



LIKIE FASHION and TECHNOLOGY COLLEGE

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Degree/ ESL/ Certificate Programs

CATALOG

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A MESSAGE FROM THE PRESIDENT

We live in an exciting age. Today, as we stand at the beginning of a new millennium, change is happening faster than at any other time in recorded human history. And this change affects all facets of human knowledge and human interaction, whether political, social, economic or educational. As a result of the World Wide Web, the continuing spread of democracy, and the increasing development of market economies around the world, this change is not happening in only a few locations. It is happening worldwide. Globalization is a reality that cannot be avoided. In the face of such unprecedented global developments, the question we must ask ourselves is how well prepared we are for this breathtaking rate of social and cultural transformation. Are we ready to meet the demands that the 21st century will continue to place upon us? Do we have the courage, the vision, the leadership, the knowledge, and the expertise to embrace these whirlwind changes in a world of opportunity?

Likie Fashion and Technology College is committed to assuring that we can boldly say “yes” to all of these questions. Over the past decade LFTC has emerged as an educational institution of integrity and vision, committed to producing business leaders, fashion-designers, computer information specialists, marketing promoters, and well-trained, committed educators. At the heart of our mission is our intent to lead change, not have change lead us. At the center of our vision is the intent to enhance the common good, whether locally, nationally or internationally.

At Likie Fashion and Technology College you will find that the Certificate and Associate Degree Programs are timely and challenging. You will experience our emphasis on *practical application of learned knowledge, development of intellectual, analytical, critical thinking and lifelong learning skills*. And as a student of LFTC you will receive training from gifted and experienced instructors who are committed to their fields of expertise and, above all, to the growth and development of their students.

We invite you to join us as we embrace the challenges of a future filled with promise, a promise that demands nothing but the best. It is to such excellence that we at LFTC stand committed, a commitment that we believe you will find infectious.

Sincerely,

Henry Chang
President

MISSION AND OBJECTIVES

The Mission of the College

Likie Fashion and Technology College (LFTC) is located in the City of Rosemead in the San Gabriel Valley where several hundred thousand Chinese Americans and new Chinese immigrants live. Its mission is to meet the educational and vocational needs of the Chinese people whose second language is English. In particular, Likie Fashion and Technology College is committed to fulfilling the following objectives:

- To offer uniquely designed associate degree programs in Computer Fashion Design, and Fashion Marketing and Merchandising that equip students with a level of educational and professional competency, which will help students realize their desire to participate fully in American society.
- To offer vocational certificate programs, namely, Computer Fashion Design, Computer Pattern Making, Fashion Sample Making, and Pattern Making that enable students to be competent and successful in the job market.
- To offer quality structured programs in College Preparation and English as a Second Language for Chinese immigrants to enhance their English proficiency, so that they can enter mainstream American education, life, and workforce.

LFTC is committed to supporting the strategic missions of its students through continuously improving life-long learning management (LLM) disciplines and regimes and by providing educational services that incorporate the best business practices in lifelong learning management. All LFTC's educational programs are based on the above stated mission, purposes, and objectives and that the facilities and equipment, financial resources, administrative capabilities, faculty, library and other learning resources, and student services are sufficient to achieve the stated mission, purposes, and objectives.

Language of Instruction

LFTC provides instruction for all courses of its associate degree and non-degree (including certificate and ESL programs) programs in English. All texts, writing assignments, and exams are also in English. However, the College offers language assistance to effectively achieve its mission and objectives of serving Chinese students both in the United States and overseas. Many instructors speak fluent English and Chinese, a national language in mainland China, Taiwan, Hong Kong, and Singapore. Typically, when a student cannot understand the instructor's explanation of difficult concepts or materials in English, he/she may request the instructor to repeat the explanation in Chinese. If the instructor is unable to communicate with students in Chinese, the instructor may seek interpretation assistance from Likie College's bilingual administrative staff on duty.

Permit to Operate

Likie Fashion and Technology College is approved to operate as a College by the Bureau for Private Postsecondary Education (BPPE.)

Likie Fashion and Technology College is authorized under Federal Laws to enroll nonimmigrant students.

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

FACILITY AND EQUIPMENT

Location and Facility

Likie Fashion and Technology College is conveniently located in Rosemead, California. The school is about ten (10) miles east of downtown Los Angeles, situated between interstate Highway 10 and Highway 60, halfway between San Gabriel Blvd. and Walnut Grove Blvd. on Garvey Avenue. Local public transportation, bus line 70, serves the school location.

Likie Fashion and Technology College has over 7,000 square feet of space for classrooms, administration offices, laboratories and public areas. In addition to state-of-the-art fashion design laboratories, LFTC has the most up-to-date computer laboratory for teaching and learning activities. The computer laboratory is equipped with various instructional software and network facilities, which are conveniently accessible to LFTC's students for all levels of academic research and information search purposes. Different sizes of classrooms can accommodate from fifteen students to thirty students and are scheduled and utilized for instruction. Computers are made available to students at a ratio of 1:1 for classroom usage.

Library Resources

The Library is committed to providing quality services for Likie Fashion and Technology College's diverse community.

