14 BILINGUAL-BICULTURAL PROGRAMS

Prerequisite: None
A general overview of bilingual-bicultural education, including programs for English language learners. Students gain an historical perspective of bilingual-bicultural education in the U.S., as well as, an in-depth view of current programs for English language learners.

EVENING CLASSES
3178 LEC  3:30PM - 6:40PM W  RODRIGUEZ, P  Taught bilingually (English/Spanish) 

22 PRACTICUM IN CHILD DEVELOPMENT I

Prerequisite: Ch Dev 4 or 7, and Ch Dev 1, 2 & 11. English 28 or ESL 8
NOTE: Students must show proof of a current negative TB test ( Mantoux Test) or chest x-ray within the last two years.
Course includes supervised experience in a preschool, child development center, elementary school, special education center, or other childcare and development education setting. The student will relate all previous theory and curriculum courses to practical application in the classroom.

NOTE: Please bring current transcripts of all completed course-work to first class.
NOTE: Total of 90 hours of supervised field experienced.

DAY CLASSES
0178 LEC  9:00AM - 11:00AM  M  DAIMS, G  CCDS 202
AND LAB  6:25 hrs/wk  TBA  DAIMS, G  CCDS 202

EVENING CLASSES
3179 LEC  4:00PM - 6:05PM  Th  DE SILVA, L  CCDS 201
AND LAB  6:25 hrs/wk  TBA  DE SILVA, L  CCDS 201

23 PRACTICUM IN CHILD DEVELOPMENT II

Prerequisite: English 28 or ESL 8, ChDev 22 and TB clearance
The second semester of practicum teaching experience in a different setting, if possible, under the supervision of a master teacher or college instructor/coordinator. This course provides the practical application of theories covered in prerequisite courses.
NOTE: Total of 90 hours of supervised field experience.
NOTE: Students with a B.A. and the 12 core units (ChDev 4 or 7, and ChDev 1, 2 & 11) in Child Development can request faculty permission to get a waiver for ChDev 22.

EVENING CLASSES
3180 LEC  4:30PM - 6:35PM  T  SILVER, J  CCDS 202
AND LAB  6:25 hrs/wk  TBA  SILVER, J  CCDS 202

3181 LEC  6:50PM - 8:55PM  Th  RODRIGUEZ, P  CCDS 200
AND LAB  6:25 hrs/wk  TBA  RODRIGUEZ, P  CCDS 200

50 INFANT & TODDLER STUDIES I

Prerequisite: None
This course reviews physical, social-emotional, language and cognitive development during the period of infancy and toddlerhood. Focus is on infant/toddler group care and licensing regulations related to this age. The course also addresses the role of the caregiver in meeting the needs of infants and toddlers and their families through responsive, respectful and sensitive caregiving practices. Varying philosophies and issues of diversity are explored.
NOTE: Required by the state for those who work with infants

EVENING CLASSES
3182 LEC  6:50PM - 10:00PM  M  SENA, E  CCDS 200
Taught bilingualy (English/Spanish)  Email: SENAED@lamission.edu

31 INFANT & TODDLER STUDIES II

Prerequisite: None
The principles of inclusive and respectful caregiving for infants and toddlers within a variety of program designs will be studied and analyzed. Attention will be given to designing environments and curriculum that support current research into brain theory, language development, assessment, brain intervention and inclusion practices.

EVENING CLASSES
3183 LEC  6:50PM - 10:00PM  T  GRONEWOLD, J  CCDS 202

34 OBSERVING & RECORDING CHILDREN’S BEHAVIOR

Prerequisite: Ch Dev 2
NOTE: Students must show proof of a current negative TB test ( Mantoux Test) or chest x-ray within the last two years.
Appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children’s success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

EVENING CLASSES
3184 LEC  6:50PM - 10:00PM  M  MERMELL, R  CCDS 200

59 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II

Prerequisite: Child Dev 38
This course covers study of budgets, using computer for administrative purposes, proposal writing, advocacy, staff relations, in-service training, working with parents, dealing with supervising agencies or boards, professionalism and professional activities, current research, as well as changes in laws.

EVENING CLASSES
3185 LEC  6:50PM - 10:00PM  Th  HERNANDEZ, A  CCDS 200
Taught bilingually (English/Spanish)
SPRING 2013

42 TEACHING IN A DIVERSE SOCIETY  (CSU) 3.00 UNITS
Prerequisite: None
Examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society.
EVENING CLASSES
3186 LEC 3:30PM - 4:60PM W DE SILVA, L CCDS 202
3187 LEC 6:50PM - 8:00PM Th RODRIGUEZ, P CCDS 202
Tought bilingually (English/Spanish)

45 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS  (CSU) 3.00 UNITS
Prerequisite: None
Overview of programs providing special education services for children with special needs focusing on preschool through school age. Includes a study of various programs, legislation, characteristics of exceptionalities and educational implications. Observation in schools will be required.
EVENING CLASSES
3188 LEC 5:30PM - 6:40PM Th DAIMS, G CCDS 202
Tought bilingually (English/Spanish)

60 INTRODUCTION TO FAMILY CHILD CARE I  (CSU) 1.00 UNIT
Prerequisite: None
Designed for family child care providers and persons entering the profession. Focuses on high quality physical environments in a home setting, age-appropriate activities for mixed age groups, communication with parents, and community resources. Includes field study of accredited programs.

63 CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING  (CSU) 2.00 UNITS
Prerequisite: None
Designed for family child care providers and persons entering the profession. Emphasis is on play and creative experiences in the home setting for children. Course includes dramatic play, music, art, cooking.

172 INTRODUCTION TO CAREERS IN CHILD DEVELOPMENT  1.00 UNIT
Prerequisite: None
Introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

931 COOP ED - CHILD DEVELOPMENT  (CSU) 2.00 UNITS
9021 LEC 2:05 hrs/wk TBA RASKIN, E SCHEDULE
931 COOP ED - CHILD DEVELOPMENT  (CSU) 3.00 UNITS
9022 LEC 3:10 hrs/wk TBA RASKIN, E SCHEDULE
941 COOP ED - CHILD DEVELOPMENT  (CSU) 4.00 UNITS
9023 LEC 4:15 hrs/wk TBA RASKIN, E SCHEDULE

CINEMA - Arts, Media & Performance
Chair: Deborah Paulsen 818.364.7738

3 HISTORY OF MOTION PICTURES  (UC:CSU) 3.00 UNITS
Prerequisite: None
This course includes history of the development of motion pictures, with examples screened from the silent film to the present day. Emphasis is placed on American feature films.
DAY CLASSES
0182 LEC 9:30AM - 11:35AM Th AVILES RODRIGUEZ, G LRC TCR
AND LAB 11:35AM - 1:40PM Th AVILES RODRIGUEZ, G LRC TCR
EVENING CLASSES
3191 LEC 3:30PM - 5:35PM Th AVILES RODRIGUEZ, G LRC TCR
AND LAB 5:35PM - 7:40PM Th AVILES RODRIGUEZ, G LRC TCR

4 HISTORY OF THE DOCUMENTARY FILM  (UC:CSU) 3.00 UNITS
Prerequisite: None
Examines the development of the documentary as narrative film from the 1890’s to present day. Includes historical, propaganda, educational, commercial, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.
EVENING CLASSES
3192 LEC 5:50PM - 7:55PM W NICHOLS, R LRC TCR
AND LAB 7:55PM - 10:00PM W NICHOLS, R LRC TCR

COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES
Chair: Pat Flood 818.364.7715

1 COMPUTER KEYBOARDING I  (CSU) 3.00 UNITS
Prerequisite: None
In this beginning computer keyboarding course, students will learn to key by touch while developing speed and accuracy with the goal of achieving 30 words per minute by the end of the semester. Students will also learn how to use Microsoft Word to format letters, memos, tables, and reports.
DAY CLASSES
7001 LEC 11:30AM - 12:25PM TTh WOODMANSEE, J INST 2021
AND LAB 12:25PM - 1:50PM TTh WOODMANSEE, J INST 2021

2 COMPUTER KEYBOARDING & DOCUMENT APPLICATIONS II  (CSU) 3.00 UNITS
Prerequisite: None
An intermediate keyboarding course designed to further develop speed and accuracy in computer keyboarding to at least 40 words a minute. Emphasizes keyboarding and formatting letters, memos, reports, and business forms using Microsoft Word and introduces formatting of medical and legal documents.
DAY CLASSES
7002 LEC 8:55AM - 9:50AM Th WOODMANSEE, J INST 2021
AND LAB 9:55AM - 11:20AM Th WOODMANSEE, J INST 2021

3 COMPUTER KEYBOARDING III  (CSU) 3.00 UNITS
Prerequisite: None
An advanced course designed to develop speed and accuracy in computer keyboarding to at least 50 words a minute. Students will learn how to handle integrated office projects using Microsoft Word to produce legal, medical, insurance, banking, travel, government, and energy documents.
DAY CLASSES
7003 LEC 8:55AM - 9:50AM Th WOODMANSEE, J INST 2021
AND LAB 9:55AM - 11:20AM Th WOODMANSEE, J INST 2021

