISHA P.**  
Child Development
- WILLIAMS-ROBINSON,  
CHARISE I.**  
Architectural Design
- WILLIS, JASON D.**  
Aviation Maintenance
- WILSON, RICHARD C.**  
Human Services
- WILSON, RONNELL A.**  
Nursing
- WILSON, THOMAS J.**  
Computer & Business  
Information Systems
- WINCHELL, JILL E.**  
Music
- WINIARSKI, CATHERINE E.**  
English Writing/Reading Center
- WISWELL, MARIOLA T.**  
Computer Applications & Office  
Technology
- WITKIN, LEONARD**  
Mathematics
- WOOD, SUZANNE**  
Library
- WRANIC, ANGELA**  
Environmental Science
- WRIGHT, FRIEDA L.**  
Vocational Nursing
- WURTZ, JEFFREY L.**  
Business, General
- WYATT, ROGER, W.**  
Basic Adult Education
- WYLIE, JAYNE R.**  
Vocational Nursing  
Allied Health
- WYNNE, PAUL R.**  
Art
- WYSZPOLSKI, JON J.**  
Computer Applications & Office  
Technology
- YANAGIHARA, GREGORY M.**  
Geology
- YANG, CATALINA E.**  
Mathematics
- YANG, RUIXUE**  
English as a Second Language
- YEMUT, EMAD B.**  
Mathematics
- YOON, YONG**  
English as a Second Language
- YOUNG, MAX O.**  
Electricity
- YSAIS, MELISSA S.**  
Child Development
- YUNKER, TERESA M.**  
English Writing & Reading  
Center
- ZAMOYSKA, CELINE C.**  
English as a Second Language
- ZAMPELLI, SHERI O.**  
Human Services
- ZONKOSKI, JOHN**  
Music
- ZUGATES, MICHAEL**  
Mathematics
- ZUKOSKI, MICHAEL J.**  
Drafting
- ZUNIGA, LIZBETH R.**  
Computer Applications & Office  
Technology

**ABAIR, RUTH C.**  
Career Development Technician

**ABE, ROBERT Y.**  
Computer Operator

**ACOSTA, ADELINO R.**  
Admissions & Records Tech II

**AGUERO, JOSE E.**  
Custodian

**AGUERO, LUZ L.**  
Custodian

**AGUILAR, MAYRA**  
Multi-Media Equipment Tech

**AGUIRRE, DIANA A.**  
College Information Assistant

**AJA, MARY E.**  
Sports Therapist

**ALARCON, PETER**  
Custodian

**ALVARADO, MARTHA J.**  
CalWorks Program Manager

**ALVARADO, MONICA B.**  
Child Development Assoc. Spec.

**ALVAREZ, LISBETH**  
ESL Office Coordinator

**AMADOR, RUBEN E.**  
Lead Library Technician

**ARCHILA, FABIOLA**  
Library Technician II

**ARJONA, JAVIER**  
Student Center Facilitator

**ASTON, STEVEN W.**  
Creative Arts Production  
Coordinator

**ATKINSON, CARMEL C.**  
Child Development Specialist

**ATWOOD, KATHIE A.**  
Secretary

**AVILA, JASON S.**  
Financial Aid Specialist

**AXUP, PAMELA S.**  
Sr. Human Resources Analyst

**AZEVEDO, PAULO H.**  
Grounds Maintenance Worker

**BAILEY, CATHY L.**  
Child Development Specialist

**BAKER, CINDY J.**  
Supervisor Accounting Special  
Projects

**BAKER, JANE E.**  
Accounting Technician III

**BAKKEN, SANDRA L.**  
Instructional Assistant

**BALDWIN, FRANCINE D.**  
Accounting Assistant I

**BANGS, DIANE C.**  
Human Resources Specialist

**BARATIE, MYRIAN A.**  
Records Specialist

**BARBER, COLLEEN T.**  
Special Program Technician

**BARNES-GREEN, ADRIENNE**  
Clerk

**BARNUM, ALBERT D.**  
Custodian

**BARRY, ANTIONETTE M.**  
Senior Clerk

**BARTZ, JENNIFER L.**  
Admin Secretary/Mandated Cost  
Specialist

**BAUTISTA, JANE M.**  
Instructional Assistant

**BERGEN, PATRICIA J.**  
Senior Clerk

**BERRY, JANICE L.**  
Executive Secretary

**BERRY, MARSHALL**  
Custodial Supervisor

**BIRDWELL, JILL G.**  
Senior Clerk

**BLACK, KATHLEEN M.**  
Child Development Specialist

**BLEDSON, VIRGINIA I**  
Instructional Aide-Foods Lab

**BLINCOE, DANIEL J.**  
Senior Locksmith

**BLOMBERG, CYNTHIA M.**  
Nurse

**BOWERS, ALISON**  
Instructional Assistance  
Coordinator

**BOWERS, SARAH**  
Senior Clerk

**BOWSER JR, CLYDE C.**  
Custodian

**BOYKIN, TALMADGE**  
Skilled Maintenance Worker

**BOYLE, DEBORAH L.**  
EOP&S Program Specialist

**BRACKMAN, PAMELA A.**  
Admissions & Records Tech II

**BRETON, JOANNE W.**  
Schedule Specialist

**BRINKER, ROSEMARY A.**  
Senior Clerk

**BROOKS, CAREY V.**  
Custodian

**BROWN, CYNTHIA J.**  
Office Assistant

**BROWN, EILEEN T.**  
Admissions & Records Tech II

**BROWN, MICHELE M.**  
Secretary

**BROWN, ROGER K.**  
Lead Custodian

**BROWN, SHIRLEY M.**  
Intermediate Clerk

**BRYANT, KELLI**  
Special Program Assistant

**BUHAIN, ALLAN E.**  
Supplies Clerk, Warehouse

**BUI, CHAU M.**  
User Support Network  
Coordinator

**BURTON, SOLEDAD**  
Accounting Technician I

**BUTCHER, JOHN E.**  
Grounds Maintenance Worker

**CAO, CAMTU**  
Library Technician II

**CAPONE, NANCY**  
Buyer

**CARPIO, RAUL**  
ESL Office Coordinator

**CARR, JOAN M.**  
Payroll & Benefits Manager

**CARROLL, SEAN W.**  
Media Technical Specialist

**CARTER, JERI L.**  
Manager, Student Life

**CASKEY, MARIA E.**  
Senior Clerk

**CHAN, HO C.**  
Custodian

**CHAO, JULIE**  
Accounting Technician II

**CHAO, SEM**  
Internal Auditor

**CHAVEZ, LARRY**  
College Center Attendant

**CHESTNUT, CARMEN L.**  
Web Coordinator, Instructor  
Tech/Distance Learning

**CHU, TANG P.**  
PeopleSoft Programmer Analyst

**CHUKWUDIRE, HURDICINE J.**  
Senior Clerk

**CLARK, SONYA K.**  
Senior Clerk

**CLAUSEN, JEANETTE A.**  
Intermediate Clerk

**CLAY, KAREN E.**  
Child Development Associate  
Specialist

**CLEMONS-HARDEN,  
LaTONYUA V.**  
Accounting Technician I

**CLEVELAND, SANDRA D.**  
Instructional Aide

**COLEMAN, KEVIN D.**  
Custodian

