



Petition for Certificate of Achievement

**Multimedia Studies
Video Production
(37 units)**

Sample Course Sequence

FIRST SEMESTER

COURSES	DESCRIPTION	UNITS	SEMESTER	GRADE
Theater 100 ¹	Intro to Theater	3		
Or Theater 200	Intro to Acting			
Cinema 3	History of Motion Pictures & Television	3		
Or Cinema 4	History of Documentary Film			
Photo 10 ²	Beginning Photography	3		
Multimd 100 ³	Intro to Computer Applications	3		
Multimd 500	Multimedia Laboratory	1		
		Total: 13		

SECOND SEMESTER

COURSES	DESCRIPTION	UNITS	SEMESTER	GRADE
Multimd 110 ²	Visual Communication	3		
Multimd 200 ⁴	Digital Imaging	3		
Multimd 210	Digital Editing	3		
Multimd 600	Story, Script and Screen	3		
		Total: 12		

THIRD SEMESTER

COURSES	DESCRIPTION	UNITS	SEMESTER	GRADE
Multimd 610 ²	Intro to Digital Video Production	3		
Multimd 620 ⁵	Digital Audio	3		
Multimd 630 ⁶	Digital Video Production Footage Acquisition	3		
Multimd 640 ⁷	Digital Video Production: Digital Editing	3		
		Total: 12		

Prerequisite: ¹English 21 or ESL 6A

Advisory: ²Multimd 100 & 500; ⁴Multimd 100; ⁵Multimd 500; ⁶Multimd 500 & 610; ⁷Multimd 500, 610 & 630

Corequisite: ³Multimd 500

Required: Theater 100 or Theater 200, Cinema 3 or Cinema 4, Photo 10, Multimd 100, Multimd 110, Multimd 200, Multimd 210, Multimd 500, Multimd 600, Multimd 610, Multimd 620, Multimd 630, Multimd 640

Name _____

ID #: _____

Student's Signature: _____

Discipline Review

Full-time faculty name _____ Signature _____ Date _____

Notes:



Petition for Certificate of Achievement


Los Angeles Mission College (LAMC)

INSTRUCTIONS FOR FILING A PETITION FOR CERTIFICATE OF ACHIEVEMENT

1. Students will print out a Worksheet along with an unofficial transcript and meet with the faculty/vice-chair/department chair to review and complete the Worksheet with faculty signature.
2. Students will submit a Petition for Certificate of Achievement to **Admissions & Records** Department for processing.

Please Note:

- a. If a course is being substituted, the student will need to set up an appointment with the Counseling Department and meet with a counselor to complete a Petition for Academic Exceptions. If the course was taken outside of the Los Angeles Community College District, **an official transcript from the institution will be required to be mailed to the LAMC Admissions & Records Department.**
 - b. The student will then submit the completed Petition for Exceptions to the Admissions & Records Department for review by the Exceptions Committee which meets monthly. The student will be notified of the Committee's decision via LACCD email.
3. Admissions and Records Department will process and issue the Certificate of Achievement and notify the student when it is ready to be picked up.

 Los Angeles Mission College 13356 Eldridge Avenue Sylmar, CA 91342	<i>Petition for Certificate of Achievement</i> <i>Admission & Records Department</i>
<p>The following requirements must be fulfilled before certificate(s) can be granted by Los Angeles Mission College.</p> <ul style="list-style-type: none"> All courses must be completed with "C" or better. If you have completed a course(s) for the certificate at another institution outside of the Los Angeles Community College District, an official transcript from the institution must be mailed to the LAMC Admissions & Records Department (<i>hand delivery of official transcript is not acceptable</i>). Certificate petitions should be filed with Admissions & Records after <i>all course requirements are completed and grades posted</i>. If you have a course substitution, you need to see a counselor to petition for an Academic Exception. 	
<p><u>Course(s) Substitution(s) - Name of Institution, Course Title and Course Description:</u> Please list the name of college/university and official course title below. Attach a copy of the course description as listed in the respective college/university course catalog.</p> <p>_____</p> <p>_____</p> <p>_____</p>	
Student Name:	Print name exactly as you wish it to appear on your certificate. (Name must match record.)
First:	Last:
MI:	
LACCD Email:	Student ID#: 88-
Birth Date:	Phone:
Name of Certificate of Achievement I am applying for:	Student's Signature: _____ Date: _____
Faculty Signature _____ Date _____	
<i>Important:</i> If you have a course substitution you must set up an appointment with the Counseling Department before submitting the petition to Admissions and Records Office for processing.	

ATTENTION STUDENTS: Do not write below this section - for Department/Office use only

ACTION ON PETITION – Admissions & Records	
Catalog Year as determined by Evaluator: _____	Date of Certificate:
Evaluator's Signature: _____	Spring 20_____ Summer20_____ Fall 20_____
_____ Approved _____ Denied _____ No Action _____ Postponed	Explanation for disapproved action: Evaluator's Signature: _____ Date _____ Notified student via email on: Date _____

For Admissions and Records Office Use Only

Name of Certificate _____

Catalog Year _____

Course	C	P	N	Course	C	P	N
Total Units Completed							

Comments:
