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## LOS ANGELES MISSION COLLEGE 2024-2025 CATALOG ADDENDUM

This addendum contains updates to existing courses and programs, as well as any new courses or programs that were approved after the publication of the 2024-2025 Catalog and any previously posted 2024-2025 Catalog Addenda. In order to decrease the number of addendums faculty and students have to download, we have added the newest updates to curriculum onto the existing addendum and added an updated/added date next to them in the overview below. This date matches the date of posting for the updated Addendum.

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### COURSE UPDATES

July 2024

- ADM JUS 385
- ALD HTH 037, 038
- ART 519
- ARTHIST 126
- BIOLOGY 033
- BSICKL 092CE
- BUS 010
- CIS 162, 219
- CLN ART 101
- ENG SUP 121
- ENGLISH 101, 101X, 101Y, 101Z, 124, 127, 223

- ESL NC 132CE, 133CE, 142CE, 143CE, 151CE, 152CE, 153CE, 161CE, 162CE, 163CE
- HEALTH 008, 011, 101
- KIN MAJ 101
- NRS-HCA 399A, 399B
- NURSING 093, 097
- PHRMCTK 034
- SPANISH 037
- THEATER 291, 292, 293

August 2024

- BUS 010
- COMM 130
- EDUC 001, 203
- EGD TEK 121
- ENG SUP 121
- ENV SCI 002
- LING 002, 003
- PALEGAL 101, 102, 103, 104
- STAT 101

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### DEACTIVATED COURSES

July 2024

- ART 520
- ENG GEN 120
- E.S.L. 100
- HISTORY 185, 285, 385
- PHRMCTK 035, 036, 037, 038

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### NEW COURSES

July 2024

- ENG SUP 100
- HOSPT 100
- KIN 185
- KIN MAJ 103, 106
- MUSIC 116
- PHRMCTK 028
- SPANISH 011, 012

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### NEW NONCREDIT COURSES

July 2024

- PARENT 007CE
- PARENT 008CE
- PARENT 021CE
- PARENT 022CE

## ARCHIVED PROGRAMS

July 2024

- SKILL CERTIFICATE  
Cyber Security Associate (M070800J)

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## PROGRAM UPDATES

July 2024

- ASSOCIATE IN ARTS (AA)  
General Studies Communication & Literature (M018464C)
- ASSOCIATE IN ARTS (AA)  
General Studies Social & Behavioral Sciences (M018466C)

August 2024

- CERTIFICATE OF ACHIEVEMENT  
Creative Writing (M043738C)

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## NEW NONCREDIT PROGRAMS

July 2024

- CERTIFICATE OF COMPLETION  
Parenting I (M044274E)
- CERTIFICATE OF COMPLETION  
Parenting II (M044272E)

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## NEW PROGRAMS

July 2024

- ASSOCIATE IN SCIENCE (AS)  
Medical Assistant Training (M044268C)
- CERTIFICATE OF ACHIEVEMENT  
Medical Assistant Training (M044267D)

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## OTHER UPDATES

July 2024

- Pass/No Pass (AP 4232)
  - List of courses available only as Pass/No-Pass
- Credit for Prior Learning (AP 4235): Credit by Exam
  - List of Courses Eligible for Credit by Exam
  - List of courses Eligible for Industry Certification

August 2024

- Los Angeles Community College District (LACCD)  
Graduation Requirements (AP 4100)
- Race, Equity, and Inclusion Statement of Affirmation
- Pass/No-Pass (AP 4232)
  - List of courses available only as Pass/No-Pass
- Credit for Prior Learning (AP 4235)
  - List of Courses Eligible for Credit by Exam
- Advanced Placement Credit (AP 4236)
- 2024-2025 Los Angeles Mission College Intersegmental  
General Education Transfer Curriculum (IGETC) Area 4

## COURSE UPDATES

### ADM JUS 385 DIRECTED STUDY – ADMINISTRATION OF JUSTICE – (CSU) 3 UNITS

An in-depth study of a chosen area of Administration of Justice on a contract basis, under a supervising instructor's direction.

### ALD HTH 037 MEDICAL ASSISTING LABORATORY (CSU) 1.5 UNITS

**Prerequisite:** VOC ED 381CE and VOC ED 382CE VOC ED 384CE | **Corequisite:** ALD HTH 035 and ALD HTH 036 **Lab:** 3 hours

The lab provides hands-on training and practical skills essential for success in medical assisting. Topics covered include communication, patient education, administrative practices, and clinical procedures with a focus on specimen handling, infection control, hematology, urinalysis, and diagnostic tests performed in medical offices and laboratories. Additionally, this lab covers practical duties related to various medical specialties such as dermatology, geriatrics, pediatrics, and more.

### ALD HTH 038 MEDICAL ASSISTING CLINICAL INTERNSHIP (CSU) 2.5 UNITS

**Prerequisite:** ALD HTH 035 and ALD HTH 036 and ALD HTH 037 | **Corequisite:** ALD HTH 039 | **Lab:** 5 hours

*NOTE: Class graded pass/no-pass*

This course offers hands-on practical experience within a healthcare setting. The practicum component of the program enables students to further develop their skills in delivering safe and efficient patient care in medical offices or clinical settings. This practical experience allows students to demonstrate their mastery of core curriculum concepts and essential skills for excelling in both administrative and clinical responsibilities while being trained as Medical Assistants.

### ANTHRO 102 HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY – (UC:CSU:C-ID ANTH 120) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Comparative survey of human culture, including the study of human society, language, religion, political and economic organization, with examples drawn from contemporary preliterate, peasant, and urban societies.

### ART 519 EXHIBITION DESIGN – (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

Provides a practical application of design concepts as they relate to museum and art exhibitions, environments, displays, and installations. Students will gain a working knowledge of commercial and non-profit galleries. Exhibition preparation, installation, funding, museum and gallery field trips, and guest lectures will be part of the curriculum.

### ARTHIST 126 INTRODUCTION TO MODERN ART – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Advisory:** ENGLISH 101 | **Lecture:** 3 hours

This course provides an overview of art and architecture from the Western modern period of the 19th and 20th centuries. Beginning with the historical backdrop of the Enlightenment and French Revolution, this course will survey the major artists and stylistic movements of the modern period.

### BIOLOGY 033 MEDICAL TERMINOLOGY – (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 3 hours

Examines medical vocabulary through the study of the meanings of word components: roots, suffixes and verbs. Ideal for allied health professionals and allied health students. Emphasis is on words used in clinical medicine.

### BSICSKL 092CE JOB READINESS 101 – 0 UNITS

**Prerequisite:** None | **Lecture:** 4 hours

This course provides students with the opportunity to use technology for job searches and social networking to increase their chances of employment in today's technology-driven business world. Students create a professional cover letter and resume which they can use in applying for jobs. Students begin developing an ePortfolio and social media pages for strategic career networking opportunities. Students practice interview skills and proper workplace etiquette.

### BUS 010 VOLUNTEER INCOME TAX ASSISTANCE (VITA) CLINIC PARTICIPATION – 3 UNITS

**Prerequisite:** BUS 009 | **Lecture:** 3 hours

Provides practical experience to students in the fundamentals of Federal and California income tax procedures by providing students with the opportunity to prepare basic tax returns for qualified individuals in the community. This class is associated with the Volunteer Income Tax Assistance program (VITA) which allows students to help prepare actual tax returns for residents in the community.

### CIS 162 CYBER SECURITY I – (CSU) 3 UNITS

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

An introduction to the theory and practice of information security. The topics covered include Windows basics, Windows networking, accounts basics, threats, vulnerabilities, and exploits, routes, domain name servers, workgroups, domains, servers, Active directory, access control, authentication and basic cryptography, and design of system defensive strategies.

### CIS 219 INTRODUCTION TO ORACLE: SQL AND PL/SQL (CSU) 3 UNITS

**Prerequisite:** None | **Advisories:** CO-SCI 430 or CIS 124

**Lecture:** 2 hours | **Lab:** 2 hours

The student learns the concepts of both relational and object relational databases and the SQL language. Data server technology, creating and maintaining database objects, as well as storing, retrieving and manipulating data are also covered.

### CLN ART 101 CULINARY FUNDAMENTALS I – (CSU) 4 UNITS

**Prerequisite:** CLN ART 060 | **Lecture:** 2 hours | **Lab:** 6 hours

Culinary fundamentals and techniques for basic food preparation are learned and experienced. Culinary Arts basics and foundations, including classic knife cuts, basic cooking methods of meats, eggs, & breakfast cookery, terminology, equipment, measurements, culinary math and ingredients is covered. Students will be on rotation in the Mission Cafe & Grille to enhance their experience in a real environment setting.