The librarians and library staff strive to:

1. Encourage and facilitate information competency, critical thinking, intellectual independence, and lifelong learning skills in our students;
2. Provide professionally qualified librarians and a skilled technical staff that support the use of information in learning;
3. Provide a comfortable and safe learning environment for all students;
4. Administer fair and objective service policies;
5. Provide assistance and access to collections and services to persons with special needs;
6. Protect each individual's right to privacy with respect to information requested and materials consulted.

It is LFTC's opinion that in this high-tech era, a physical library is not absolutely necessary. Rather, a virtual library should be an excellent alternative. As such, LFTC has established designated computer systems with Internet access solely for library search across the country for students. The laboratory currently has fifteen (15) computers that are available during normal school hours. In addition to that, LFTC has also established a list of resources for fashion programs to aid the research activities and meet the needs of LFTC's students, faculty members, and staff. Please consult LFTC's admission officer for detailed information.

Caveats and Copyright:

Although an enormous amount of information is available over the Internet, only a fraction of the information available in print is on-line. Much, but by no means all, of the information available on the Internet is free. Much of the free information is contributed by the government. The

government's Internet information corresponds very closely to printed government information and is usually very reliable and up-to-date.

Most of the rest of the free information on the Internet is contributed by individual academics, hobbyists, researchers, or computer scientists. While much of this information is valuable, much of it is self-published and tends to go out of date very quickly. It also can be filled with errors.

Some information which is posted on the Internet is copyrighted; some is not. Some copyrighted information has been illegally posted on the Internet without the permission of the copyright holder.

Warning: Copyright law restricts what information can be placed on-line. You may not post, distribute, or resell copyrighted information without the express written consent of the copyright holder. When in doubt, it is best to assume that material is copyrighted!

Disclaimer: Likie Fashion and Technology College strives to provide accurate and unbiased information. However, the College can make no guarantees as to the currency, accuracy, or quality of the information listed and/or archived on this server; nor can we accept any responsibility for the information listed and/or archived at other institutions to which this server points.

Likie Fashion and Technology College accepts no responsibility for the use of the Internet by individuals for any use which can be considered abusive, profane, harassing, or sexually offensive to the average person. Any infringement of applicable copyright laws and any posting of obscene, harassing or threatening materials on the Likie Web Server may be in violation of local, state, national or international laws and can subject the page authors to litigation by the appropriate law enforcement agency.

Food/Drink/Smoking Policy:

Food and drink are not allowed in the library. Spilled food and drink can damage library materials and attract various pests which can cause even greater damage (water bottles are allowed). Smoking is not allowed in the library building or on the library patios.

*Do not move furniture in or out of the room.

*No food or drink in any rooms in the library. (Exception: bottled water)

*No loud talking.

Hours of Operation

Monday ~ Friday: 9:00am ~ 10:00pm

Saturday: 10:00am ~ 4:00pm

Sunday: Closed

Relationship with Local Public Libraries

LFTC currently has more than two thousand books, journals and magazines in its own library collections. LFTC also has established a close relationship with Monterey Park City Library and Rosemead City Library. Both of them are our primary facilities for implementing our Library Use

and Training Policy. Students have free-access to the Monterey Park Library and the Rosemead Library for training, academic research, and resource search purposes. All new students in the associate degree programs must, in their first quarter, participate in a library training session under the guidance of a librarian either at Monterey Park Public Library or Rosemead City Library. After completion of the training session, the students are given the option of taking an Internet Training Course under the direction of a librarian, as well as one-on-one Internet information retrieval training. All students must submit a Library Introduction Training Completion Form signed by a librarian from the Library to the Admission Office before the end of the first quarter. Students must complete the Library Introduction Training Program before registering for the next quarter. As an added incentive, students also have access to the County library at no charge and the California State College library system.

For further explanation of resources available and the means of accessing these services, visit the Office of Academic Affairs.

Equipment

The institution is equipped with the most up-to-date equipment for fashion and computer technology instruction. For fashion instruction we have a dedicated computer system (i.e., a Gerber AccuMark System), a Snap-Fashion Design system, a 98" industrial plotter and a state-of-the-art 72" digitizer. We also have an extensive group of industrial cutting tables, and a wide range of automatic sewing machines.

For computer technology instruction, we have extensive, general-use PC systems and networks, as well as a vast array of training software. Students have easy access to the computer systems and are encouraged to use these systems for academic and library research purposes.

Ethical Use Guidelines for College Equipment, Software, and Data:

Likie Fashion and Technology College provides access to a vast and rich variety of information resources through the use of publicly accessible microcomputers, software, and data. It is incumbent upon all individuals to use these resources in an appropriate and responsible manner. Access is a privilege, not a right.

Individuals should follow the guidelines listed below whenever using any of LFTC's equipment, software, and data in order to insure that these valuable resources remain as accessible to as many persons as possible. Access to the Internet will not be provided to minors without the expressed, written consent of the parent or legal guardian.

Violation of these guidelines may result in loss of access and/or disciplinary actions.

1. Individuals should use Likie Fashion and Technology College equipment, software, and data only for the educational purposes.
2. Individuals should follow published procedures whenever accessing Likie Fashion and Technology College hardware, software, and data, so that they can complete their work as quickly and efficiently as possible and so they don't unintentionally damage hardware, software, or data.
3. Individuals should minimize the impact of their work on others, i.e. individuals should complete their computer-assisted research as quickly and as quietly as possible.

4. Individuals should use only Likie Fashion and Technology College equipment, software, and data which has been authorized for their use.

5. Individuals should not access or copy software or data unless authorized to do so by the college or the copyright owner.

6. Individuals should not attempt to access, modify, or delete files; attempt to modify system facilities; or subvert any restrictions associated with Likie Fashion and Technology College equipment, software, or data.

Common courtesy and common sense will ensure that these valuable resources remain as accessible to as many persons as possible.

ADMISSION REQUIREMENTS AND PROCEDURES

Admission Requirements

Degree Program

To be admitted into the Associate Degree Program at LFTC, a prospective student must

- be at least eighteen (18) years of age; and
- have a high school diploma or have met the General Educational Development (GED) requirement; and
- pass the Wonderlic Ability to Benefit Test, with a score of 200 or more in verbal section, demonstrating a basic proficiency in English

Certificate Program

To be admitted into a certificate program (other than the ESL Program), a prospective student must

- have a high school diploma or have met the GED requirement*; and
- pass the Wonderlic Ability To Benefit Test, with a score of 200 or more in the verbal section, demonstrating a basic proficiency in English; and
- have a personal, on-campus interview and campus tour with an admission representative before enrollment. The interview process is to evaluate the student's ability to successfully complete the requirements of the program in which they are seeking enrollment.

* Students without a high school diploma or have not met the GED requirement, usually need to score 250 or more on Wonderlic Ability To Benefit Test in order to be qualified for the program unless they are sponsored by governmental agencies.

ESL Program

Students in the Intensive English Language Program must be a minimum of fifteen (15) years of age. All students under the age of eighteen (18) must have the signed permission of a parent or guardian to enroll.

International Students

Students who use English as a second language are not required to take the Test of English as a Foreign Language (TOEFL); however, a TOEFL score of 450 or above will ensure an easier understanding of the skills being taught.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Admission Procedures

Prospective students may apply at any time during the year. All local applicants must have a personal interview with the director of admissions prior to admittance and initial enrollment. All admission requirements must be fully satisfied prior to matriculation.

There is a one-time, non-refundable registration fee of one hundred dollars (\$100) for degree programs and seventy-five dollars (\$75) for certificate and ESL programs, as well as an additional amount of \$300 for processing I-20s and INS related services if applicable. For the students who register after the first day of class of the corresponding quarter, there will be a late fee charge of \$100 for processing late registration for that quarter.

Degree programs:

Classes in degree programs are offered on quarterly basis, with four quarters in an academic year. An associate degree program applicant must submit an official high school or General Educational Development (GED) transcript, or an equivalent certificate of high school completion before he/she is considered for admission.

The applicant must meet the conditions for admission as specified in the associate degree program admission requirements above before they can enroll in degree program classes.

Note: Students who have completed a certificate program at LFTC and wish to continue their studies toward an associate degree, may transfer those credits (where appropriate) to the given degree program, if they meet the associate degree program admission requirements and receive approval from the Chief Academic Officer.

Certificate and ESL programs:

Classes in non-degree programs are offered on a quarterly basis, with four quarters in an academic year. Please consult the college Admission Officer for detailed enrollment terms. Students must meet all admission requirements and must register prior to the beginning of each quarter.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

TUITION AND FEES

Cost for Associate Degree Programs

Program	Registration Fee	Tuition Per Quarter (12 Units)	Cost Per Unit	Text Books (Estimated, varies with particular courses)
Computer Fashion Design	\$100.00	\$2,352.00	\$196.00	\$150 - \$300
Fashion Marketing and Merchandising	\$100.00	\$2,352.00	\$196.00	\$150 - \$300

Each associate degree program requires 96 quarter units (i.e., 960 lecture hours) for a total tuition cost of \$18,816. Federal laws and regulations require that foreign students must enroll in a course load of no less than 12 quarter units per quarter to be considered as fulltime. If the student has been enrolled **FULL-TIME** for 3 consecutive quarters, he/she is permitted to take the fourth quarter as the “vacation quarter” (he/she does not have to enroll.) Usually that quarter is summer quarter, but a vacation quarter can be taken any quarter provided the student was enrolled for the 3 consecutive quarters immediately prior to the vacation quarter and will enroll full-time for the quarter immediately following the vacation quarter.

Cost for Certificate / ESL Programs

Program	Registration Fee	Tuition (6 Month)	Material/ Book/Lab Fee	Clock Hours	Total Cost
Computer Fashion Design	\$75.00	\$ 4,704	\$ 350	560hr	\$ 5,129
Computer Pattern Making	\$75.00	\$ 4,704	\$ 350	560hr	\$ 5,129
Pattern Making	\$75.00	\$ 4,704	\$ 350	462hr	\$ 5,129
Fashion Sample Making	\$75.00	\$ 4,704	\$ 350	300hr	\$ 5,129
ESL or College Preparation	\$75.00	\$1,100/1,568	\$ 150	480 hr	\$ 1,325/1,793

Scholarships – Domestic High School Graduates

Domestic high school graduates with sound academic records (GPA: 3.5+, SAT: 1100+) and strong character references may qualify for Likie Fashion and Technology College scholarships. For more information, please call (626) 572 – 8506 or 288 – 8928 or come to the College at 8450 Garvey Ave. 2nd Floor, Rosemead, CA. 91770.

Other Fees / Charges (Non-Refundable)

INS Service Fee (International Students)	One Time Per Person	\$300.00
Student Tuition Recovery Fee (CA Residents only)	Every\$1,000 tuition	2.50
Late Fee for Processing Late Registration	Per Occurrence	100.00
Change of Major/Program Fee	Per Occurrence	100.00
Change of Course Fee (Add / Withdraw)	Each Course	20.00
Re-admission Fee	Per Occurrence	50.00
Deferred Tuition Processing Fee	Per Quarter	50.00
Monthly Interest Rate on Unpaid Balances	Per Occurrence	0.9%
Returned Check / Declined Credit Card Fee	Per Occurrence	30.00
Fee for Late Payments	Each Month Late	30.00

Tutorial Services	Per Hour	20.00
Audit Course Fee	Each Course	Regular Unit Fee
Challenge Exam	Each Course	150.00
ESL Placement Test Fee	Each Time	20.00
Transfer Credit from the University Evaluation Fee	Each Course	100.00
Diploma/Certificate of Completion Duplicate Fee	One Time	20.00
Student Identification (new or replace)	Per Occurrence	10.00
Official Transcript Fee (First Copy)	Each	10.00
Official Transcript Fee (Additional Copy)	Each	5.00
Other Service Fees (Official Documents and Letters, per Copy)	Each	5.00 – 30.00

Withdrawal or Cancellation, and Refund Policy for all Programs

Certificate Programs

Cancellation, Withdrawal and Refunds Policy

Student has the right to cancel the enrollment agreement and obtain a refund of the charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with section CEC 94919). CEC 94909 (a)(8)(B)

1. Cancellation shall occur when the student provides a written notice of cancellation at the following address: Likie Fashion and Technology College. 8450 Garvey Ave. #201, Rosemead, CA 91770. This can be done by mail or hand delivery. If the written notice of cancellation was sent by mail, is effective when deposited in the mail properly addressed with proper postage.
2. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows the student no longer wishes to be bound by the Enrollment Agreement.
3. Each student will be given two Notice of Cancellation forms to use upon enrollment, but any written notice may be used. If the Enrollment Agreement is cancelled by midnight of the fifth business day on which the student attended his/her first class (business day is a day on which a student is scheduled to attend a class session), the school will refund the student any money he/she paid, less any deduction for equipment not returned in good condition, and less a registration fee not to exceed \$75.00, within 30 days after the notice of cancellation is received.

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

LFTC does not grant refunds for books, tools or uniforms.

If a separate charge for equipment is specified in the agreement, and the student actually obtains the equipment, and the student returns that equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the student's withdrawal, the institution shall refund the charge for the equipment paid by the student. If the student fails to return that equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the student's withdrawal, LFTC may offset against the refund calculated the documented cost to the institution of that equipment. The student is liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. Equipment cannot be returned in good

condition if the equipment cannot be reused because of health and sanitary reasons and this fact is clearly and conspicuously disclosed in the agreement.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Here is how LFTC calculates refunds:

$$\begin{aligned} \text{Total cost} - \text{Registration fee} &= \text{Total program cost} \\ \text{Total program cost} / \text{program hours} &= \text{Program fee per hour} \\ \text{Per hour program fee} \times \text{hours attended} &= \text{Total program charge} \\ \text{Total payment amount} - \text{Registration Fee} - \text{Total program charge} &= \text{Refund} \end{aligned}$$

Hypothetical Refund Example

Let's assume that a student, upon enrollment in a 480 hour course, with tuition and fees totaling \$4,875. The student later wishes to cancel his/her program after completing 120 hours of instruction. The student paid in advance a total of \$4,875, which included a nonrefundable registration fee of \$75. The pro-rata refund to the student would be:

Step 1:

$$(\$4,875 - \$75) / 480 \text{ hrs} = \$10 \text{ per hour}$$

Step 2:

$$\begin{aligned} &\$4,875 \text{ payment} - \$75 \text{ non-refundable fees} - (\$10 \text{ per hour} \times 120 \text{ hrs. completed}) \\ &= \$3,600 \text{ refund made to the student.} \end{aligned}$$

Degree Programs

Cancellation, Withdrawal and Refunds Policy

Student has the right to cancel the enrollment agreement and obtain a refund of the charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with section CEC 94919). CEC 94909 (a)(8)(B)

1. Cancellation shall occur when the student provides a written notice of cancellation at the following address: Likie Fashion and Technology College. 8450 Garvey Ave. #201, Rosemead, CA 91770. This can be done by mail or hand delivery. If the written notice of cancellation was sent by mail, is effective when deposited in the mail properly addressed with proper postage.
2. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows the student no longer wishes to be bound by the Enrollment Agreement.
3. Each student will be given two Notice of Cancellation forms to use upon enrollment, but any written notice may be used. If the Enrollment Agreement is cancelled by midnight of the fifth business day on which the student attended his/her first class (business day is a day on which a

student is scheduled to attend a class session), the school will refund the student any money he/she paid, less any deduction for equipment not returned in good condition, and less a registration fee not to exceed \$75.00, within 30 days after the notice of cancellation is received.

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

A student has the right to cancel his/her agreement for a course of instruction until the midnight

At a minimum, students who have completed 60 percent or less of the course of instruction for which they are charged are entitled to a pro rata refund. The refund will be calculated as follows:

If the school has given you any textbooks or equipment, you shall return them to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within the 30-day period, the school may retain that portion of payment paid by you, and the school shall deduct the charges from any refund that may be due to you. Once you pay for the textbooks or equipment, it is yours to keep without further obligation.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

IF A STUDENT LOAN WAS USED TO PAY FOR YOUR TUITION AND FEES, YOU ARE RESPONSIBLE TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND.

For the purpose of determining the amount you owe for the time you attended, you will be considered to have withdrawn from your program when any of the following occurs:

- You notify the school of your withdrawal or the actual date of withdrawal;
- The school terminates your enrollment; or
- You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both parties.

You may repeat a course. If you should withdraw from the program for any reason, based on the refund policy, the hours in attendance for repeating a course will be included in the total hours attended in determining your financial obligation to the school.

If any portion of your tuition was paid from the proceeds of a federal loan, the refund will be sent to the lender or to the agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the federal loan will be first used to repay any federal / state / private student financial aid program from which you received benefits, in proportion to the amount of the benefits

received. Any remaining amount greater than \$5.00 will be paid to you. If there is a balance due, you will be responsible for paying that amount.

Student Tuition Recovery Fund Statement (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to third-party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was the decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the student tuition recovery fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay to the third-party.

You are not eligible for protection from the STRF and you are not required to pay the STRF if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third-party.

Loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. CEC 94909 (a)(11)

LFTC does not provide any private or public financial assistance as well as participate in federal and state financial aid at this time.

GENERAL POLICIES

Statement of Equal Opportunity

Likie Fashion and Technology College respects the right of all individuals to equal opportunity in education and employment without regard to race, color, sex, origin, age, religion, marital status, disability, veteran status, sexual orientation, or any other extraneous consideration not directly and substantively related to effective performance.

Statement of Academic Freedom

Likie Fashion and Technology College promotes total academic freedom. Faculty and students are free to express their academic and scholarly viewpoints and positions supported by facts, evidence, and reasons. Students are encouraged to think critically and question freely. Under normal circumstances, the administration will refrain from interfering with the expression of academic freedom of the faculty and students.

Statement against Sexual Harassment

Likie Fashion and Technology College neither condones nor tolerates sexual harassment by anyone within the campus. A student who feels that he/she has been a victim of sexual harassment should immediately report the circumstances to an appropriate college official or directly to the president of the College.

Harassment may be visual, verbal, physical, or mental in nature. It may include pictures, cartoons, gestures, comments, or jokes; and may relate to national origin, physical handicap, race, color, religion, age, sex, or sexual preference.

Sexual harassment includes, but is not limited to, any unwanted sexually-motivated physical contacts, sexually derogatory statements, and verbal sexual advances.

Anyone who is found guilty of sexual harassment will be subject to termination of employment or education at Likie Fashion and Technology College. Persons guilty of sexual harassment are solely responsible for the cost of lawsuit in either criminal justice or civil litigation. Likie Fashion and Technology College will not bear any responsibility for the guilty party's wrongdoing. For more information regarding the procedures to report sexual harassment, please refer to the Student Handbook.

Statement of Drug-Free, Alcohol-Free, and Tobacco-Free Campus

Likie Fashion and Technology College is a drug-free, alcohol-free, and tobacco-free campus. Inside Likie Fashion and Technology College, no person shall manufacture, distribute, possess, or use illegal drugs; or consume any tobacco or alcohol. The administration of Likie Fashion and Technology College may impose certain sanctions against violators of this policy including warning, suspension, or dismissal.

Student and Faculty Conduct Policies

Students and faculty members are expected to conduct themselves with the highest-level of professionalism and civility while teaching or attending class at Likie Fashion and Technology

College. Further, students and faculty are encouraged to communicate and deal with each other in a manner that reflects LFTC's commitment to being a *community of learners* rather than a mere institution of learning.

Ethic of Community

LFTC is committed to maintaining an atmosphere that is conducive to the intellectual and emotional growth of each of our students. Such a commitment entails much more than satisfying basic academic requirements. It requires that each member of our administration and faculty recognizes and embraces LFTC's holistic commitment to the overall development of each LFTC student. Without emotional and physical stability, intellectual development is often hindered. As members of a community of learning, the physical and emotional well being of our students is as important to us as their intellectual growth.

The highest level of learning occurs, we believe, when the student knows that he or she is supported on every level. To that end, we encourage faculty and administrators to assist students wherever possible in resolving problems and challenges of both an academic and of a non-academic nature. Because all aspects of our lives are interwoven, we believe that what may not be an explicitly academic issue may ultimately have far-reaching academic consequences.