6 ADDING & CALCULATING MACHINES  (CSU) 1.00 UNIT
Prerequisite: None
Develops skill in using the ten-key calculator and the computer numeric keypad to do basic mathematical operations. Develops the ability to use the ten-key numeric pad by touch. Reviews basic math concepts and develops the ability to solve computation problems by using a variety of mathematical and business functions.
DAY CLASSES
7004 LAB 2:05PM - 3:00PM MW WOODMANSEE, J INST 2021

20 MEDICAL OFFICE PROCEDURES  5.00 UNITS
Prerequisite: None
An instructional and practical application course that facilitates the development of skills necessary for participants to become effective medical office administrative assistants. Students will be exposed to various components of medical office operations, terminology, insurance billing procedures, and communication skills through the use of concepts, principles, research, and practical application techniques.
EVENING CLASSES
3551 LEC 6:50PM - 8:55PM TTh ECHAVARRI, M INST 2021
AND LAB 9:05PM - 10:00PM TTh ECHAVARRI, M INST 2021

32 BUSINESS COMMUNICATIONS  (CSU) 3.00 UNITS
Advisory: CAOT 1 and CAOT 31
Emphasizes the concepts of successful written and oral communication in business in order to write effective business communications including letters, electronic communications, and short reports. Develops the ability to create and present oral presentations.
EVENING CLASSES
6003 LEC 3:30PM - 6:40PM M LAMPRT, M INST 2021

34 BUSINESS TERMINOLOGY  2.00 UNITS
Prerequisite: None
Improve written and oral communication skills by strengthening spelling and increasing knowledge and use of business terminology.
DAY CLASSES
7006 LEC 10:30AM - 11:25AM TTh FLOOD, P INST 2021

64 COMPUTER APPLICATIONS & OFFICE TECH LAB  (CSU) 1.00 UNIT
Prerequisite: None. Corequisite: Enrollment in at least one other CAOT course
NOTE: Class is graded pass/no pass.
This course is designed as an aid to students who need additional time and practice to increase their skills in any CAOT subject area.
DAY CLASSES
7007 LAB 9:15AM - 10:10AM MW WOODMANSEE, J INST 2021
EVENING CLASSES
6004 LAB 7:30PM - 8:25PM MW LAMPRT, M INST 2021

Directed studies opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.
## Short Term & Late Start Classes

These classes are also listed in the **Fall** schedule.

### Short Term

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
<th>Units</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>CH DEV 65</td>
<td>LEC</td>
<td>2.00</td>
<td>6:50PM - 9:55PM</td>
<td>SILVER, J</td>
<td>CCS 200</td>
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<td>(11 Week Class - Starts 8/27/2012, Ends 11/12/2012)</td>
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### Late Start

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<th>Instructor</th>
<th>Location</th>
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<tbody>
<tr>
<td>CH DEV 61</td>
<td>LEC</td>
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<td>6:00AM - 9:00AM</td>
<td>STAFF</td>
<td>CCS 200</td>
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<td>(6 Week Class - Starts 9/1/2012, Ends 9/15/2012)</td>
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<td>CH DEV 62</td>
<td>LEC</td>
<td>2.00</td>
<td>9:30AM - 11:30AM</td>
<td>STAFF</td>
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<td>(12 Week Class - Starts 9/1/2012, Ends 11/17/2012)</td>
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<td>CH DEV 172</td>
<td>LEC</td>
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<td>3:30PM - 5:30PM</td>
<td>STAFF</td>
<td>CCS 200</td>
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<td>(5 Week Class - Starts 9/10/2012, Ends 10/12/2012)</td>
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<th>Instructor</th>
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<tr>
<td>LIBRARY 101</td>
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<td>KNOTTS, K</td>
<td>INT 1013</td>
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<td>(9 Week Class - Starts 9/10/2012, Ends 11/11/2012)</td>
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<tr>
<td>MATH 112</td>
<td>LEC</td>
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<td>9:00AM - 11:25AM</td>
<td>BUTLER, D</td>
<td>CMS 126</td>
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<td>(10 Week Class - Starts 10/8/2012, Ends 12/16/2012)</td>
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<td>PAGE, B</td>
<td>CMS 020</td>
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<td>(10 Week Class - Starts 10/8/2012, Ends 12/16/2012)</td>
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<td>MATH 240</td>
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<td>4:20PM - 6:45PM</td>
<td>MCGANN, E</td>
<td>CMS 020</td>
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<td>(10 Week Class - Starts 10/8/2012, Ends 12/16/2012)</td>
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### Mobile Alert Notification System

**Los Angeles Mission College**

**Sign up is simple:**

Text **LAMC** to **253788** (AlertU) and reply **Y**

Or sign up online at www.alertu.org/lamc

- Alert notifications are only sent in emergency situations
- AlertU subscribers will not receive spam
- Subscriber information will not be shared with third party marketers
- Standard text message rates apply
010 CHILD, FAMILY & COMMUNITY  (CSU) 3.00 UNITS
Prerequisite: None
Introduces the student to the effects of the home, the school and the community on the development and experience of the child. Issues, challenges and concerns will be explored as well as the importance of developing partnerships.