**COMM 130 INTRODUCTION TO ORAL INTERPRETATION OF LITERATURE – (UC:CSU:C-ID COMM 170) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3

Students study the theory, principles, and techniques of oral interpretation of literature. Texts include prose, poetry, drama, and other forms of performance text drawn from a diverse range of cultural viewpoints and voices. Students will focus on selection, analysis, editing, performance, and evaluation while developing an appreciation for and understanding of oral interpretation as a communication medium.

**CS 157 FULL-STACK WEB APPLICATION DEVELOPMENT (CSU) 3 UNITS**

**Prerequisite:** CS 112 and CIS 148 | **Advisory:** CS 113

**Lecture:** 2 hours | **Lab:** 2 hours

Students will learn about full-stack web application development using modern client and server technologies. Topics covered include the creation of web services that expose Web APIs using NodeJS for consuming clients, document database technologies such as MongoDB that scale for big data, and client technologies such as React that facilitate DOM manipulation dynamically. The course will conclude with a capstone project that will include a CRUD (Create, Retrieve, Update, and Delete) based full-stack application.

**EDUC 001 INTRODUCTION TO TEACHING (UC:CSU:C-ID EDUC 200) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*Note: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last six months.*

This course introduces students to the field of professional education and the concepts and issues that are related to K-12 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction. Students will complete 45 TBA hours of observations in an elementary classroom as part of the course requirement.

**EDUC 203 EDUCATION IN AMERICAN SOCIETY (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

*Note: Students must show proof of a current negative TB test (Mantoux Test) or chest x-ray within the last six months.*

Introduces the American educational enterprise, especially problems in urban multicultural schools. Employs concepts and methods from sociology, philosophy and the politics of education to analyze American schools. Includes K-12 content standards, Teaching Performance Expectations.

**EGD TEK 121 3-D COMPUTER-AIDED DESIGN WITH SOLIDWORKS – (UC:CSU) 2 UNITS**

**Prerequisite:** EGD TEK 101 | **Lecture:** 1 hour | **Lab:** 2 hours

This is an introductory course in Three-Dimensional Computer-Aided Design and solid modeling. Students learn the concept of creating parts by using features including extrusion, revolve, sweep and loft boss, base, and cut. Other topics covered include creating assemblies and making drawing files out of the solid model or the assembly, utilizing SolidWorks 3-D software.

**ENG SUP 121 PLANE SURVEYING I – (UC:CSU:C-ID ENGR 180 = ENG SUP 121 + ENG SUP 221) 3 UNITS**

**Prerequisite:** None | **Corequisites:** MATH 240 or MATH 240S or MATH 242 | **Lecture:** 2 hours | **Lab:** 3 hours

This is a beginning course in plane surveying. Topics include horizontal linear measurements using pacing, steel tape, stadia and electronic distance measurement (EDM); circuit and profile differential leveling; measurement of horizontal and vertical angles; computation of azimuth, bearing, latitude, departure and coordinates and area of a traverse; balancing a closed traverse using the compass rule and rotation adjustments of a closed traverse; and introduction to geographic information system (GIS) and global positioning system (GPS). Technical lectures also include topics pertaining to technical writing and presentations. An introductory topic in terrain modeling using Microstation and/or AutoCAD software is demonstrated and field work is also performed including a field demonstration of unmanned aerial systems for mapping and terrain analysis purposes.

**ENGLISH 101 COLLEGE READING & COMPOSITION I (UC:CSU:C-ID ENGL 100) 3 UNITS**

**Prerequisite:** None | **Advisory:** E.S.L. 008 | **Lecture:** 3 hours

Students will use critical reading and thinking strategies to write primarily expository and argumentative texts that respond to a variety of rhetorical situations and contexts and incorporate college-level research. Requires a minimum of 5,000 words of formal writing.

**ENGLISH 101X COLLEGE READING AND COMPOSITION I PLUS 1-HOUR LAB – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 1 hour

English 101X is a course where students will use critical reading and thinking strategies to write primarily expository and argumentative texts that respond to a variety of rhetorical situations and contexts and incorporate college-level research. Requires a minimum of 5,000 words of formal writing. Course content is identical to English 101 with one additional lab support hour for students whose MMAP placement suggests such support is needed.

**ENGLISH 101Y COLLEGE READING AND COMPOSITION I PLUS 2-HOUR LAB – (UC:CSU) 3.5 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 2 hours

English 101Y is a course where students will use critical reading and thinking strategies to write primarily expository and argumentative texts that respond to a variety of rhetorical situations and contexts and incorporate college-level research. Requires a minimum of 5,000 words of formal writing. Course content is identical to English 101 with two additional lab support hours for students whose MMAP placement suggests such support is needed.

**ENGLISH 101Z COLLEGE READING AND COMPOSITION I PLUS 3-HOUR LAB – (UC:CSU) 4 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 3 hours

English 101Z is a course where students will use critical reading and thinking strategies to write primarily expository and argumentative texts that respond to a variety of rhetorical situations and contexts and incorporate college-level research. Requires a minimum of 5,000 words of formal writing. Course content is identical to English 101

with three additional lab support hours for students whose MMAP placement suggests such support is needed.

### ENGLISH 124 SHORT STORY WRITING I – (UC:CSU) 3 UNITS

**Prerequisite:** None | **Advisory:** ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110 | **Lecture:** 3 hours

Students will develop skills in writing traditional short stories. Emphasis is on discussion of students' writing with some discussion of works of major writers. The course deals with marketing and preparing manuscripts for submission to publishers. Students may submit manuscripts to literary magazines.

### ENGLISH 127 CREATIVE WRITING – (UC:CSU:C-ID ENGL 200) 3 UNITS

**Prerequisite:** None | **Advisory:** ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110 | **Lecture:** 3 hours

This course focuses on reading, writing, and interpreting creative writing. It is designed to promote creative expression and increase understanding and appreciation of the craft and pleasures of creative writing. The course covers the genres of poetry, fiction, writing for performance, and creative nonfiction.

### ENGLISH 223 CREATIVE NONFICTION - (UC:CSU) 3 UNITS

**Prerequisite:** None | **Advisory:** ENGLISH 101 or 101X or 101Y or 101Z or E.S.L. 110 | **Lecture:** 3 hours

Students will read and write different genres of Creative Nonfiction (biography, literary journalism, personal narrative, travel writing, etc.). During the course, students will analyze and appreciate creative nonfiction works of historical, literary, and cultural importance. Through the writing process, they will apply creative writing techniques to nonfiction subjects in both traditional and new media formats.

### ESL NC 132CE COLLEGE ESL III: READING AND VOCABULARY – 0 UNITS

**Prerequisite:** None | **Advisory:** Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

English language learners develop reading comprehension and vocabulary skills at the low-intermediate level. This course helps students read and understand written English in daily life and at school.

### ESL NC 133CE COLLEGE ESL III: LISTENING AND SPEAKING 0 UNITS

**Prerequisite:** None | **Advisory:** Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

English language learners develop listening, speaking, and pronunciation skills at the low-intermediate level to communicate effectively in school, work, and social settings.

### ESL NC 142CE COLLEGE ESL IV: READING AND VOCABULARY 0 UNITS

**Prerequisite:** None | **Advisory:** Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

English language learners develop reading comprehension and vocabulary skills at the intermediate level. This course improves students' ability to read and respond to a variety of texts.

### ESL NC 143CE COLLEGE ESL IV: LISTENING AND SPEAKING 0 UNITS

**Prerequisite:** None | **Advisory:** Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

English language learners develop listening, speaking, and pronunciation skills at the intermediate level to understand short lectures and participate in class discussions.

### ESL NC 151CE COLLEGE ESL V: WRITING AND GRAMMAR 0 UNITS

**Prerequisite:** None | **Advisory:** Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 6 hours

Students in this high-intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading, interpretation/analysis, and personal experience. Students will develop paraphrasing and summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four compositions of 300-500 words.

### ESL NC 152CE COLLEGE ESL V: READING AND VOCABULARY 0 UNITS

**Prerequisite:** None | **Advisory:** Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

English language learners develop reading comprehension and vocabulary skills at the high-intermediate level. This course builds the foundation for successfully understanding and responding to academic texts.

### ESL NC 153CE COLLEGE ESL V: LISTENING AND SPEAKING 0 UNITS

**Prerequisite:** None | **Advisory:** Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

English language learners develop listening, speaking, and intonation skills at the high-intermediate level to understand academic lectures, participate in class discussions, and give presentations.

### ESL NC 161CE COLLEGE ESL VI: WRITING AND GRAMMAR 0 UNITS

**Prerequisite:** None | **Advisory:** Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 6 hours

English language learners develop writing and grammar skills at the low-advanced level to compose, revise, and edit extended essays incorporating outside readings.