Moreover, we fully expect that each member of the faculty and of the student body will recognize their influence upon and responsibility to the other instructors and students as fellow members of this larger learning ethos. Thus, we assume that faculty and students will operate from a place of enlightened self-interest and genuine concern for the welfare of others in seeking to make the overall experience of everyone involved in the LFTC community an experience of positive growth, one that is reflected in mutual respect and commitment to the common good.

The following activities are considered to be an explicit violation of LFTC's *Ethic of Community*:

- Intentional disruption or obstruction of instruction and/or learning in the classroom;
- Cheating in any manner, whether it takes the form of plagiarism or cheating in the examination process;
- Theft of or vandalism to the College or student property;
- Possession of a concealed firearm or any other weapon on campus;
- Physical or verbal abuse toward anyone on campus, especially in terms that can be reasonably construed as sexism, racism or sexual harassment;
- Possession or consumption of illicit drugs or alcohol on or near the LFTC campus.

Given LFTC's commitment to the safety and general well-being of our students at all times, any student or faculty member found in violation of any one of the above guidelines may be subject to immediate dismissal.

Expulsion Suspension and Probation of Students

Any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus-related:

1. Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.

2. Cheating or plagiarism in connection with an academic program at a campus.
3. Misrepresentation of oneself or of an organization to be an agent of the campus.
4. Willful, material, and substantial obstruction or disruption, on or off campus property, of the campus educational process, administrative process or other campus function.
5. Unauthorized entry into, unauthorized use of, or misuse of campus property.
6. Engaging in lewd, indecent or obscene behavior on campus property or at a campus function.
7. Abusive behavior directed toward, or hazing of, a member of the campus community.
8. Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.
9. Unauthorized recording, dissemination and publication of academic presentations for commercial purposes. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.
10. Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
11. Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
12. On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
13. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president.
14. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
15. For purposes of this Article, the following terms are defined:
 - The term “behavior” includes conduct and expression.
 - The term “academic presentation” means any lecture, speech, performance, exhibition, or other form of academic or aesthetic presentation, made by an instructor of record as part of an authorized course of instruction that is not fixed in a tangible medium of expression.
 - The term “commercial purpose” means any purpose that has financial or economic gain as an objective.
 - “Instructor of record” means any teacher or staff member employed to teach courses and authorize credit for the successful completion of courses.
 - The term “member of the campus community” is defined as meaning academic, non-academic and administrative personnel, students and other persons while such other persons are on campus property or at a campus function.
 - The term “campus property” includes:
Real or personal property in the possession of, or under the control of, the Board of Directors of the LFTC, and all campus related facilities whether operated by a campus or by a campus auxiliary organization.
 - The term “deadly weapons” includes any instrument or weapon of the kind commonly known as a black-jack, sling shot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.

- The term “hazing” means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term “hazing” does not include customary athletic events or other similar contests or competitions.

Non-Discrimination Policy

LFTC will not under any circumstance discriminate against an individual based on race, ethnicity, religion, age, sex, sexual orientation, disability, or marital status in any of its academic programs, admission policies, or employment practices. However, we do reserve the right to refuse admission or employment to anyone that we justly determine as unqualified for the program or position under consideration.

Expected Completion Times

It is expected that a full-time student should complete an AA degree program in two academic years. However, the maximum time frame may be extended to three academic years for full-time students and four years for part-time students, excluding authorized leave of absences.

Certificate programs, requiring from 12 to 36 weeks of continuous study, vary by virtue of the different requirements for the different programs offered.

Class Size Policy

To ensure the highest quality of instruction and to guarantee the highest degree of personal contact with the instructor, all LFTC classes are limited to a maximum of 15 students per course.

Study Groups Policy

Students are encouraged to form study groups with other Likie students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance and understanding of course subject matter. Students are cautioned that all Likie instructors require that each student submit his/her own original work. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences of unethical practices set forth in this catalog under Ethic of Community.

Profession

License is NOT required for students to work in this field.

Student Complaint & Grievance Procedures

The College administration is dedicated to providing its students with an atmosphere conducive to advanced learning. From time to time, however, problems that interfere with a student’s capacity to learn may occur. We encourage any student faced with such a problem, while enrolled at LFTC to discuss the problem with the appropriate instructor immediately. If the problem cannot be resolved accordingly, and the student still has a complaint, the following course of action is suggested:

- A student may request a meeting with the Dean of Student Affairs to further explain the concern or complaint.
- If the problem is not resolved, the student may file a written complaint with the President of the College. The complaint should contain the student's name, address, telephone number, date & time the problem occurred, the name of all persons involved, and a concise statement of the problem as the student understands it.
- The President of the College will then investigate the grievance, convene a grievance committee to ascertain the facts, and take corrective action as required to resolve the matter.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website (www.bppe.ca.gov). The student should expect to receive a written response within 10 days from the date the complaint is filed.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at the address listed below:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916)431-6959

Toll Free: (888)370-7589

Fax Number: (916)263-1897

STUDENT SERVICES

Academic Assistance

Academic assistance is available to all students upon request. Any student who is interested in obtaining tutorial services is encouraged to speak with her or his instructor or to contact the office of the Chief Academic Officer for assistance. The service is free of charge.

International Students

If an applicant or a student has any questions regarding I-20, the Office of the Registrar is able to provide assistance and answer questions.