DAY CLASSES
0172 LEC  9:00AM - 12:10PM  W SILVER, J CCDS 202
EVENING CLASSES
3081 LEC  3:30PM - 6:40PM  W DE SILVA, L CCDS 202
3082 LEC  6:50PM - 10:00PM  Th HERNANDEZ, A CCDS 202

015 CREATIVE CURRICULUM IN BILINGUAL-BICULTURAL PROGRAMS  (CSU) 3.00 UNITS
Prerequisite: None
Course is an overview of materials and media available in bilingual-bicultural education for the child. Skills in research techniques to find these materials will be acquired. Curriculum development and lesson planning will be stressed.

EVENING CLASSES
3083 LEC  5:30PM - 6:40PM  M RODRIGUEZ, P CCDS 201

022 PRACTICUM IN CHILD DEVELOPMENT I  (CSU) (Rpt 1) 4.00 UNITS
Prerequisite: Ch Dev 4 or 7, and Ch Dev 1, 2 & 11, Eng 28 or ESL 8
NOTE: Please bring current transcripts of all completed course-work to first class.
Total: 90 hours of supervised field experience.

EVENING CLASSES
3084 LEC  4:30PM - 6:35PM  T SILVER, J CCDS 202
AND LAB  6:30 hrs/wk  TBA SILVER, J CCDS 202
3085 LEC  6:30PM - 8:35PM  L STAFF CCDS 200
AND LAB  6:30 hrs/wk  TBA STAFF CCDS 200

023 PRACTICUM IN CHILD DEVELOPMENT II  (CSU) (Rpt 1) 4.00 UNITS
Prerequisite: English 21 or ESL 6A, Ch Dev 22 and TB clearance.
The second semester of practicum teaching experience in a different setting, if possible, under the supervision of a master teacher or college instructor/coordinator. This course provides the practical application of theories covered in prerequisite courses.
NOTE: Total of 90 hours of supervised field experience.

EVENING CLASSES
3086 LEC  4:00PM - 6:05PM  Th DE SILVA, L CCDS 200
AND LAB  6:30 hrs/wk  TBA DE SILVA, L CCDS 200
3087 LEC  6:50PM - 8:55PM  W DAIMS, G CCDS 200
AND LAB  6:30 hrs/wk  TBA DAIMS, G CCDS 200

030 INFANT & TODDLER STUDIES I  (CSU) 3.00 UNITS
Prerequisite: None
NOTE: Required by the state for those who work with infants.
This course reviews physical, social-emotional, language and cognitive development during the period of infancy and toddlerhood. Focus is on infant/toddler group care and licensing regulations related to this age. The course also addresses the role of the caregiver in meeting the needs of infants and toddlers and their families through responsive, respectful and sensitive caregiving practices. Varying philosophies and issues of diversity are explored.

EVENING CLASSES
3088 LEC  6:50PM - 9:00PM  M SERNA, E CCDS 202

034 OBSERVING & RECORDING CHILDREN'S BEHAVIOR  (CSU) 3.00 UNITS
Prerequisite: Ch Dev 2
NOTE: Students must show proof of a current negative TB test (Montoux Test) or chest x-ray within the last two years.
Appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children’s success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

EVENING CLASSES
3089 LEC  6:50PM - 10:00PM  M MERMELL, R CCDS 201

038 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I  (CSU) 3.00 UNITS
Prerequisite: 12 units including Ch Dev 1 and 11.
The establishment and administration of early childhood programs, both half-day and full-day. Laws governing early childhood programs, budgeting practices, regulatory agencies, staff relations and dealing with parents and children are covered.

DAY/WEEKEND CLASSES
0173 LEC  9:00AM - 12:10PM  S SAUL-AGUDJENSON, C CCDS 202

042 TEACHING IN A DIVERSE SOCIETY  (CSU) 3.00 UNITS
Prerequisite: None
Examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society.