**COMPIAN, JOHNNY**  
Skilled Maintenance Worker

**COMPIAN, LAURA L.**  
Academic Administrative  
Secretary

**CONDON, SUZANNE M.**  
Administrative Secretary

**COOK, RASHANDA**  
Child Development Specialist

**COSTA, ALTA M.**  
Secretary

**COVARRUBIA, ROBERT A.**  
HVAC Mechanic

**CRAWFORD-DILLARD,  
ROSLYNN D.**  
Instructional Aide-Foster Care

**CREASON, PAUL**  
Director, Grants

**CROOK, HEATHER L.**  
Instructional Aide-Foster Care

**CRUZ, JAIMARIE T.**  
College Information Assistant

**CULPEPPER, AARON D.**  
Custodian

**DANG, WILSON K.**  
PeopleSoft Programmer Analyst

**DANIELS, DOUGLAS B.**  
Science Laboratory Technician

**DANIELS, JULIE S.**  
Intermediate Clerk

**DAVIS III, HOMER R.**  
Custodian

**DAVIS, LONDA S.**  
EOP&S Support Assistant

**DAVIS, PATRICIA**  
Comptroller/Assistant Director,  
Fiscal Operations

**DAVIS, TAMI L.**  
Instructional Aide

**De la RAMA, CURIE C.**  
Academic Administrative  
Secretary

**De SANTIAGO, DARIO JR.**  
Studio Lab Assistant

**DELGADO, MARIA N.**  
Intermediate Clerk

**DIETRICK, PATRICIA W.**  
Instructional Associate I

**DIXON, MARY E.**  
Instructional Aide

**DOMINGUEZ, SEAN R.**  
Instructional Aide

**DORFMAN, ANDRIUS**  
Peoplesoft Database & Systems  
Administration

**DORSEY, CHRISTOPHER J.**  
Fiscal Operation System Analyst

**DOSS, JOHN L.**  
Radio/TV Equipment Technician

**DOYLE, MARY M.**  
Custodian

**DUCKWORTH, LISA K.**  
DSPS Support Services Assistant

**DUNCAN, YVONNE S.**  
Project Manager

**DURAN, SUSANA**  
Financial Aid Specialist

**EACH, KATHRYN S.**  
Senior Clerk

**ECKMAN, JONATHAN E.**  
Custodian

**EKHSIGIAN, ARDA**  
Associate Director, Financial  
Aide

**ELGUIRA, MARIA T.**  
Special Program Specialist

**ENGEL, ANNE E.**  
User Support Network  
Coordinator

**ESLAVA, MARGARET E.**  
Child Development Specialist

**ESTACIO, RICHARD R.**  
Lead Custodian

**ESTACIO, RONALD J.**  
Warehouse Receiving Clerk

**FALTADO, EXVIMIN A.**  
Academic Administrative  
Secretary

**FAN, CICY**  
Senior Clerk

**FEENSTRA, DARREN J.**  
Vehicle & Small Equip Mech

**FENDERSON, MARIE E.**  
Intermediate Clerk

**FERNANDEZ, MONIQUE**  
Curriculum Technician

**FERNANDEZ, YOLANDA C.**  
Senior Clerk

**FINLEY, BRENDA J.**  
Instructional Toolroom  
Maintenance Mechanic

**FLORES, LEAH N.**  
Accounting Technician II

**FLOWERS, JIMMIE R.**  
Athletic Equipment Assistant

**FLOYD, JONATHAN**  
Deputy Director, Facilities

**FOOT, HAROLD**  
Instructional Associate

**FORD, VIRGINIA R.**  
Custodian

**FORD-PANEK, EMMA C.**  
Administrative Contract Tech

**FOUNTAIN, DONNA E.**  
Lead Library Technician

**FOWLKES, ANGELA**  
Special Program Technician

**FRANCE, NEIL A.**  
Photo Lab Technician

**FRANCO, DOLORES**  
International A&R Technician

**FREIBURGER, STEVEN**  
Computer Laboratory Technician

**GAFFNER, CAROL A.**  
Reading Assessment Technician

**GAGNE, COLLEEN M.**  
Media Technical Specialist

**GAITAN, SHARONNAC**  
Accounting Assistant I

**GALVAN, KAREN**  
Instructional Aide/Assistant

**GALVAN, STEPHANIE**  
Library Assistance

**GARBER, MARK D.**  
HVAC Mechanic

**GARCIA, CLAUDIA N.**  
Special Program Manager

**GARCIA, DEBRA T.**  
Intermediate Clerk

**GARCIA, KELLY A.**  
Administrative Secretary

**GARCIA, PEDRO**  
Custodian

**GARCIA, SYLVIA**  
Intermediate Clerk

**GARNER, CARL M.**  
DSPS Adaptive Computing  
Specialist

**GARRISON, PAMELA**  
Senior Clerk

**GARY, STEPHEN S.**  
Custodian

**GIBBINS, ANITA L.**  
Manager, Women's Center

**GILLILAND, SHANNON D.**  
Accounting Technician II

**GLOVER, CHERYL M.**  
Curriculum/Schedule Technician

**GLOVER, CHRISTOPHER S.**  
Instructional Associate

**GOLDSMITH, LEWIS W.**  
Painter

**GONZALES, GLORIA**  
Intermediate Clerk