All students holding a student visa as a result of enrollment in LFTC must maintain their status in good standing at all times and must attend class regularly as scheduled. Any serious violation of I-20 visa regulations will be reported to the Bureau of Citizenship and Immigration Services (BCIS).

Housing

LFTC does not provide dormitory housing for students, but offers comprehensive assistance in locating affordable housing within walking distance from our campus. Within the immediate vicinity of LFTC, there are ample housing opportunities, ranging from studio apartments to one and two bedroom apartments, and to rental of a private room in a family home. Monthly rental costs range from approximately \$300 to \$500 per month, depending on the actual unit. While we assist and guide the student in establishing appropriate living arrangements, the student alone is responsible for all agreements entered into with the landlord. LFTC takes no responsibility for the student's conduct and dealings on rental property or for any financial transactions between the student and his/her landlord. The student is solely liable for his/her conduct and transactions.

Career Placement Assistance

LFTC offers placement assistance to all of its graduates through its information networking system, media advertising, and employer/employee job market network. Our success in placing students in rewarding jobs is a dimension of LFTC in which we take great pride. Students are individually advised and critiqued, regarding their background experience and future potential in the various labor markets before, during, and after their time of study at LFTC. **However, Lokie Fashion and Technology College does not guarantee job placement to any graduate.**

College and University Placement Assistance

It is recommended that each student attend a one-on-one counseling session with the Office of Student Affairs at least once every academic year. During the counseling session, the student is advised regarding his/her own academic progress, the appropriate college and area of study for them, and the necessary steps to take in securing admission to the college of choice. However, as with Career Placement Assistance, *LFTC makes no guarantee regarding actual admission and/or transfer.*

Requesting Transcript

All student records are treated as strictly confidential. Students must submit a written request to registrars for an academic transcript or training record. Transcripts will be released to any third party only when authorized in writing by the student. Please consult student advisors for further information.

ACADEMIC POLICIES

Attendance

A degree program student who has attended less than 70% of the scheduled classes in a given course may be subject to failing that course. A degree student who has attended less than 70% of all courses in which he or she is registered may be placed on academic probation. Students who are placed on academic probation for attendance reasons will have one academic quarter to rectify the problem or be subject to dismissal. Students enrolled in Certificate Programs must also attend, at minimum, 70% of the scheduled hours or be subject to dismissal. However, make up classes may be offered at the discretion of the instructors. Certificate students whose tuition is being paid for by third-party payers, such as Workforce Investment Boards or Worker's Compensation may subject to related government attendance requirements.

Tardiness Policy

Students are expected to arrive on time for each class session and leave only when the instructor dismisses the class. Students who arrive late by and/or leave class early 30 minutes or more before the end of class without the instructor's permission will be counted tardy for one entire class session.

Good Academic Standing

Students must maintain a minimum overall grade point average (GPA) of 2.00 to be in good academic standing. Failure to meet such minimal standards will result in the student being placed on academic probation. If such should occur, LFTC will afford the student tutorial assistance with an extra charge to the student. The student on academic probation must raise his/her GPA to the minimum GPA standard of 2.00 within two academic quarters. Should the student fail to re-establish good academic standing within the given time frame, he/she may be subject to dismissal.

All possible steps to rectify the situation in the best interest of the student will be taken by LFTC, as determined by the Chief Academic Officer. However, it is LFTC's academic policy that sound academic performance is not a negotiable issue.

Academic Credits

Likie Fashion and Technology College measures its programs and evaluates its students' progress based on quarter units. A quarter unit is defined as a minimum of 10 contact hours of classroom instruction or a minimum of 20 hours of laboratory work plus appropriate preparation for class participation and completion of after-class assignments and projects.

Credits Transferred to LFTC

Transfer credit may be granted when a student enrolls in a degree or certificate program, under the following criteria: (1) credits must have been earned from a U.S. institution approved by a state educational agency or accredited by an accrediting agency recognized by the U.S. Department of Education; or (2) credits which have been earned from foreign institutions must be evaluated and recognized by an independent and creditable credential evaluation agency in the United States; (3) the course for which credits are being considered for transfer must have a minimum grade of "C" (2.00 on 4.00 scale) or higher; (4) the course which is being considered for transfer credits must be

similar in nature, content and duration to a specified course in the LFTC curriculum in order to be transferable.

All credits transferred to the College from other institutions of higher learning must be for courses taken within the past ten years unless a request for special exception is made to the Chief Academic Officer. Requests for transfer credit are normally submitted during the admissions process. Additional requests must be filed with the Admissions Office prior to the quarter in which the equivalent College course is offered. Maximum transfer units accepted are eight (8) quarter units at LFTC. The Office of Academic Affairs, however, makes final determination on acceptability and limitation of transfer units.

LFTC recognizes that some persons are engaged in professional activities, requiring a high degree of skill, without benefit of formal learning. This may be due to progressive self-development from positions of lesser skills, or by self-initiated and self-motivated study and experience. Such persons may, in fact, be the pioneers of the profession, who were instrumental in its development before formalized or identifiable learning programs were developed. This is seen in the emergence of new technologies and professions.