EVENING CLASSES
3090 LEC  3:30PM - 6:40PM  M DE SILVA, L CCDS 200
3091 LEC  6:50PM - 10:00PM  W STAFF CCDS 200

044 EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS  (CSU) 3.00 UNITS
Prerequisite: None
Designed for students interested in working with young children with special needs and their families. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently abled children from birth to preschool.

EVENING CLASSES
3092 LEC  3:30PM - 6:40PM  Th DAIMS, G CCDS 202

045 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS  (CSU) 3.00 UNITS
Prerequisite: None
Overview of programs providing special education services for children with special needs focusing on preschool through school age. Includes a study of various programs, legislation, characteristics of exceptionalities and educational implications. Observation in schools will be required.

EVENING CLASSES
3093 LEC  3:30PM - 6:40PM  W GRONEWOLD, J CCDS 200

046 SCHOOL AGE PROGRAMS I  (CSU) 3.00 UNITS
Prerequisite: None. Advisory: Child Dev 1
Introductory course for the care of school-age children in before-and-after school programs.

EVENING CLASSES
3094 LEC  6:50PM - 10:00PM  Th OLSON, A CCDS 200

061 INTRODUCTION TO FAMILY CHILD CARE II  (CSU) 1.00 UNIT
Prerequisite: None
An in-depth study of the business aspects of Family Child Care Programs: Contracts, Advertising, Budgets, Recordkeeping, Staff Relations, working with Parents and Licensing Regulations. Reviewing and utilizing the Family Home Day Care Rating Scale for facilities in evaluating and assessing the classroom and teacher effectiveness.

DAY/WEEKEND/LATE START CLASSES
0174 LEC  10:00AM - 3:30PM  S STAFF CCDS 200
(6-Week Class - Starts 9/1/2012, Ends 10/6/2012)

063 DEVELOPMENTAL PROFILES: PRE-BIRTH THROUGH AGE EIGHT  (CSU) 2.00 UNITS
Prerequisite: None
Provides the study of concise developmental profiles from pre-birth through age eight. Key concepts in current child development literature, development of curriculum plan and children's developmental assessment tools will be examined.

DAY/WEEKEND/LATE START CLASSES
0176 LEC  9:00AM - 11:30AM  S STAFF CCDS 200
(12 Week Class - Starts 9/1/2012, Ends 11/17/2012)

065 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING  (CSU) 2.00 UNITS
Prerequisite: Ch Dev 23 or 39
Methods and principles of supervising adults in early childhood education settings with emphasis on the role of administrators and experienced teachers acting as mentors to new teachers. This course is required for upper levels of the California Child Development Permit, and to become a California Early Childhood Mentor.

EVENING/SHORT-TERM CLASSES
3095 LEC  6:50PM - 9:55PM  M SILVER, J CCDS 200
(11 Week Class - Starts 8/27/2012, Ends 11/12/2012)
### Fall 2012

#### Prerequisite

This course introduces students to the variety of career options available in Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

### Course Offerings

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>HISTORY OF MOTION PICTURES</td>
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<td>004</td>
<td>HISTORY OF THE DOCUMENTARY FILM</td>
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<td>005</td>
<td>COMPUTER KEYBOARDING</td>
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#### Prerequisites

- **Prerequisite**: None
- **Corequisite**: CAOT 1 or 82

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**CINEMA**

Chair: Deborah Paulsen 818.364.7738

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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>0801</td>
<td>MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE</td>
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<tr>
<td>0802</td>
<td>COMPUTER WINDOWS APPLICATION</td>
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</tbody>
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#### Prerequisites

- **Prerequisite**: None
- **Advisory**: CAOT 1

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**COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES**

Chair: Pat Flood 818.364.7715

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>0803</td>
<td>COOP ED - CHILD DEVELOPMENT</td>
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<td>0804</td>
<td>COOP ED - CHILD DEVELOPMENT</td>
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<tr>
<td>033</td>
<td>RECORDS MANAGEMENT &amp; FILING</td>
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#### Prerequisites

- **Prerequisite**: None
- **Corequisite**: Enrollment in at least one other CAOT course

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**BUSINESS COMMUNICATIONS**

**CAOT 3.00 UNITS**

Advisory: CAOT 1 and CAOT/Bus 3

This course will provide an overview of the field of records management; alphabetic, subject, numeric, and geographic storage and retrieval systems; records management technology; and the records control. Class includes records management theory using Microsoft Access.

**Day Classes**

- **0806**: LEC 2:30PM - 4:35PM
- **AND LAB 2:30PM - 4:35PM

**Evening Classes**

- **0806**: LAB 10:35AM - 1:10PM

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**OCCUPATIONAL ENGLISH**

**CAOT 3.00 UNITS**

A review of fundamental English language skills necessary for written and oral communication in business. Students develop competency in English usage through review of parts of speech, punctuation, and sentence structure. Develops ability to write logical, concise, coherent sentences and paragraphs. After successful completion of this course, students will be prepared for CAOT 32, Business Communications.