**GONZALEZ-WILSON, GLORIA**  
Payroll Technician

**GRIFFIN, NICOLE L.**  
Special Program Assistant

**GUIDAS, MARK C.**  
Network Services Manager

**GULLEY, NEEDHAM Y.**  
Theatre Production Asst

**GUSTIN, PHILIP J.**  
Locksmith

**GUTIERREZ, DOROTHY J.**  
Financial Aid Advisor

**GUTIERREZ, ERICKA O.**  
EOPS Program Specialist

**GUTIERREZ, IVAN**  
Instructional Aide

**HALL, STEVEN P.**  
Stadium Maintenance Technician

**HAMILTON, THOMAS E.**  
Instructional Toolroom/  
Maintenance Mechanic

**HAMMAN, BILLY R**  
Locker Room Attendant

**HANCOCK, SANDRA I.**  
Instructional Assistant I

**HANKS, CYNTHIA**  
Manager, ACIT & Systems  
Services

**HANN, JACKIE B.**  
Board Secretary

**HARADA, KAREN M.**  
Executive Secretary

**HARRIS, RICARDO B.**  
Warehouse/Logistics Supervisor

**HARVESTON, RANDY G.**  
Lead Library Technician

**HARVEY, BRIAN P.**  
Senior Mail Services Worker

**HASAN, MUMTAZ**  
Science Lab Technician

**HASTIE, BRIAN M.**  
Instructional Toolroom  
Maintenance Mechanic

**HAUSE, PATRICIA A.**  
Senior Clerk

**HAYES, BRENDAN J.**  
Manager, Support Services

**HEBER, LESLIE A.**  
Educational Technologist

**HEDBERG, KAREN R.**  
Assistant Buyer

**HEFFERN, TIMOTHY J.**  
User Support Network  
Coordinator

**HEISERMAN, BETTY J.**  
Executive Secretary

**HELDBERG, FREDRICK W.**  
Instructional Toolroom  
Maintenance  
Mechanic/Equipment Tech

**HELLER, KEVIN A.**  
Custodian

**HENRY, ROBERT P.**  
Photo Laboratory Assistant

**HERNANDEZ, ISRAEL**  
Studio Lab Assistant

**HERNANDEZ, JOSE L.**  
Custodian

**HERNANDEZ, LYNN A.**  
Graphic Designer

**HERZOG, BARBARA B.**  
Tutorial Program Coordinator

**HICKS, PATRICIA L.**  
Accounting Technician III

**HIDALGO, CARLA N.**  
Library Assistant

**HILL, ROBERT H.**  
Manager, Student Life

**HIVELY, STUART E.**  
Instructional Equipment Tech

**HOANG, CALVIN T.**  
PeopleSoft Programmer Analyst

**HOFFLAND, CECILIA**  
Library Technician I

**HOYO, RENE**  
Instructional Assistant

**HUBBARD, LORI**  
Human Resource Specialist

**HUERTA, MAGDALENA M.**  
Financial Aid Specialist

**HUTCHINGS, PETER H.**  
Performance Accompanist

**ISASLAZO, ROGELIO**  
User Support Network  
Coordinator

**JACKSON, CYNTHIA D.**  
Intermediate Clerk

**JARRETT, HERMAN N.**  
Mailroom Manager

**JARVI, THOMAS J.**  
Grounds Maintenance Worker

**JEFFERSON, JAMES W.**  
Custodian

**JOHNSEN, JUSTIN B.**  
Human Resources Systems Tech

**JOHNSON, KAREN P.**  
Intermediate/Senior Clerk

**JOHNSON, MARY B.**  
Administrative Secretary

**JOHNSON, PATRICIA**  
Senior Clerk

**JOHNSON, ROBERT**  
Instructional Toolroom  
Maintenance Mechanic

**JOSEPH JR., RAYMOND G.**  
Lead Library Technician

**JURA, CAROLYN G.**  
Child Development Specialist

**KALUHIWA, MARY**  
Health Services Assistant

**KEA, DEBORAH J.**  
Instructional Assistant I

**KEARNEY, KEVIN M.**  
Performance Accompanist

**KECKEISEN, DEBORAH C.**  
Accountant

**KHAN, BRITTANY S.**  
Accounting Assistant I

**KHAT, MON**  
Accounting Assistant II

**KHONG, NONG**  
Instructional Aide

**KIEBLER, THOMAS**  
Instructional Toolroom  
Maintenance Mechanic

**KINSELLA, DENISE L.**  
Manager, International Student

**KLINGBEIL, CYNTHIA N.**  
Child Development Site  
Supervisor

**KOTTAB, FARSIO**  
Instructional Assistant

**KRUIZENGA, ALICIA M.**  
Associate Director, Foundation

**KRUSE, JANICE M.**  
Child Development Specialist

**KWON, JENIFFER**  
Financial Aid Specialist

**KYLE, JEFF**  
Grounds Maintenance Worker

**LABARBA, MARY H.**  
Instructional Aide

**LAM, HUE K.**  
Office Assistant

**LANG, EDWARD**  
Custodian

**LANG-WILVERS,  
JACQUELINE**  
Grants Development Specialist

**LASHOWER, KAREN L.**  
Instructional Aide