### ESL NC 162CE COLLEGE ESL VI: READING AND VOCABULARY – 0 UNITS

**Prerequisite:** None | **Advisory:** Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

English language learners develop critical reading, comprehension, and vocabulary skills at the low-advanced level. This course prepares students for college-level coursework in English and other academic subjects.

### ESL NC 163CE COLLEGE ESL VI: LISTENING AND SPEAKING 0 UNITS

**Prerequisite:** None | **Advisory:** Appropriate Score on ESL/CASAS Placement Test | **Lecture:** 3 hours

English language learners develop listening, speaking, and intonation skills at the low-advanced level to analyze lectures, participate in academic discussions, and give extended presentations.

**ENV SCI 002 THE HUMAN ENVIRONMENT: BIOLOGICAL PROCESSES – (UC:CSU:C-ID ENVS 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introduces students to the biological aspects of our environmental systems. Study focuses on our large-scale systems including populations and ecosystems and small-scale issues such as nutrition and toxicity. Global population will be examined through the lens of population dynamics and carrying capacity.

**HEALTH 008 WOMEN'S PERSONAL HEALTH – (UC:CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course analyzes the biological, psychological, and sociocultural aspects of women's health, and explores health services, health education, and healthcare delivery systems. Social determinants of health and health inequities are examined, as well as contemporary issues relating to LGBTQ+ rights, racism, ageism, gender stereotypes and gender roles, politics, and the role of women in the family, workforce, community, and society. Strategies for social and political change are developed.

**HEALTH 011 PRINCIPLES OF HEALTHFUL LIVING (UC:CSU:PHS 100) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course will require students to explore, analyze, personalize, and discuss the following issues as they relate to the essential components of health and wellness: nutrition, physical activity/exercise/fitness, weight control, eating disorders and body image, media influences, mental health, stress, violence, substance use/abuse, sexuality and sexual orientation, sexually transmitted infections, reproductive choices/contraception, relationships, disease prevention, environment, health care, aging, and general public health issues. Students will be taught the knowledge and skills necessary to implement lifestyle behaviors that can improve their health and well-being.

**HEALTH 101 INTRODUCTION TO PUBLIC HEALTH (UC:CSU:C-ID PHS 101) 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course presents an overview of the disciplines of community and public health. Topics include the basic concepts and terminologies of public health; an overview of various public health professions and organizations; the study, prevention and control of diseases in the community; the analysis of the social determinants of health; strategies for eliminating disease, illness, and health disparities among various populations; community organizing and health promotion programming; school health promotion; environmental health and safety; and an overview of the healthcare delivery system in the United States. Emphasis will be placed on the development of knowledge and preliminary skills to serve as an effective advocate for community and public health.

**KIN MAJ 101 FIRST AID AND CPR – (UC: CSU) 3 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours | **Lab:** 2 hours

This course involves the theory and detailed demonstration of the first aid care of the injured. The course will also introduce key issues for leading a healthy lifestyle, including heart disease risk factor

identification, health and safety considerations, legal issues, and injury prevention. The student will learn to assess an individual's condition and demonstrate proper treatment. Upon successful completion of requirements, students would be eligible for first aid, CPR and AED for adult, child, and infant certification.

**LING 002 INTRODUCTION TO SOCIOLINGUISTICS - (UC:CSU) 3 UNITS**

**ADVISORY:** LING 001 | **Lecture:** 3 hours

Students study the processes of linguistic variation and its relationship to geography and socio-cultural identity in both monolingual and multilingual settings. Students gain an understanding of language as a communicative, semiotic, and cognitive tool in society.

**LING 003 INTRODUCTION TO PSYCHOLINGUISTICS - (UC:CSU) 3 UNITS**

**ADVISORY:** LING 001 | **Lecture:** 3 hours

In this general introduction to psycholinguistics course, students focus on speech, perception, language processing, language production, and language acquisition. Students study the relationship between the theories proposed by linguistics and data as observed in everyday life. Students also review related areas such as processes of reading, language and the brain, and language and thought.

**MATH 240S TRIGONOMETRY WITH SUPPORT – (CSU) 4 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours | **Lab:** 2 hours

*Note: Eligibility met to enroll in transfer-level math/statistics*

Introduces trigonometric functions, their graphs, inverses, and fundamental identities. Trigonometric equations are solved. The laws of sines and cosines; vectors; scalar and vector products are introduced. Polar coordinates and equations are introduced and used to represent complex numbers.

**NRS-HCA 399A NURSE ASSISTANT TRAINING PROGRAM (CSU) 6 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours | **Lab:** 6 hours

An introduction to the health care field, working with residents/patients in the long-term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, students will be eligible to take the California's Nurse Assistant Certification Examination.

**NRS-HCA 399B HOME HEALTH AIDE TRAINING PROGRAM (CSU) 2 UNITS**

**Prerequisite:** NRS-HCA 399A | **Lecture:** 1 hour | **Lab:** 2 hours

An introduction to the health care field, working with residents/patients in long-term care facilities, the acute care setting and the home care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, the student is eligible to apply for certification as a Home Health Aide in the state of California.

### **NURSING 093 MATERNITY AND PEDIATRIC FOR VOCATIONAL NURSING— (CSU) 3.5 UNITS**

**Prerequisite:** NURSING 090 and NURSING 091

**Lecture:** 2 hours | **Lab:** 5 hours

*NOTE: Admission to the Vocational Nursing Training Program is required. Students must submit proof of physical medical examination, recommendation and clearance, drug test, malpractice insurance, Live Scan and background check. TB test, MMR, DTP, Polio, Varicella, Tetanus immunity, Hep B immunity, COVID-19 (per healthcare facility requirements). A one-time tracking fee of \$50 for the clinical sites will be applied. Check the Allied Health website for details: [lamission.edu/alliedhealth](http://lamission.edu/alliedhealth)*

*NOTE: A lab fee of \$100 will be applied upon registration.*

This course equips vocational nurse students with the knowledge, skills, and competencies essential for providing high-quality care to expectant mothers, infants, children, and adolescents. It specifically emphasizes the distinctive healthcare needs of maternity and pediatric populations, enabling students to excel in a range of healthcare settings such as clinics, hospitals, and community health centers.

### **NURSING 097 ADVANCED VOCATIONAL NURSING LEADERSHIP AND MEDICAL-SURGICAL NURSING (CSU) 9 UNITS**

**Prerequisite:** NURSING 091 | **Lecture:** 5 hours | **Lab:** 12 hours

*NOTE: Admission to the Vocational Nursing Training Program is required. Students must submit proof of physical medical examination, recommendation and clearance, drug test, malpractice insurance, Live Scan and background check. TB test, MMR, DTP, Polio, Varicella, Tetanus immunity, Hep B immunity, COVID-19 (per healthcare facility requirements). A one-time tracking fee of \$50 for the clinical sites will be applied. Check the Allied Health website for details: [lamission.edu/alliedhealth](http://lamission.edu/alliedhealth)*

*NOTE: A lab fee of \$100 will be applied upon registration.*

This course assists vocational nursing students to develop skills required to care for maternal-newborns, pediatric, and geriatric clients in medical-surgical and acute care settings. Concepts of emergency and disaster nursing, community nursing, leadership, and supervision are integrated in this course. In addition, students will be prepared to learn about the current trends in vocational nursing, career opportunities, job application, and preparation for licensure examination. Clinical experiences are provided in area hospitals, community agencies, and public health clinics.

### **PALEGAL 101 CONTRASTIVE ANALYSIS OF ENGLISH-SPANISH GRAMMAR – (CSU) 4 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours

*(This course is on hold pending a subject and discipline change.)*

An extensive study of the grammatical contrasts between English and Spanish, including similarities as well as divergent grammatical structures. Syntax problem solving methods are explored. Practical application of techniques in the written translation of legal and other documents is stressed. Vocabulary building techniques and selected bibliographies for further study are provided.

### **PALEGAL 102 TRANSLATION AND INTERPRETING FOR CRIMINAL PROCEEDINGS – (CSU) 4 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours

*(This course is on hold pending a subject and discipline change.)*

Acquisition of legal vocabulary and terminology related to California criminal proceedings from complaint to sentencing. Focused training in consecutive, simultaneous and sight interpreting. Specialist forensic terminologies.

### **PALEGAL 103 TRANSLATION AND INTERPRETING FOR CIVIL MATTERS – (CSU) 4 UNITS**

**Prerequisite:** PALEGAL 101 | **Lecture:** 4 hours

*(This course is on hold pending a subject and discipline change.)*

Continuation of training in techniques for translation and interpreting, with content focus on formal civil documents and interpreting of live proceedings in civil matters. Family law, real estate, probate and civil cases are covered in this course. Sight and written translations of pertinent documents and forms are included. Consecutive and simultaneous modes of oral translation are further developed. Retention and memory enhancement exercises are included as part of the vocabulary and terminology practice. Practical activities, such as role-playing in mock trials and depositions, are utilized to increase the student's self confidence and to enhance syntax problem-solving skills.