**Day Classes**

- **0805**: LEC 10:40AM - 12:05PM

**Evening Classes**

- **0802**: LEC 6:00PM - 8:45PM

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**SOCIAL MEDIA FOR BUSINESS**

**CAOT (Rpt 1) 3.00 UNITS**

Advisory: CAOT 2 or 82

Emerging trends and the impact of social media as it applies to business. Areas of coverage will include how to promote business on popular social networking websites, web marketing, video sharing, blogging, RSS feeds, and maximizing response rate. Legal, ethical, and political implications will be addressed. Students will learn how social media can be used to create, promote, and expand a business online.

**Evening Classes**

- **0801**: LEC 2:30PM - 4:35PM
- **AND LAB 2:30PM - 4:35PM

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**ERGONOMIC SAFETY**

**CAOT 3.00 UNITS**

This course will provide an introduction to the field of ergonomics as it applies to the workplace. Topics include proper body mechanics and workplace design, safety management, and the economic and legal implications of worker compensation. Occupational safety and health issues related to workplace injuries will be addressed.
02 THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY (UC/CSU) 3.00 UNITS
Prerequisite: None
This course introduces students to the major characteristics of the Chicano community, with special emphasis on culture, ethnicity, gender, language, nationality, race, religion, and social class distinctions which differentiate Chicanos from other ethnic groups in the present-day United States.

ONLINE CLASSES
0154 LEC 3:10 hrs/wk TBA MALDONADO, J INTERNET Email: maldonaja@lamission.edu

007 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I (UC/CSU) 3.00 UNITS
Prerequisite: None
United States history viewed through the experience of Mexican-descended peoples. Traces their evolution from pre-Columbian times to the end of the US War against Mexico. Examines the contributions of Mexican communities to the development and growth of the United States.

ONLINE CLASSES
0155 LEC 3:10 hrs/wk TBA MORALES, J INTERNET Email: moralejj@lamission.edu

080 THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES II (UC/CSU) 3.00 UNITS
Prerequisite: None
This course examines the Mexican-American historical experience from the nineteenth century to the present. It discusses the impact of U.S. Constitutional Law on the social, economic, and political conditions of Mexican-Americans living in the United States.

ONLINE CLASSES
0158 LEC 3:10 hrs/wk TBA MORALES, J INTERNET Email: moralejj@lamission.edu
0159 LEC 3:10 hrs/wk TBA MALDONADO, J INTERNET Email: maldonaja@lamission.edu

037 CHICANO LITERATURE (UC/CSU) 3.00 UNITS
Prerequisite: None
An analysis of the literary, social, and historical aspects of essay, novel, drama, short story, and poetry written by Chicano writers who seek to define themselves and their communities within an American social context.

ONLINE CLASSES
0163 LEC 3:10 hrs/wk TBA GUTIERREZ, E INTERNET Email: gutiereze@lamission.edu
0164 LEC 3:10 hrs/wk TBA MALDONADO, J INTERNET Email: maldonaja@lamission.edu

031 CHICANO STUDIES
Chair: John Morales 818.364.7679
Email: maldonaja@lamission.edu

002 THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY (UC/CSU) 3.00 UNITS
Prerequisite: None
This course introduces students to the major characteristics of the Chicano community, with special emphasis on culture, ethnicity, gender, language, nationality, race, religion, and social class distinctions which differentiate Chicanos from other ethnic groups in the present-day United States.

EVENING CLASSES
3157 LEC 5:15PM - 6:40PM MW PAZIRANDEH, S INST 2003
3158 LEC 5:25PM - 6:50PM TTh Q URESHI, A INST 2003
3159 LEC 6:50PM - 8:00PM Th MALDONADO, J CSB 102B
3160 LEC 7:30PM - 8:55PM MW FENEVES, M INST 2003

001 CHILD GROWTH & DEVELOPMENT (UC/CSU) 3.00 UNITS
Prerequisite: None
Examines the major developmental milestones for children from conception through adolescence in the physical, social, emotional, and cognitive domains. Emphasis is placed on issues that affect typical and atypical development through the study of theories, research and child observation.