**LAWRENCE, KERRY D.**  
Telecommunications Technician

**LAWRENCE, SHERRI L.**  
Computer Operator

**LEBFROM, RONALD M.**  
Web Coordinator

**LeGAULT, JESSICA**  
Senior Clerk

**LEMLE, BARBARA**  
Intermediate Clerk

**LEON, CYDNEY M.**  
Administrative Assistant

**LERCH, VICKI A.**  
Campus Support Secretary

**LESPRON, TAMMY J.**  
EOP&S Support Specialist

**LIEBRECHT, CATHERINE T.**  
Admissions & Records Tech II

**LIM, JANICE H.**  
Financial Aid Specialist

**LIM, RENA K.**  
Vehicle Attendant

**LIN, TZU SHENG**  
Instructional Associate II

**LITTLEJOHN, ROSE**  
Senior Clerk

**LOPEZ, DANA C.**  
Instructional Assistant

**LOPEZ, PRISCILLA A.**  
Project Manager

**LORENCE, ELLEN K.**  
Senior Clerk

**LOWE, DUANE**  
Director, Fiscal Operations

**LOWER, LINDA D.**  
Administrative Secretary

**LUDKA, MARY JO**  
Child Development Associate  
Specialist

**LUUGA, AUGUST**  
Systems/Programming Manager

**LUUGA, LYNDA G.**  
Registrar

**LY, BOUNRITH**  
User Support Network  
Coordinator

**LY, THAI K.**  
Instructional Assistant

**LYLES, STEPHANIE L.**  
Custodian

**Mac CULLEN, RUTH E.**  
Associate Registrar

**MACINTOSH, BLAKE W.**  
Media Producer

**MADERA, ELIZABETH**  
Administrative Secretary

**MADRIGAL, CHARMINE C.**  
Library Assistant

**MAGDALENO, CORINNE**  
Administrative Secretary

**MAJOR, ELLA L.**  
Accounting Technician III

**MALAGA, BENIGNO T.**  
Custodian

**MALONEY, MICHAEL S.**  
Student Athlete Success  
Coordinator

**MAMARIL, MARK**  
Office Assistant

**MARCY, DONALD J.**  
Stage Technician

**MARIOTTA III, MARIO**  
Stage Technician

**MARTIN, MARLIN**  
Offset Press Operator

**MARTINEZ, LESLIE S.**  
Child Development Associate  
Specialist

**MARTINEZ, MELISSA**  
Child Development Specialist

**MARTINEZ, TIMOTHY M.**  
Custodian

**MASON, RYAN S.**  
EOP&S Support Assistant

**MATHEWS, JESSE W.**  
Custodian

**MATHIS, SANDRA L.**  
Contracting/Procure Analyst

**MAYS, VICTORIA**  
Special Program Assistant

**Mc ELDOWNEY, MARY L.**  
Executive Secretary

**MCELROY, MARY A.**  
Child Development Associate  
Specialist

**McFARLAND, JEFFERY D.**  
Accountant

**McGLOTHAN, APRIL**  
DSPS Technical Assistant

**McQUEEN, ROBERT D.**  
Custodian

**MEAK, SAVOUN**  
Office Assistant

**MEAKER, CHRISTY**  
Instructional Toolroom  
Maintenance Mechanic

**MEDLEY, STEPHEN D.**  
Deputy Director, Bond Impl.

**MEJIA-GAYTAN, GEORGIANA**  
Human Resources Assistant

**MELIN, CONNIE M.**  
Human Resources Specialist

**MELTON, JENNIFER P.**  
Instructional Associate I

**MENDOZA, DAVID C.**  
Custodian

**MENDOZA, GRACIELA D.**  
Academic Administrative  
Secretary

**MENJIVAR, JUAN F.**  
Financial Aid Specialist

**MERCADANTE, MICHAEL J.**  
Science Laboratory Technician

**MERRILL, VICTOR F.**  
Plumber

**MEYER, JOHN R.**  
Parking Services Technician

**MEZA, MARSHA**  
Records Specialist

**MICLAT, PERLITA**  
Student Administration Business  
Functional Manager

**MILKES, SHARON B.**  
Admissions & Records Tech II

**MILLER, DONNIE D.**  
Custodian

**MILLER, EDWARD C.**  
Mail Service Worker

**MILLER, JANICE L.**  
Research Systems Analyst II

**MILLER, LAURA J.**  
Accountant

**MILLER, MARGARET A.**  
Admissions & Records Tech II

**MIYAO-MOORE, NANCY Y.**  
Curriculum/Schedule Technician

**MONAUS, MARIE A.**  
Instructional Assistant I

**MONGILLO, PERLA A.**  
Records Specialist

**MONTGOMERY, GREGG K.**  
Multi-Media Equipment Tech

**MOORE, BRADLEY G.**  
Intermediate Clerk

**MOORE, CHANDRA Y.**  
Workforce Development  
Coordinator

**MOORE, ROBERT A.**  
Accounting Technician I

**MORALES, BLANCA E.**  
Clerk

**MORALES, DEMETRIA**  
Intermediate Clerk

**MORALES, ELIZABETH**  
Upward Bound Program Spec

**MORALEZ, SALVADOR C.**  
Grounds Maintenance Worker