### **PALEGAL 104 LEGAL INTERPRETING LAB PRACTICUM – (CSU) 4 UNITS**

**Prerequisite:** PALEGAL 101 | **Lecture:** 4 hours

*(This course is on hold pending a subject and discipline change.)*

Review of prior criminal and civil material. Focused preparation for State exam; performance-measured intensive practice in consecutive and simultaneous interpreting and sight translation. Ethics, contemporary issues and standards affecting interpreters.

### **PHRMCTK 034 COMMUNITY PHARMACY EXTERNSHIP (CSU) 2.5 UNITS**

**Prerequisites:** None | **Corequisite:** PHRMCTK 032 | **Lab:** 5 hours

*NOTE: Class graded pass/no-pass*

Note: Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5 sections 55200 and AP 4260. The externship will give the students the opportunity to apply and practice skills developed in other pharmacy technician courses in a community or outpatient pharmacy.

### **SPANISH 037 COMPOSITION AND CONVERSATION FOR SPANISH SPEAKERS – (UC:CSU) 5 UNITS**

**Prerequisite:** None | **Lecture:** 5 hours

The course develops proficiency in writing and in presentational modes of communication, through more complex forms of expression, including advanced grammar and formal structures of communication. Thematically, the course explores topics common to the literary and cultural production of the US Latino population. This course familiarizes students with authentic texts written in different styles to provide a platform from which to practice the presentational mode and various rhetorical modes of writing, such as description, narration, exposition, and argumentation. Final projects consist of a research paper and a formal presentation.

**STAT 101 STATISTICS FOR THE SOCIAL SCIENCES (UC:CSU:C-ID MATH 110, C-ID SOCI 125) 4 UNITS**

**Prerequisite:** None | **Lecture:** 4 hours

This course is an introduction to statistics intended for students majoring in the behavioral/social sciences or related fields. Students will be introduced to statistical techniques used in research, including strengths and limitations of research designs, graphical and numerical summaries of data, descriptive and inferential statistics, sampling distribution, probability, correlation, regression, hypothesis testing and evaluation, and using statistical software for analysis.

**THEATER 291 REHEARSALS & PERFORMANCES I – (UC:CSU) 1 UNIT (RPT 2)**

**Prerequisite:** None | **Lab:** 3 hours

**NOTE:** *Class graded pass/no-pass*

Students are actively involved in the production of a play to be presented before a public audience. All areas of the production process are incorporated including acting, design, stage management, technical theater and backstage crews, and house management.

**NOTE:** *Students must participate in a mandatory audition and/or interview.*

**THEATER 292 REHEARSALS & PERFORMANCES II (UC:CSU) 2 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 6 hours

**NOTE:** *Class graded pass/no-pass*

Students are actively involved in the production of a play presented before a public audience. All areas of the production process are incorporated, including acting, stage management, technical theater and backstage crews, costumes, make up and house management. Students must be available to meet all scheduled technical rehearsal and performance dates.

**NOTE:** *Students must participate in a mandatory audition and/or interview.*

**THEATER 293 REHEARSALS & PERFORMANCES III (UC:CSU) 3 UNITS (RPT 3)**

**Prerequisite:** None | **Lab:** 9 hours

**NOTE:** *Class graded pass/no-pass*

Provides instruction and supervised student participation at an advanced level in the rehearsals and performances of plays produced at LA Mission College. Areas of involvement include scenic, lighting, sound, and costume design; acting; technical production; and management; etc. Student must be available for rehearsals, production meetings, and performance and technical schedules.

**NOTE:** *Students must participate in a mandatory audition and/or interview.*

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## NEW COURSES

**ENG SUP 100 PLANE SURVEYING I: BOOT CAMP FOR HIGH SCHOOL STUDENTS – 2 UNITS**

**Prerequisite:** None | **Lecture:** 1 hour | **Lab:** 2 hours

This is a beginning course in plane surveying for high school students. Topics include horizontal linear measurements using pacing, steel tape, stadia, and electronic distance measurement (EDM); circuit and profile differential leveling; measurement of horizontal and vertical angles; computation of azimuth, bearing, latitude, departure and coordinates and area of a traverse; balancing a closed traverse using the compass rule and rotation adjustments of a closed traverse; and introduction to geographic information system (GIS) and global positioning system (GPS). Technical lectures also include topics pertaining to technical writing and presentations. An introductory topic in terrain modeling using Microstation and/or AutoCAD software is demonstrated and field work is also performed including the demonstration of an unmanned aerial system (UAS).

**HOSPT 100 INTRODUCTION TO THE HOSPITALITY INDUSTRY (CSU) – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course is an introduction to the hospitality industry. The course will give students an overview of careers in hotels, resorts, restaurants, private clubs, and institutional settings. Students will learn how knowledge of duties, organization, marketing and revenue sources will open world-wide opportunities for students in this growing industry.

**KIN 185 DIRECTED STUDY - KINESIOLOGY – 1 UNIT**

**Prerequisite:** None | **Lecture:** 1 hour

This course allows students to pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

**KIN MAJ 103 INTRODUCTION TO COACHING ATHLETICS – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course presents a comprehensive study of the organization and techniques of coaching athletic activities. Topics include facilities, management, budget, coaching techniques, philosophies, and administration.

**KIN MAJ 106 SPORTS ETHICS – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course addresses a wide range of moral and ethical issues in sports. Topics include values, principles, racial and gender equity, coaching, commercialization, enhancing stimulants and eligibility, violence, sportsmanship and Code of Ethics in sports. Discussions include perspectives on the ethical issues facing athletes today in youth sports, intercollegiate athletics, Olympic sports, and professional sports.

**MUSIC 116 SURVEY AND HISTORY OF ROCK, POP, AND SOUL MUSIC – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

Introduction to rock, pop, and soul music styles covering their origins, stylistic development and cultural impact. This course is designed to increase student awareness of the relationship between popular music and society.



**PHRMCTK 028 INTRODUCTION TO INPATIENT PHARMACY & STERILE PRODUCTS – 2 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course addresses the essential technical aspects of drug distribution in the inpatient pharmacy setting, as well as the aseptic techniques employed in the preparation of sterile products.

**SPANISH 011 GREAT BOOKS OF SPANISH LITERATURE – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course presents a chronological overview of major literary trends and cultural production from the Middle Ages to the 21st century in

Spain. Students read a representative selection of literary works, identify their aesthetic specificity and historical contexts, and practice critical reading and writing skills.

**SPANISH 012 SURVEY OF MEXICAN LITERATURE – 3 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course introduces students to a variety of literary genres written in Mexico from different historical periods. General themes may include but are not limited to: The representation of indigenous identities, the Spanish conquest, gender representation, nation-building, the Revolution of 1910, border studies, and globalization.

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**NEW NONCREDIT COURSES**

**PARENT 007CE POSITIVE PARENTING – 0 UNITS**

**Prerequisite:** None | **Lecture:** 3 hours

This course for parents/guardians focuses on the healthy development of children from birth through adolescence. Emphasis is on building healthy relationships with children in the areas of bonding, attachment, self-esteem, family dynamics, age-appropriate expectations and the importance of positive communication. This course can also fulfill court-mandated parent education hours.

**PARENT 008CE ANGER MANAGEMENT AND DISCIPLINE – 0 UNITS**

**Prerequisite:** None | **Lecture:** 2 hours

This course is designed for parents who seek assistance in managing their expressions of anger in order to parent more effectively and use appropriate discipline strategies. This course can also fulfill court-mandated parent education hours and/or anger management requirements.

**PARENT 021CE FAMILY DEVELOPMENT AND COMMUNICATION – 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.67 hours

This class is designed for students to explore the complex and dynamic nature of the family. Students will examine family roles and cultural practices as an integral part of this course. Students will review family communication styles and introduce effective communication strategies to practice. An examination of positive parenting skills will be reviewed and discussed.

**PARENT 022CE SCHOOL, WORK, AND FAMILY BALANCE – 0 UNITS**

**Prerequisite:** None | **Lecture:** 0.67 hours

This course will address issues related to the various types of family structures. The family roles, responsibilities, and reasonable expectations of members will be discussed. The importance of family routines and boundaries will be explored. Understanding the function of family and child development stages will be reviewed. Personal parenting goals will be developed and appropriate goal-setting strategies for children. Examination of family stressors and community resources and support will be explored.