DAY/WEEKEND CLASSES
0168 LEC 9:00AM - 12:10PM $S$ STAFF CCDS 201 Taught bilingually (English/Spanish)
0169 LEC 12:15PM - 3:25PM Th STAFF CCDS 201 Taught bilingually (English/Spanish)
0170 LEC 9:00AM - 12:10PM T MILANI, N CCDS 201 CCDS 201
0171 LEC 9:00AM - 12:10PM F SINGH, M CCDS 201 CCDS 201

EVENING CLASSES
3167 LEC 3:30PM - 6:40PM M SINGH, M CCDS 202 CCDS 202
3168 LEC 6:50PM - 10:00PM T BAZIKYAN, I CSB 103A

002 EARLY CHILDHOOD: PRINCIPLES & PRACTICES (CSU) 3.00 UNITS
Prerequisite: None
The student will explore the history of early childhood education as well as current philosophies and practices. Early Childhood programs will be observed and examined in relation to the needs of the child, the arrangement of the environment and the role of the teacher.

DAY CLASSES
0172 LEC 9:00AM - 12:10PM Th SILVER, J CCDS 202
0173 LEC 12:15PM - 3:25PM M DAMAS, G CCDS 202 Taught bilingually (English/Spanish)

EVENING CLASSES
3170 LEC 6:50PM - 10:00PM T TOLEDO, A CCDS 201 Taught bilingually (English/Spanish)

003 CREATIVE EXPERIENCES FOR CHILDREN I (CSU) 3.00 UNITS
Prerequisite: None
Explores the creative approach to program planning in areas of sensory, motor, manipulative, art, dramatic play, puppetry, blocks, music and movement. Students will develop and implement creative curriculum for young children. Emphasis is on environments that promote creativity and the role of the teacher.

EVENING CLASSES
3171 LEC 3:30PM - 6:40PM T CANTRELL, E CCDS 201 Taught bilingually (English/Spanish)
3172 LEC 6:50PM - 10:00PM Th BERG, R CCDS 201 Taught bilingually (English/Spanish)

Directed studies opportunities are available on a contract basis under the supervision of an instructor. Students interested in enrolling in the Directed Courses must contact the Department Chair.
07 INTRODUCTION TO CURRICULUM IN EARLY CHILDHOOD EDUCATION (CSU) 3.00 UNITS
Prerequisite: Ch Dev 2
Exploration of appropriate curriculum and environments for young children. Students examine a teacher’s role in supporting development and positive learning experiences for all young children using observation and assessment strategies and exploring the essential role of play. Planning, implementation and evaluation of curriculum includes but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, natural and physical sciences.
DAY CLASSES 3169 LEC 6:50PM - 10:00PM W GRIGORYAN, R CCDS 201

010 HEALTH, SAFETY & NUTRITION (CSU) 3.00 UNITS
Prerequisite: None
Study of the laws, regulations, standards, policies, procedures and early childhood curriculum related to child health, safety and nutrition. The focus will be on planning and program development for all children. First Aid and CPR certificates will be earned.
DAY CLASSES 0175 LEC 9:00AM - 12:10PM M NASATIR, D CCDS 202
EVENING CLASSES 3174 LEC 6:50PM - 10:00PM Th ALLEN, V CCDS 202

011 CHILD, FAMILY & COMMUNITY (CSU) 3.00 UNITS
Prerequisite: None
Introduces the student to the effects of the home, the school and the community on the development and experience of the child. Issues, challenges and concerns will be explored as well as the importance of developing partnerships.
DAY CLASSES 0177 LEC 9:00AM - 12:10PM W SILVER, J CCDS 202
3176 LEC 12:35PM - 3:55PM T STAFF CCDS 201
EVENING CLASSES 3176 LEC 6:50PM - 10:00PM W SAINZ-ANDERSON, C CCDS 202
Tought bilingually (English/Spanish)

014 BILINGUAL-BICULTURAL PROGRAMS (CSU) 3.00 UNITS
Prerequisite: None
Course in a general overview of bilingual-bicultural education. An in-depth study of current bilingual-bicultural programs, curriculum philosophy and rationale is offered. Emphasis on how to research and use bilingual bicultural materials.
EVENING CLASSES 3177 LEC 3:30PM - 6:40PM M RODRIGUEZ, P CCDS 201
Tought bilingually (English/Spanish)

022 PRACTICUM IN CHILD DEVELOPMENT I (CSU) (Rpt 1) 4.00 UNITS
Prerequisite: Ch Dev 4 or 7, and Ch Dev 1, 2 & 11, Eng 28 or ESL 8
NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last two years.
Course includes Supervised experience in a preschool, child development center, elementary school, special education center, or other childcare and development education setting. The student will relate all previous theory and curriculum courses to practical application in the classroom.
NOTE: Please bring current transcripts of all completed coursework to first class.
NOTE: Total of 90 hours of supervised field experience.
EVENING CLASSES 3178 LEC 4:00PM - 6:05PM Th DE SILVA, L CCDS 201
AND LAB 6:25 hrs/wk TBA DE SILVA, L CCDS 201
3179 LEC 6:50PM - 8:55PM W DAIMS, G CCDS 200
AND LAB 6:25 hrs/wk TBA DAIMS, G CCDS 200
Tought bilingually (English/Spanish)