**MORGAN, BRUCE E.**  
Electrician

**MORGAN, MICHAEL S.**  
Lead Custodian

**MRAVEC, MONIKA**  
Educational Technologist

**NACHREINER, RONALD L.**  
Office Assistant

**NAPOLILLO, ANTHONY W.**  
Custodian

**NEJAD, SHADI**  
Student Support Project  
Coordinator

**NEWMAN, JOANNE**  
Human Resources Analyst

**NGO, LOAN T.**  
Web Coordinator

**NGUYEN, CINDI T.**  
Benefits Technician

**NGUYEN, HUE X.**  
Financial Aid Specialist

**NGUYEN, LISA J.**  
Payroll Technician

**NGUYEN, TAI D.**  
ESL Office Coordinator

**NORBERG, BEVERLY J.**  
Administrative Secretary

**NORMAN, DENISE L.**  
Academic Administrative  
Secretary

**NORTH, MEGAN A.**  
Intermediate Clerk

**NYSTROM, ARNE F.**  
Network Systems Analyst

**NYSTROM, MARCIA L.**  
Intermediate Clerk

**OCHOA, JOHNNY**  
Custodian

**OGU, CHINYERE M.**  
Library Assistant/Intermediate  
Clerk

**OH, HANNAH**  
Research Analyst

**OLSEN, MARY L.**  
Accounting Technician III

**OLSEN, SHARON A.**  
Accounting Assistant I

**OLSON, JACQUE L.**  
Academic Administrative  
Secretary

**ORIEE, DEREK**  
Student Activities Advisor

**OSEWE, SAMWEL O.**  
Custodian

**OWENS, ANNETTE C.**  
Distance Learning Program  
Specialist

**OWENS, MICHAEL D.**  
Sports Therapist

**PARLE, GLORIA M.**  
Senior Clerk

**PARSCH, TIMOTHY J.**  
Recording Specialist

**PEARCE, SHARON L.**  
Records Specialist

**PEARSON, ANTHONY C.**  
Stage Technician

**PENG, HONG W.**  
Office Assistant

**PEREZ, JOSEPH A.**  
Special Program Assistant

**PEREZ-FLORES, MARIA J.**  
Planning Assistant

**PETTIT, MARCIA R.**  
Associate Registrar

**PHAM, NHA-ANH**  
Lead Library Technician

**PHILLIPS JR., MALCOLM J.**  
Truck Driver

**PHUORNG, MARA**  
Instructional Toolroom/  
Maintenance Mechanic

**POLLY, IRENE L.**  
Financial Aid Specialist

**POPE, MICHELE M.**  
Financial Aid Specialist

**POUNCIL, MATAIS D.**  
Upward Bound Program  
Specialist

**POWELL, DIANNE C.**  
GAIN/GROW Assessment  
Coordinator

**QUACH, LAVENIA H.**  
Senior Clerk

**QUINN, TARCARA R.**  
Intermediate Clerk

**RALEY, LINDA M.**  
Athletic Equipment Assistant

**RAVEN, SHARON C.**  
Athletic Secretary

**RAY, KARREN J.**  
Executive Secretary

**RECHARTE, CHRISTINE**  
Intermediate Clerk

**REECE, M'SHELLE K.**  
Administrative Secretary

**REEDER, DANIEL**  
Prop Maker

**REMETA, ROBERT W.**  
Instructional Toolroom  
Maintenance Mechanic

**RIOS, REFUGIO M.**  
Custodian

**RIVERS, STANLEY J.**  
Skilled Maintenance Worker

**ROBERTS, LYNDIA M.**  
Child Development Specialist

**ROBINSON, PATRICIA L.**  
Dispatcher

**ROBINSON, STACEY L.**  
Accounting Technician III

**RODRIGUES, JOY**  
Admissions & Records Tech II

**RODRIGUEZ, VERONICA**  
Special Programs Technician

**ROGERS, PAMELA J.**  
Child Development Specialist

**ROSETH, DARLENE LINDA**  
Administrative Secretary

**ROSS, PATRICK A.**  
Instructional Multi-Media Web  
Programmer

**ROSSMANNEK, FRED H.**  
Media Production Manager

**RUALO, DANILO C.**  
Lead Custodian

**RUALO, EMMANUEL G.**  
Custodian

**RUBALCAVA, MARIA**  
Records Specialist

**RUBIO, ROY**  
Grounds Equipment  
Operator/Irrigation Specialist

**RUELAS, GUADALUPE**  
Admissions & Records Tech II

**RUIZ, CHRISTOPHER J.**  
Sports Information Specialist

**RUMAGUIRA, PABLO**  
Custodian

**RUSSELL, NICOLE C.**  
Accounting Technician III

**SABO, RUDY C.**  
Skilled Maintenance Worker

**SADLER, CECILIA M.**  
Educational Technologist

**SAFFELL, SAMMANTHA A.**  
Office Assistant

**SAKAMOTO, MAE**  
Director, PeopleSoft  
Development & Maintenance

**SANCHEZ, SANDRA**  
Project Manager

**SANTOS, RODOLFO S.**  
Custodian

**SANTOSCOY, OSCAR**  
Computer Laboratory Technician

**SATELE, TAUASOSI M.**  
Admissions & Records Tech II

**SAUMURE, NORMAND F.**  
Plumber

**SCHLICK, DAVID**  
User Support Network  
Coordinator

**SCHMALZRIED, M. YVONNE**  
Senior Clerk

**SCHNEIDER, LOIS M.**  
Administrative Secretary

**SCRUGGS, TINA**  
Academic Administrative  
Secretary

**SEGOVIANO, HELEN M.**  
Human Resources Assistant

**SEGOVIANO, LOIS**  
Custodian

**SHAHEEN, CYNTHIA A.**  
Nurse

**SHAYEGH, MEHRDAD**  
Computer Laboratory Technician

**SHERNELL-BANKS,  
DEATRICE**  
EOP&S Program Coordinator

**SIMECEK, LINDA G.**  
Supplies Clerk

**SKILLE, STEVEN D.**  
Accounting Technician II

**SLATER, WENDY I.**  
Academic Administrative  
Secretary

**SLOAN, SHENEUI**  
Director, Technology Education

**SMITH, CYNTHIA M.**  
Risk Services Specialist

**SMITH, STACEY J.**  
Child Development Site  
Supervisor

**SNOW, SCOTT H.**  
Custodian

**SORENSEN, BARBARA J.**  
College Center Coordinator

**SORG, DARON L.**  
Costume Technician

**SPANN, RHONDA M.**  
CalWorks Childcare Res/Ref  
Specialist

**SPARKS, ROBERT W.**  
Office Assistant

**SPARKS, SHIRLEY J.**  
Accounting Technician III

**SPENCER-WATKINS, DENISE**  
Director, Contracting &  
Procurement

**STEVENS, JASON A.**  
Instructional Assistant

**STEVENS, MARLIN O.**  
Instructional Toolroom  
Maintenance Mechanic

**STEWART, LISA A.**  
Admissions & Records Tech II

**SWEET-KELLY, DEBORAH L.**  
Intermediate Clerk

**SYBESMA, KAREN K.**  
Senior Clerk

**TAYLOR, MARKESHA**  
Child Development Specialist

**TERAOKA, ADAM Z.**  
Powertools Lab Technician

**THEISEN, DAN J.**  
Instructional Associate I

**THIM, MONICA**  
Financial Aid Specialist

**THOEURB, TEP**  
DSPS Technical Aide

**THOITS, MARY**  
Manager, Senior Studies

**THOMAS, JEROME**  
Media Producer

**THOMAS, SHARILYN L.**  
Special Program Technician

**THOMPSON, DANA P.**  
HVAC Mechanic

**THORPE, MARY L.**  
Accountant

**THRIFT-VIVEROS, LOURDES**  
Child Development Specialist

**TILLMAN, STEVEN**  
Buyer

**TIM, RAOTANA C.**  
Secretary

**TO, DANIEL C.**  
Lead Custodian

**TORRES, SANDRA Q.**  
Payroll Technician

**TOUCH, MICH T.**  
Instructional Aide/Library  
Assistant

**TOUCH, SUNLENG**  
User Support Network  
Coordinator

**TRAN, CHRISTINE**  
Admissions & Records Tech II

**TRAN, THOMAS Q.**  
Instructional Assistant

**TRANSUE, NICHOLAS F.**  
Instructional Aide

**TRASK, SUSAN E.**  
Grounds Maintenance Worker

**TREJO, OSCAR A.**  
Electrician

**TRUITT, JAMES D.**  
Instructional Associate I

**UYEHARA, DIANE A.**  
Instructional Aide--Nutrition

**VALENCIA, SANDRA**  
Child Development Associate  
Specialist

**VALLADOLID, NOE**  
Instructional Assistant

**VASQUEZ, MICHAEL R.**  
Instructional Associate I

**VAUGHAN, ADRIENE L.**  
Special Program Specialist

**VAUGHN, DARA E.**  
Financial Aid Specialist

**VENABLE, TERENCE T.**  
Plant Manager

**VERDUZCO, SONIA C.**  
EOPS Program Specialist



**VIRAMONTES, RICHARD**  
Custodian

**VOELKER, SCOTT H.**  
Web/Database Systems  
Supervisor

**VOS, RONALD**  
Grounds Maintenance Worker

**VU, THOMAS H.**  
Offset Press Operator

**WADE, CHERRI L.**  
Admissions & Records Tech II

**WARE, BARBARA A.**  
Locker Room Attendant

**WATSON, GABRIEL E.**  
User Support Network  
Coordinator

**WATTS, DEBRA J.**  
Child Development Specialist

**WEBB, LEVI M.**  
Custodian

**WEBB, WILLIAM C.**  
Student Activities Advisor

**WEEKS, JULIE M.**  
Secretary

**WHEELER, STEPHEN D.**  
Plant Manager

**WHITEMAN, DAVID L.**  
Custodian

**WHITFIELD, MICHELLE E.**  
Assistant Director, Workforce  
Development

**WILDER, CAROL J.**  
Senior Clerk

**WILLIAMS, CHERYL D.**  
Custodial Supervisor

**WILLIAMS, GARY J.**  
Student Resources/Program  
Specialist

**WILLIAMS, GLORIA P.**  
Deaf Services Specialist

**WILLIAMS, SAMANTHA L.**  
Custodian