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**PROGRAM UPDATES**

**ASSOCIATE IN ARTS (AA) General Studies Communication & Literature (M018464C)**

These courses emphasize the content and form of communications to provide in-depth comprehension and understanding of the significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will develop skills in the areas such as reasoning and advocacy, organization, analysis and critical evaluation, accuracy, reading, writing, and listening effectively to facilitate the decision-making process. The Communication and Literature concentration allows students to take courses that will prepare them for possible careers within the fields of English (including creative writing), Communication-Studies, Journalism, and more. Coursework selected must be completed in at least two different disciplines.

This program provides an opportunity to earn an AA degree in a broad area of study and is intended for students who may not be planning to transfer to a 4-year university or who may need to explore possibilities before committing themselves to a major. This

program may serve students who have been out of school and need to review and assess their academic skills and interests before deciding on a definite major program. Students are required to complete the general education requirements along with a minimum of 18 units in one area of concentration. Students interested in achieving a General Studies AA Degree must complete the following:

1. Complete general education requirements.
2. Complete a minimum of 18 units in one area of concentration.
3. Complete a minimum of 60 total units (electives may be necessary to total the 60 required units).

Students planning to transfer to a 4-year university are cautioned that this curriculum may not provide for completion of the lower division requirements for transfer; however, careful educational planning with a counselor can help to ensure that if students did decide at a later date to transfer to a 4-year university, students would have a solid beginning in the transfer planning process.

Please consult with a counselor for specific information regarding your possible intended major at the colleges/ universities of choice.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Analyze the content, form, and significance of types of communication.
- Assess communication as the process of human symbolic interaction.
- Demonstrate skills in the areas such as reasoning and advocacy, organization, analysis and critical evaluation, accuracy, reading, writing, and listening effectively to facilitate the decision-making process.
- Prepare them for a possible career within the fields of English (including creative writing), Communication Studies, and/or Journalism.

COMM 100, 101, 104, 121, 122, 130, 151

ENGLISH 101, 101X, 101Y, 101Z, 102†, 103†, 124, 127, 204, 208†, 223, 240†

E.S.L. 110

FRENCH 001, 002†

ITALIAN 001, 002†

JOURNAL 100, 101, 218-1

MATH 227, 227S, 227A+227B†

MULTIMD 600

PHILOS 005†, 006

SPANISH 001, 002†, 003†, 004†, 005†, 006†, 026, 035, 036†

STAT 101

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

#### **ASSOCIATE IN ARTS (AA) General Studies Social & Behavioral Sciences (M018466C)**

This program provides an opportunity to earn an AA degree in a broad area of study and is intended for students who may not be planning to transfer to a 4-year university or who may need to explore possibilities before committing themselves to a major. This program may serve students who have been out of school and need to review and assess their academic skills and interests before deciding on a definite major program. Students are required to complete the general education requirements along with a minimum of 18 units in one area of concentration. Students interested in achieving a General Studies AA Degree must complete the following:

1. Complete general education requirements.
2. Complete a minimum of 18 units in one area of concentration.
3. Complete a minimum of 60 total units (electives may be necessary to total the 60 required units).

Students planning to transfer to a 4-year university are cautioned that this curriculum may not provide for completion of the lower division requirements for transfer; however, careful educational planning with a counselor can help to ensure that if students did decide at a later date to transfer to a 4-year university, students would have a solid beginning in the transfer planning process.

Please consult with a counselor for specific information regarding your possible intended major at the colleges/universities of choice.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Students will define and demonstrate knowledge of theories or research methodologies typically found in social and behavioral sciences.
- Students will demonstrate evidence of college-level writing skills necessary for a possible career in the fields of anthropology, Chicano studies, geography, history, political science, psychology and sociology.

ADM JUS 001

AFRO AM 002, 004

ANTHRO 101, 102, 104, 121

BIOLOGY 003

CHICANO 002, 007, 008

CH DEV 001

ECON 001, 002

FAM &CS 031

GEOG 001, 002, 007

HISTORY 001, 002, 011, 012, 086

LAW 001

LING 001, 002, 003

MATH 227, 227S, 227A+227B†

POL SCI 001

PSYCH 001, 002†, 013

SOC 001, 002, 004†, 011, 028

STAT 101

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

**CERTIFICATE OF ACHIEVEMENT Creative Writing (M043738C)**

*(Part of the Society, Culture, and Communication CAP)*

LAMC's Creative Writing Certificate invites aspiring writers to delve deep into the world of narrative creation. Through a curated blend of courses, students master the art of crafting compelling stories across diverse platforms and within multiple disciplines, including English, Theater, Journalism and Multimedia. Armed with practical editing skills, graduates are equipped for a writing career in publishing, marketing, or the entertainment industry.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Construct pieces that resonate with diverse audiences, showcasing an understanding of cultural and social nuances in storytelling.
- Edit pieces effectively, merging creative intent with practical editorial techniques to produce polished pieces.

| REQUIRED CORE                                  | UNITS        |
|--|--------------|
| <b>Select six (6) courses:</b>                 | <b>17-18</b> |
| ENGLISH 032 College Literary Magazine Editing  |              |
| ENGLISH 124 Short Story Writing I              |              |
| ENGLISH 127 Creative Writing                   |              |
| ENGLISH 223 Creative Nonfiction                |              |
| <b>JOURNAL 101 Collecting and Writing News</b> |              |
| JOURNAL 218-1 Practical Editing I              |              |
| MULTIMD 600 Story, Script and Screen           |              |
| THEATER 114 Script Analysis                    |              |
| <b>Total 17-18</b>                             |              |

**NEW NONCREDIT PROGRAMS**

**CERTIFICATE OF COMPLETION Parenting I (M044274E)**

*(Part of the Child, Family, and Education Studies CAP)*

The certificate is designed for all members of the community, especially parents and primary caregivers raising a child(ren). Emphasis is on the role of a primary caregiver in building healthy relationships with children in the areas of bonding, attachment, self-esteem, family dynamics, age-appropriate expectations, and the importance of positive communication. The certificate may fulfill court-mandated parent education hours. This Non-credit certificate provides a pathway to college coursework in Child Development.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Gain strategies to build healthy relationships with children.
- Identify and develop strategies for effective parenting skills.

| REQUIRED CORE                                | HOURS |
|--|-------|
| PARENT 007CE Positive Parenting              | 54    |
| PARENT 008CE Anger Management and Discipline | 36    |
| <b>Total Hours 90</b>                        |       |

**CERTIFICATE OF COMPLETION Parenting II (M044272E)**

*(Part of the Child, Family, and Education Studies CAP)*

The certificate is designed for all members of the community, especially parents and primary caregivers raising a child(ren). The focus is on introducing topics related to supporting the function and structure of the family, as a unit. Emphasis is on examining cultural practices concerning family roles, responsibilities, and reasonable expectations of members. This certificate provides a pathway to college degree coursework in Child Development.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Gain strategies for effective family communication skills.
- Identify the effects of various cultural beliefs on parenting styles.

| REQUIRED CORE                                     | HOURS |
|---|-------|
| PARENT 021CE Family Development and Communication | 12.06 |
| PARENT 022CE School, Work, and Family Balance     | 12.06 |
| <b>Total Hours 24.12</b>                          |       |

## NEW PROGRAMS

### ASSOCIATE IN SCIENCE (AS) Medical Assistant Training (M044268C)

*(Part of the STEM, Health, and Fitness CAP)*

The Medical Assistant Training Associate Degree program is a comprehensive and hands-on educational pathway designed to equip aspiring healthcare professionals with the necessary knowledge, skills, and competencies to excel as medical assistants. This program aims to provide a solid foundation in medical assisting, enabling graduates to work effectively in various healthcare settings, including clinics, hospitals, physician offices, and other medical facilities.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply administrative and clinical skills within the medical assistant’s scope of practice, utilizing the process to ensure the delivery of safe and patient-centered care.
- Exhibit proficient interprofessional and patient communication skills, meeting the expected standards for effective healthcare communication as a medical assistant.
- Perform administrative duties based on scope of practice as is related to billing and insurance, and effective practice management.

| REQUIRED COURSES |   | UNITS |
|------------------|---|-------|
| ALD HTH 021      | Basic Life Support for the Healthcare Provider      | 0.5   |
| ALD HTH 035†     | Introduction to Medical Assisting I                 | 3     |
| ALD HTH 036†     | Introduction to Medical Assisting II                | 3     |
| ALD HTH 037†     | Medical Assisting Laboratory                        | 1.5   |
| ALD HTH 038†     | Medical Assisting Clinical Internship               | 2.5   |
| ALD HTH 039†     | Medical Assistant Certification Prep                | 0.5   |
| ALD HTH 100      | Job Application Skills for Healthcare               | 1     |
| BIOLOGY 033      | Medical Terminology                                 | 3     |
| HTHTEK 100       | Introduction to Health Information Technology       | 3     |
| HTHTEK 103†      | Introduction to Basic Coding                        | 3     |
| HTHTEK 110†      | Ambulatory Care Coding                              | 3     |
| HTHTEK 230       | Electronic Health Records in the Health Care System | 3     |

**Total 27**

† This course has a prerequisite or corequisite.

*NOTE: A minimum of 60 units and a cumulative GPA of 2.0 or higher must be completed to earn the Associate Degree. Major courses must each be completed with a grade of C or better. Always consult a counselor for information on program and graduation requirements, residency requirements and transfer information.*

### CERTIFICATE OF ACHIEVEMENT Medical Assistant Training

(M044267D)

*(Part of the STEM, Health, and Fitness CAP)*

The Medical Assistant Training Certificate of Achievement is a comprehensive and hands-on educational pathway designed to equip aspiring healthcare professionals with the necessary knowledge, skills, and competencies to excel as medical assistants. This program aims to provide a solid foundation in medical assisting, enabling graduates to work effectively in various healthcare settings, including clinics, hospitals, physician offices, and other medical facilities.

**Program Learning Outcomes** – Upon completion, students will be able to:

- Apply administrative and clinical skills within the medical assistant’s scope of practice utilizing the process to ensure the delivery of safe and patient-centered care.
- Exhibit proficient interprofessional and patient communication skills, meeting the expected standards for effective healthcare communication as a medical assistant.

| REQUIRED COURSES |   | UNITS |
|------------------|---|-------|
| ALD HTH 021      | Basic Life Support for the Healthcare Provider      | 0.5   |
| ALD HTH 035†     | Introduction to Medical Assisting I                 | 3     |
| ALD HTH 036†     | Introduction to Medical Assisting II                | 3     |
| ALD HTH 037†     | Medical Assisting Laboratory                        | 1.5   |
| ALD HTH 038†     | Medical Assisting Clinical Internship               | 2.5   |
| ALD HTH 039†     | Medical Assistant Certification Prep                | 0.5   |
| BIOLOGY 033      | Medical Terminology                                 | 3     |
| HTHTEK 230       | Electronic Health Records in the Health Care System | 3     |

**Total 17**

† This course has a prerequisite or corequisite.

## OTHER UPDATES

### RACE, EQUITY, AND INCLUSION STATEMENT OF AFFIRMATION

We – the Los Angeles Mission College Faculty, Classified Professional Staff, and Administration – are unified in our commitment to end institutional discrimination and racism. We pledge to address the inherent racism that is rooted in our society’s major institutions, including our very own educational system. Further, we promise to examine our personal role in creating an anti-racist academic environment, and we ask others to join us in our mission to dismantle the systemic barriers which create additional challenges for our students based on:

- race/ethnicity
- gender identity and expression
- sexuality
- national origin
- socioeconomic status

- ability or differing abilities
- language
- religion or belief system
- age
- physical appearance
- intersections of these identities

We acknowledge our presence on the traditional, ancestral, and unceded territory of native tribes and recognize the Tataviam people as the traditional land caretakers of Tovaangar (San Fernando Valley, Los Angeles Basin, and South Channel Islands).

We are committed to closing all existing equity gaps and strive to achieve equality for the success of all students.

We affirm the importance of diversity and will dedicate our efforts to creating an inclusive and supportive environment for all members of our community.

We strive to ensure respectful dialogue at all times as well as language that is responsible and sensitive to the opinions of others, in and outside the classroom.

We recognize our purpose as facilitators in helping students achieve their goals and will support and empower them on their academic paths.

We respect academic freedom and promote a community that provides opportunities for collaboration and enrichment so that all voices and ideas can be heard, respected, and supported.

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### AP 4100 Los Angeles Community College District (LACCD) Graduation Requirements

The Graduation Requirements for programs at each of the nine colleges in the Los Angeles Community College District are published in the college's catalogs.

#### Associate Degree Requirements Unit Requirement

A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education. The 18-unit major or area of emphasis unit minimum applies even when the units generated by the required courses exceeds 18 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by-exam, external course credit bearing fewer units, etc.), the student does not have to make up the difference between the 18-unit minimum and the listed major/area of emphasis unit totals listed in the college catalog.

Associate Degrees for Transfer, as defined in Education Code Section 66746, must be aligned with transfer model curricula as approved by the Chancellor of the California Community Colleges and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education Breadth Requirements (CSU GE-Breadth Plan) or their variations as required for approval by the California Community Colleges Chancellor's Office.

#### Residency Requirement

Students must complete (i.e. earn) no fewer than 12 units at the college conferring the degree.  
Exceptions to residency: The College President or designee may grant exceptions to residency to alleviate injustice or undue hardship upon review of student petition per established college protocol.

#### Scholarship Requirement

Local Associate Degrees: A "C" (2.0) cumulative grade point average or better in all degree applicable coursework in the curriculum upon which the degree is based including external degree applicable coursework used to meet degree requirements. When calculating the cumulative grade point average only include external coursework if it

is being applied to satisfy a degree requirement (major, general education, elective).

Associate Degrees for Transfer: A "C" (2.0) cumulative grade point average in all CSU transferable coursework upon which the degree is based including external CSU transferable coursework used to meet degree requirements. When calculating the cumulative grade point average only include external coursework if it is being applied to satisfy a degree requirement (major, general education, elective).

#### Minimum Course Grade Requirements

Major coursework: Each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.

General Education coursework: The following indicates the course grade requirement for each general education plan.

- LACCD General Education Plan: Course grades of D- or better are permissible.
  - *Some LACCD courses meet both a general education area and competency (math or reading and written expression). In cases where a student receives a grade lower than "C-", the course maybe applied to the LACCD GE area even though it does not meet the minimum grade of "C-" for competency.*
- California State University General Education Breadth Plan (CSU GE-Breadth Plan): Course grades of D- or better permissible except in Areas A1, A2, A3, B4 which require course grades of C- or better.
- Intersegmental General Education Transfer Curriculum (IGETC): Course grades of C or better required.

Elective coursework: Course grades of D- or higher permissible.  
Competency Grade Requirements: See Additional Requirements section.

#### Additional Requirements

The associate degree also requires demonstrated competence in reading, written expression, mathematics and satisfactory completion of an ethnic studies course.

Coursework used to satisfy these additional requirements may also be applied toward satisfaction of general education requirements and major/area of emphasis requirements.

Through the collegial consultation process, the Chancellor, acting on behalf of the Board of Trustees, shall rely primarily upon the recommendation of the District Academic Senate, to establish procedures for determining these additional requirements.

1. Reading and Written Expression Competency for the Associate Degree may be met by completion of any of the following:
  - a. Satisfactory completion of a course in English at the level of the course typically known as Freshman Composition. This requirement may also be met by satisfactory completion of an English course taught in another department or discipline that requires entrance skills at a level equivalent to those for Freshman Composition, or by demonstrating competency that is comparable to satisfactory completion of a specified English course. The equivalence of English coursework, and the methods of

- demonstrating comparable competency in written expression and reading is determined by the college/district.
- b. Verification of passing with a grade of C or P or higher Freshman Composition from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution's transcript key.
  - c. Verification of passing with a grade of C or P or higher a California Community College (CCC) course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition at the CCC where the course was taken including courses taken within the LACCD colleges.
  - d. Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.
2. Mathematics Competency for the Associate Degree may be met by completion of any of the following:
- a. Satisfactory completion of a course in mathematics at or above the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at or above the same level, with the same rigor, and with Elementary Algebra as a prerequisite, approved locally). This requirement may also be met by satisfactory completion of a mathematics course taught in another department or discipline that requires entrance skills at a level equivalent to Intermediate Algebra, or by demonstrating competency that is comparable to satisfactory completion of a mathematics course at or above the level of the course typically known as Intermediate Algebra. The equivalence of mathematics coursework, and the method of demonstrating comparable competency in mathematics is determined by the college/district.
  - b. Verification of satisfactory completion of any credit course (C- or higher, or the equivalent) or noncredit course (Pass (P) or the equivalent) at or above the level of the course typically known as Intermediate Algebra or the equivalent from any United States regionally accredited secondary ("high school") or post-secondary institution. (Note: Non accredited secondary institutions shall be considered on a case-by-case basis.)
  - c. Verification of passing with a grade of C or P or higher a California Community College course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning at the CCC where the course was taken including courses taken within the LACCD colleges.
  - d. Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam) as specified in LACCD Administrative Procedures.
3. Ethnic Studies Course requirement for the Associate Degree may be met as follows:
- a. Verification of passing with a grade of C or P or higher a transfer-level course (minimum of three semester units or four quarter units) in ethnic studies from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution's transcript key. This requirement may be satisfied by obtaining a satisfactory grade in a course in ethnic studies taught in or on behalf of other departments and disciplines.
  - b. California Community College courses approved to meet an ethnic studies area in any intersegmental general education pattern.
  - c. Ethnic studies courses deemed by the college ethnic studies faculty to meet the California Community Colleges Ethnic Studies core competencies, and approved by the college academic senate or curriculum committee as appropriate per local processes.
  - d. Coursework used to meet the Ethnic Studies local graduation requirement may be double-counted on the LACCD general education plan where applicable.
4. Students who maintain continuous catalog rights as defined in this administrative procedure may satisfy competency according to the requirements stated in college catalogs.
5. The District Academic Senate shall establish whether a course meets the competency requirements as established in this administrative procedure.