023 PRACTICUM IN CHILD DEVELOPMENT II (CSU) (Rpt 1) 4.00 UNITS
Prerequisite: English 21 or ESL 6A, Ch Dev 22 and TB clearance.
The second semester of practicum teaching experience in a different setting, if possible, under the supervision of a master teacher or college instructor/coordinator. This course provides the practical application of theories covered in prerequisite courses.
NOTE: Total of 90 hours of supervised field experience.
NOTE: Students with a B.A. and the 12 core units in Child Development can request faculty permission to take this course for Ch Dev 22.
EVENING CLASSES 3180 LEC 4:30PM - 6:35PM T SILVER, J CCDS 202
AND LAB 6:25 hrs/wk TBA SILVER, J CCDS 202
3181 LEC 6:50PM - 8:55PM T STAFF CCDS 200
AND LAB 6:25 hrs/wk TBA STAFF CCDS 200
Tought bilingually (English/Spanish)

030 INFANT & TODDLER STUDIES I (CSU) 3.00 UNITS
Prerequisite: None
NOTE: Required by the state for those who work with infants
This course reviews physical, social-emotional, language and cognitive development during the period of infancy and toddlerhood. Focus is on infant/toddler group care and licensing regulations related to this age. The course also addresses the role of the caregiver in meeting the needs of infants and toddlers and their families through responsive, respectful and sensitive caregiving practices. Varying philosophies and issues of diversity are explored.
EVENING CLASSES 3182 LEC 6:50PM - 10:00PM M SERRA, E CCDS 202
Taught bilingually (English/Spanish)

031 INFANT AND TODDLER STUDIES II (CSU) 3.00 UNITS
Prerequisite: None
The principles of inclusive and respectful caregiving for infants and toddlers within a variety of program designs will be studied and analyzed. Attention will be given to designing environments and curriculum that support successful brain development, language development, assessment, brain intervention and inclusion practices.
EVENING CLASSES 3183 LEC 6:50PM - 10:00PM T GRONEWOLD, J CCDS 202

034 OBSERVING & RECORDING CHILDREN'S BEHAVIOR (CSU) 3.00 UNITS
Prerequisite: Ch Dev 2
NOTE: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last two years.
Appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children’s success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.
EVENING CLASSES 3186 LEC 6:50PM - 10:00PM M MERMELL, R CCDS 200

039 ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II (CSU) 3.00 UNITS
Prerequisite: Child Dev 38
This course covers study of budgets, using computer for administrative purposes, proposal writing, advocacy, staff relations, in-service training, working with parents, dealing with supervising agencies or boards, professionalism and professional activities, current research, as well as changes in laws.
EVENING CLASSES 3184 LEC 6:30PM - 10:00PM Th HERNANDEZ, A CCDS 200
Tought bilingually (English/Spanish)

042 TEACHING IN A DIVERSE SOCIETY (CSU) 3.00 UNITS
Prerequisite: None
Examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society.
DAY CLASSES 0178 LEC 9:00AM - 12:10PM Th DAIMS, G CCDS 202
EVENING CLASSES 3185 LEC 3:30PM - 6:40PM W DE SILVA, L CCDS 202

045 PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS (CSU) 3.00 UNITS
Prerequisite: None
Overview of programs providing special education services for children with special needs focusing on preschool through school age. Includes a study of various programs, legislation, characteristics of exceptionalities and educational implications. Observation in schools will be required.
EVENING CLASSES 3187 LEC 3:30PM - 6:40PM Th DAIMS, G CCDS 202
Tought bilingually (English/Spanish)

055 HOME VISITATION IN EARLY CHILDHOOD PROGRAMS (CSU) 3.00 UNITS
Prerequisite: None
Examines the emerging field of home visitation as it relates to programs offering in home support and intervention services. Prepares the student to conduct home visits in a variety of contexts including early intervention, family support systems and publicly funded early childhood programs.
EVENING CLASSES 3188 LEC 6:50PM - 10:00PM M DAIMS, G CCDS 201

Directed studies opportunities are available on a contract basis under the supervision of an instructor.
Students interested in enrolling in the Directed Courses must contact the Department Chair.