**WILLIAMSON, LUCINDA**  
Child Development Specialist

**WILSON, LINDA K.**  
Special Program Specialist

**WILSON, THOMAS J.**  
CBIS Instructional Lab Support  
Network Coordinator

**WOLFE, KARON A.**  
College Articulation Specialist

**WOLFSLAU-BRETT, LINDA S.**  
Senior Clerk

**WOODWARD, JANNA R.**  
Senior Clerk

**YARBROUGH, CHARLOTTE  
A.**  
Admissions & Records Tech II

**YBARRA JR., ANTONIO**  
User Support Network  
Coordinator

**YENTCH, RICHARD D.**  
Associate Director, Financial Aid

**YOUNG, DAMON R.**  
Grounds Maintenance Worker

**YURKSITIS, HILDA**  
Assessment Technician

**ZAMARRIPA, MAGDALENO**  
Truck Driver

**ZEILINGER, WILLIAM E.**  
Graphic Design Specialist

**ZORN, KATHY**  
Mentor Coordinator

**ZORN, LARRY M.**  
Skilled Maintenance Worker

**ZUBIA, ANGIE M.**  
Human Resources Assistant

**ZUNIGA, LIZBETH R.**  
Instructional Assistant

- ABBOTT, SUSAN M.**  
B.A., M.A., California State University, Long Beach
- ALBERT, RONALD E.**  
A.A., College of the Sequoias  
B.A., California State University, Long Beach  
M.L.S., University of California, Los Angeles
- ALEXANDER, LEAMON**  
A.A., Trade Technical College, Los Angeles
- ALEXANDER, MARIAN R.**  
A.B., M.A., University of Southern California
- ALLEN, MYRON S.**  
B.S., M.E., Tufts College  
M.A., Ed.D., University of Southern California
- ANDREASEN, GRANT**  
B.S., Utah State University  
M.A., California State University, Long Beach
- ARMSTRONG, GEORGE A.**  
B.S., O.D., Pacific University  
M.A., California State University, Long Beach
- ATWOOD, WRIGHT M.**  
B.A., Whittier College  
M.A., California State University, Long Beach
- BAIRD, THEODORE A.**  
B.A., University of California, Los Angeles  
M.A., California State University, Long Beach
- BALINT, MARILYN G.**  
B.S., M.S., California State University, Los Angeles  
Ed.D., Nova University
- BALLARD, ELLEN**  
B.S., M.A., University of Southern California
- BARGER, BOB D.**  
B.A., Augustana College  
M.A., University of Iowa  
Ph.D., University of Southern California
- BARNES, C. DOUGLAS**  
B.S., M.S., University of Utah  
Ph.D., University of California
- BARNES, HELEN M.**  
A.S., Cypress College  
B.S., California State University, Fullerton  
M.S., California State University, Los Angeles
- BARNES, WILLIAM C., JR.**  
B.S., Pepperdine College  
M.A., California State University, Los Angeles
- BEALL, V. BRUCE**  
A.B., William Jewell College  
M.A., University of Southern California
- BECK, VERLA A.**  
B.S., M.S., California State University, Dominguez Hills
- BECKER, GEORGE L.**  
B.A., University of California, Santa Barbara  
M.A., Teachers College, Columbia University
- BENSON, RICHARD E.**  
B.A., University of California, Santa Barbara  
M.A., California State University, Long Beach
- BENSON, ROBERT M.**  
B.A., M.A., University of Michigan
- BERND, ELIZABETH D.**  
A.A., B.A., University of California, Los Angeles  
M.A., Pacific Oaks College
- BETHEL, MERCEDES**  
A.A., Long Beach City College  
B.V.E., California State University, Los Angeles
- BIARD, FORREST R.**  
B.S., U.S. Naval Academy  
M.S., Ohio State University
- BINKOFF, JOAN F.**  
B.A., M.A., California State University, Long Beach
- BIXBY, AUDREY R.**  
R.N., Highland School of Nursing  
B.V.E., California State University, Long Beach
- BROOK, MARY P.**  
B.S., Louisiana State University  
M.A., San Jose State University
- BROWN, GILLIS E.**  
A.A., Weatherford College  
B.S., North Texas State University, Denton  
M.A., University of California, Santa Barbara
- BROWN, JERRY M.**  
B.A., San Jose State University  
M.A., California State University, Long Beach  
Ph.D., University of Southern California
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