### General Education Requirement

General Education is designed to introduce students to the variety of means through which people comprehend the modern world. Developing and implementing a specific philosophy of General Education is a responsibility of each college, since each must be sensitive to the unique educational needs and learning environment of its students. Each college shall publish its statement of philosophy in their catalog.

The following general education plans are offered at the colleges of the Los Angeles Community College District: the LACCD General Education Plan; the California State University General Education Breadth Plan (CSU GE- Breadth Plan); and the Intersegmental General Education Transfer Curriculum (IGETC). The colleges of the LACCD shall not impose any requirements in addition to the CSUGE plan or IGETC requirements, including any local college or district requirements, for students completing any of these general education plans for an associate degree.

Associate in Arts/Science Degrees may use any of the GE plans documented herein. Associate Degrees for Transfer must use the CSUGE Breadth plan or the IGETC or their variations as required for approval by the California Community Colleges Chancellor's Office.

#### 1. LACCD General Education Plan

This associate-level general education plan is appropriate for students planning to earn an associate degree who do not plan to transfer to a baccalaureate granting institution. LACCD General Education reciprocity: LACCD General Education requirements satisfied through a course or an

examination at one LACCD college shall be accepted as fulfilling the same requirement(s) at the LACCD college granting the associate degree. (For coursework completed outside the LACCD, see AP4051 Acceptance and Evaluation of External Coursework)

At least 21 semester/28 quarter units of general education coursework must be completed in the following areas, to include an ethnic studies course in at least one of the areas:

- a. Area A: Natural Sciences (3 semester/4 quarter units minimum)  
Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. This category includes introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.
- b. Area B: Social and Behavioral Sciences and American Institutions (6semester/8 quarter units minimum)  
Courses in the social and behavioral sciences are those which focus on people as members of society. This category includes introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.
  - i. B1: American Institutions (3 semester/4 quarter units minimum)
  - ii. B2: Social and Behavioral Sciences (3 semester/4 quarter units minimum)
- c. Area C: Humanities (3 semester/4 quarter units minimum)  
Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. Such courses include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.
- d. Area D: Language and Rationality (6 semester/8 quarter units minimum)  
Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses. Such courses include:
  - i. D1: English Composition (3 semester/4 quarter units minimum)
  - ii. D2: Communication and Analytical Thinking (3 semester units/4quarter units minimum)
- e. Area E: Health and Physical Education (3 semester units/4 quarter units minimum)
  - i. E1: Health Education (one course minimum)
  - ii. E2: Physical Education Activity (1 semester/1 quarter unit minimum)

Area E waivers for Prior Learning and high-unit Majors

1. Area E shall be waived for students who complete a degree in Nursing.
2. Area E shall be waived for students who have completed a Public Service Academy training as determined by local college protocol.

3. Area E shall be waived for Emergency Medical Technicians (EMT), Licensed Vocational Nurses (LVN) and Certified Nursing Assistants (CNA) as determined by local college protocol.
4. Area E shall be satisfied with credit for military service:
  - a. Military Personnel on Active Duty: documentation must verify at least 181 days of active duty
  - b. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty
5. High Unit Majors: After all double-counting of major units with general education units is completed, the number of units in Area E (E1 and/or E2) specified below shall be waived:

| Degree major/area of emphasis total units: | Units in LACCD GE Area E (E1 and/or E2) that shall be waived: |
|--|---|
| 39.5                                       | 0.5   |
| 40.0                                       | 1.0   |
| 40.5                                       | 1.5   |
| 41.0                                       | 2.0   |
| 41.5                                       | 2.5   |
| 42.0 or greater                            | 3.0   |

**2. California State University General Education Breadth Plan (CSU GE-Breadth Plan)**

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This plan is governed by the California State University system. All requirements of the plan, including the scholarship requirement, are the purview of the California State University system.

Additionally, varied forms of the CSU GE Breadth plan approved by the CSU(such as, but not limited to "CSU GE for STEM") may be used in lieu of the standard CSU GE Breadth plan defined above for all local associate degrees.

- a. Guidelines for CSUGE Breadth Certification
  - i. A student must petition in order to obtain CSUGE Breadth Certification.
  - ii. LACCD colleges shall provide CSUGE Breadth Certification to students regardless of last California community college attended.
  - iii. CSUGE Breadth Certifications will be processed without regard to the student's current enrollment status or number of units accrued at the certifying college.

**3. Intersegmental General Education Transfer Curriculum (IGETC)**

The Intersegmental General Education Transfer Curriculum is a general education program that California Community College transfer students can use to fulfill lower-division general education requirements at a California State University or University of California campus. This plan is governed by the Intersegmental Committee of the Academic Senates (ICAS). All requirements of the plan, including the scholarship requirement, are the purview of ICAS.

Additionally, varied forms of the IGETC plan approved by the CSU and/or UC (such as, but not limited to "IGETC for STEM") may be used in lieu of the standard IGETC plan defined above for any major for which it is approved. Guidelines for IGETC Certification (see the IGETC Standards)

### **Degrees Earned from Other United States Regionally Accredited Postsecondary Institutions**

#### **Associate Degrees**

LACCD Associate Degree general education requirements are fully satisfied by students who have earned an Associate degree from a United States Regionally Accredited Institution. The Associate Degree competency requirements in mathematics and written expression must still be satisfied and will be evaluated on an individual student basis.

#### **Bachelor's Degrees**

LACCD Associate Degree general education requirements and mathematics and written expression competency requirements are fully satisfied by students who have earned a Bachelor's degree from a United States Regionally Accredited Postsecondary Institution.

#### **California Community College Graduation Requirement in Ethnic Studies**

All students must meet the Ethnic Studies course graduation requirement, regardless of the level of the previously earned degree, and will be evaluated on an individual basis.

Exception: Associate Degree in Nursing Students who have a baccalaureate or higher degree from a United States Regionally Accredited Postsecondary Institution.

### **Graduation Requirements for Associate Degree in Nursing**

To obtain an associate degree in nursing, students who have baccalaureate or higher degrees from a United States Regionally Accredited Postsecondary Institution are only required to complete the course work that is unique and exclusively required for completion of the registered nursing program, including prerequisites and nursing course work.

These students are not to be required to complete any other courses required by the college for an associate degree.

#### **Double-Counting of Coursework**

A course may only be counted once for General Education purposes. However, a course may be used to simultaneously satisfy both a General Education requirement, a major/area of emphasis requirement and a local additional graduation requirement. There is no limit on the number of courses that may be used simultaneously in this manner. Unit credit for a course is only counted once.

Students may also simultaneously apply the same course toward satisfaction of the LACCD General Education Plan, the CSU GE Breadth Certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements.

#### **Associate Degrees for Transfer and Local Associate Degrees**

A student who completes an Associate Degree for Transfer (ADT) in a particular major/area of emphasis may also be awarded a local associate in the same major/area of emphasis provided that the student completes any additional coursework required for the local associate degree.

#### **Conferring the Degree when offered at multiple LACCD Colleges**

A student may choose to earn a degree from any college in the LACCD regardless of home college status provided that the student meets the associate degree residency requirement at the college selected by the student to confer the degree. While students may meet all requirements at multiple LACCD colleges, including residency, for the same degree, as defined by degree type and major title, only one degree will be awarded by the LACCD

#### **Additional and Concurrent Associate Degrees**

Additional Associate Degrees: Students who have previously earned an associate degree or higher from a United States regionally accredited institution will be granted an additional associate degree when the following requirements have been met:

Pursuant to catalog rights, described herein, completion of all current degree requirements – i.e., scholarship, residency, competency, general education, and major requirements.

Major course requirements completed in previous degrees awarded can be used again for additional degrees. See AP 4051 Acceptance and Evaluation of External Coursework

There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.

Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of the Academic Senate and the Board of Trustees Shared Governance Board Policy (BP/AP 2510, Participation in Local Decision Making).

Concurrent degrees: Concurrent degrees are degrees awarded in the same semester. Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:

- Pursuant to catalog rights, described above, completion of all current degree requirements: scholarship, residency, competency, general education, and major requirements.
- There is no maximum number of concurrent degrees that a student may be awarded.
- If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

Completion of the General Education requirements for one associate degree will fulfill the general education requirements for additional and concurrent degrees, if the same general education pattern



applies to the additional or concurrent degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each additional or concurrent degree.

### **Credit Certificate of Achievement Requirements Unit Requirements**

A Certificate of Achievement that requires a minimum of 16 semester units must be submitted to the California Community College Chancellor's Office (CCCCO) for approval. The 16-unit minimum applies even when the units generated by the required courses exceeds 16 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by-exam, external course credit bearing fewer units, etc.), the student does not have to make up the difference between the 16-unit minimum and the listed unit totals listed in the college catalog

A Certificate of Achievement that requires fewer than 16 units may be submitted to the CCCC for approval if it requires at least 8 units of degree-applicable coursework. The 8-unit minimum applies even when the units generated by the required courses exceeds 8 units. Thus, when a student meets a course requirement through any means other than enrolling in and successfully completing the required course(s) (e.g., credit-for-prior-learning, credit-by-exam, external course credit bearing fewer units, etc.), the student does not have to make up the difference between the 8-unit minimum and the listed unit totals listed in the college catalog.

Refer to the CCCC Program and Course Approval Handbook for guidelines and requirements for Certificates of Achievement.

### **Scholarship Requirement**

Each course counted towards the certificate requirement must be completed with a grade of "C" or better, or a "P" if the course is taken on a "pass-no pass" basis. The CSUGE Breadth Certificate of Achievement is exempt from this requirement.

### **Noncredit Certificates of Completion and Competency Certificate of Competency**

A Certificate of Competency prepares students to take non-degree-applicable credit coursework, including basic skills and English as a Second Language (ESL), or to take degree-applicable credit coursework leading to completion of a credit certificate, an associate of arts degree, or transfer to a baccalaureate institution.

### **Certificate of Completion**

A Certificate of Completion may be awarded to students completing noncredit courses in a prescribed pathway, chaptered by the Chancellor's Office, leading to improved employability or job opportunities.

### **Scholarship Requirement**

Each course counted towards the noncredit certificate requirement must be completed with a "P."

### **Credit Certificate of Achievement, Noncredit Certificate of Completion, and Noncredit Certificate of Competency Residency and Conference**

There is no residency requirement for Credit Certificates of Achievement, Noncredit Certificates of Completion, and Noncredit Certificates of Competency. When a student meets the requirements for conference of the same certificate at multiple LACCD colleges, as defined by the certificate type and major title, it shall be conferred at only one of those college according to the student's choice.

### **College-initiated Conference of Credit Certificates of Achievement, Noncredit Certificates of Completion, and Noncredit Certificates of Competency (aka, Auto-awarding)**

A student's home college may confer a credit certificate of achievement, noncredit certificate of completion, or noncredit certificate of competency without the student initiating a graduation petition if all of the following are true:

1. The certificate is conferred in the term its requirements were completed per the conferring college's catalog in effect at the time or any previous version for which the student has maintained rights, and
2. The student is given the opportunity to opt out, and
3. During the opt-out period, the student does not opt out.

Degrees shall not be awarded in this manner.

### **Catalog Rights and Continuous Attendance**

College catalogs cover an academic year that reflects enrollment beginning with the fall term and includes subsequent winter, spring and summer terms. Having "Catalog Rights" means students may choose to be held to the graduation requirements listed in the catalog at the time enrollment begins in the Los Angeles Community College District (LACCD), or for any subsequent catalog year during which they maintain continuous attendance.

"Continuous attendance" means attending at least one term (fall, winter, spring, summer) each academic year at any United States regionally accredited post-secondary institution. Courses with a "W" (withdrawal) count towards determining continuous attendance. Credit and Noncredit coursework both count toward attendance.

Students granted a "MW" (military withdrawal) or an "EW" (excused withdrawal) under the provisions of BP 4230 Grading and Academic Record Symbols, will be considered to be in "continuous attendance" for their required period of military service or excused withdrawal.

Exceptions to the Catalog Rights requirements stated in this procedure may be made at the discretion of the Articulation Officer on a case-by-case basis, in conjunction with discipline faculty as appropriate, provided that exceptions are not more restrictive than what is stated in this procedure.

### **Retroactive Awards**

Current and former students who completed a degree or certificate during the period in which they maintained catalog rights for it, but have not yet been awarded said degree or certificate, may have it conferred retroactively, effective in the term in which it was completed. This can occur without the need to re-enroll in the LACCD.

### **Revoking of Degrees, Certificates and General Education Certifications**

Degrees, certificates and general education certifications (i.e., CSU GE-Breadth Plan, IGETC, Interstate Passport) shall not be revoked

except in cases of student academic dishonesty (see AP 5530 Student Discipline) or as specified below.

Colleges shall approve any student-initiated petition to revoke a certificate of achievement, certificate of completion, or certificate of competency that was conferred by the college without a student-initiated petition (aka, via auto-awarding).

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### Pass/No-Pass (AP 4232)

The following is a list of courses which are available only as Pass/No-Pass:

- ALD HTH 021, 038, 039, 100
- COUNSEL 004, 017
- EDUC 006
- E.S.L. (all courses except E.S.L. 008, 010, and 100 E.S.L. 110)
- NRS-HCA 056
- PHRMCTK 034
- THEATER 291, 292, 293

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### CREDIT FOR PRIOR LEARNING (AP 4235)

#### LIST OF COURSES ELIGIBLE FOR CREDIT FOR PRIOR LEARNING

The courses listed below are eligible for Credit by Exam.

Please consult with a counselor or the Transfer Center to determine the best plan to meet your educational goals:

- ADM JUS 001, 002, 003, 004, 005, 006, 014, 104, 160
- BIOTECH 002
- CAOT 076
- CIS 101, 148, 210, 222
- CS 101, 102, 119
- CLN ART 050, 060, 101
- EGD TEK 101
- MATH 112, 115, 120, 123A, 123B, 123C, 125, 240, 240S, 242
- MULTIMD 100, 240, 340, 610

The courses listed below are eligible for Industry Certification.

Please consult with a counselor or the Transfer Center to determine the best plan to meet your educational goals:

- ADM JUS 001, 002, 003, 005, 006, 014, 104, 160
- CIS 124, 192, 193, 194, 195, 210, 211, 222
- CS 119

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### AP 4236 Advanced Placement Credit

1. Use of Advanced Placement (AP) Exams for meeting the Associate of Arts and Associate of Science and Associate Degree for Transfer Major Requirements and Certificates of Achievement Requirements as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

Students must receive a passing score (3, 4, or 5) on an AP exam to receive the course credit indicated in Appendix B.

2. Use of AP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the local Associate of Arts and Associate of Science Degrees as defined in Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates.

Students must receive a passing score (3, 4, or 5) on an AP exam to receive the general education credit indicated in Appendix A.

3. Duplicative External Exam Credit: Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination Program (CLEP) exam in the same topic area will receive credit for only one exam. (For example, if a student takes both the CLEP exam in Biology and the AP exam in Biology, they will only be awarded credit for one exam because the topics are duplicative). The college should award credit for the exam that most benefits the student.

4. AP Unit Credit

For the purpose of granting unit credit applicable to the minimum of 60 units required for the local Associate degree and the Associate Degree for Transfer, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education:

*In general, the recommended minimum number of semester hours from ACE corresponds to the status of the corresponding high school AP course:*

- 3 semester hours are recommended in the case of a half-year course
- 6 semester hours for most full-year courses
- 8 semester hours for some of the mathematics, sciences, and foreign languages

Students must receive a passing score (3, 4, or 5) on an AP exam to receive the unit credit indicated in Appendix A.

5. CSU GE Breadth and IGETC

The use of Advanced Placement exams on the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) plans is determined by the University of California and California State University systems respectively. Refer to the current IGETC Standards and the current CSU systemwide external exam policy on external exams for applicability to the IGETC and CSU GE Breadth areas.

Updates to Appendices A and B are technical updates and not considered revisions to this Administrative Procedure. Both Appendices A and B shall be periodically reviewed and updated as needed by the District Academic Senate.

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### 2024-2025 LOS ANGELES MISSION COLLEGE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

#### Area 4. SOCIAL & BEHAVIORAL SCIENCES

At least 2 courses from at least two academic disciplines (6 semester/9 quarter units)