LFTC may allow credit up to eight (8) quarter units for activity which demonstrated that the learner has achieved levels of excellence that now require formalized collegiate experiences. Evaluation will be based on evidence of professional experience and expertise, comparisons with learning provided by college courses, recommendation of peers and recognized authorities, and relevance to the learner's educational and career goals using guidelines established by the Council for Adult and Experiential Learning (CAEL).

Experiential learning credit may be applied when such experience is judged to be clearly professional. Students are awarded transfer credit based on a written report prepared by qualified faculty from their subject area of concentration.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at LFTC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Associate Degree, Diploma, or Certificate you earn in LFTC is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending LFTC to determine if your credits or degree, diploma or certificate will transfer.”

Transferability is to be determined at the sole discretion of the Office of Academic Affairs. Students who apply for transfer credit will be notified of the decision, in writing, by the Office of Academic Affairs.

Grading System

At the end of each course/quarter of instruction, students are assigned a letter grade with grade points based on a four-point system. The LFTC grading system is explained as follows:

Grade Symbol	Suggested Scales	Explanation	Grade Points
A	95% +	Superior Attainment of Course Objectives	4.0
A-	90% - 95%	Outstanding Attainment of Course Objectives	3.7
B+	87% - 89%	Very Good Attainment of Course Objectives	3.3
B	84% - 86%	Good Attainment of Course Objectives	3.0
B-	80% - 83%	Better than Average Attainment of Course Objectives	2.7
C+	77% - 79%	Above Average Attainment of Course Objectives	2.3
C	74% - 76%	Average Attainment of Course Objectives	2.0
C-	70% - 73%	Below Average Attainment of Course Objectives	1.7
D+	67% - 69%	Weak Attainment of Course Objectives	1.3
D	64% - 66%	Poor Attainment of Course Objectives	1.0
D-	60% - 63%	Barely Passing of Course Objectives	0.7
F	60%-	Non-attainment of Course Objectives	0.0
I		Incomplete	Not Applicable
SP		Satisfactory Progress	Not Applicable
W		Withdrawal	Not Applicable

An “I” grade will be issued to a student only when the student has substantially completed the required course work for the course and the instructor is satisfied that the student is sufficiently progressing toward successful completion of the course. It is LFTC’s policy that an “I” grade must be removed within one academic year after the grade is given. That is, the student must complete all required course work for the “I” grade within one academic year. Failure to remove the “I” grade will result in an “F” grade for the course.

Student Records

Academic records, including all information appearing on a Transcript of Academic Record, are retained indefinitely. Notations of student discipline are retained according to the terms of the penalty imposed. Materials supporting applications for admission, correspondence, and transcripts from other institutions and similar material may be destroyed five years after a student's last registration. Other material may be destroyed sooner.

Students who submit irreplaceable material may request the return of that material. Such requests must be submitted with the original material. The office to which the material is submitted will return the material as soon as possible and not later than six months after the student's graduation or last registration.

Retaking Courses

Any student can retake or repeat a course to improve the grade for that course through paying normal tuition and fees. However, the new grade cannot be used to replace the old grade for the same course. Both grades shall appear on the student’s transcript to ensure the integrity and accuracy of academic records and standards.

Course Load

Students are encouraged to enroll in no more than sixteen (16) quarter units during any scheduled quarter session. A student who wishes to enroll for more than 16 quarter units in a quarter must obtain written permission from the Office of Academic Affairs prior to registration.

Leave of Absence

Students may be granted one leave of absence per 12-month period for certain specific and acceptable reasons after enrolling full-time (for a minimum of 12 units per quarter) for 3 consecutive quarters. Students who are in their last quarter before degree completion are permitted to take fewer than 12 units if they need less than 12 units to complete the degree. All requests for a leave of absence must be accompanied by written documentation from the appropriate person and/or agency. The request should be properly dated, signed by the student, indicating the reason for the request, and must be submitted to the Administration Office. The Administration Officer will approve or deny the request in writing. If a student fails to return on the scheduled return date, he/she shall be terminated from the training program. One subsequent leave of absence may be granted if the leave of absence does not exceed 11 weeks and the school determines that it is necessary due to unforeseen circumstances. Subsequent leaves of absence may be granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993. The school must document the reason for each subsequent leave of absence.

No leaves of absence are granted to students who have completed their course unit requirements. A student may not be granted a leave of absence to avoid being dismissed due to lack of satisfactory progress or failure to fulfill the requirements of the attendance policy. Effects of Leave of Absence on Satisfactory Academic Progress Students who are contemplating a leave of absence should be cautioned that one or more of the following factors might adversely affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the courses required to maintain the normal progress in their training program will be available at the time of re-entry.
- Students may have to wait for the appropriate course to be offered.
- Students may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.

Re-Entry

Students who wish to re-enter after being withdrawn may be re-admitted at the discretion of the Program Director. Students who have previously attended the school will be subject to the same admission requirements and procedures as new applicants. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry.

Academic Probation

Academic probation will occur under three situations:

- 1) If a student's GPA is below 2.00 on a 4.00 scale by the end of a quarter, the student will be placed on Academic Probation in the quarter that follows.

- 2) If a student has completed 25% of the maximum time frame allowed for graduation and has a cumulative GPA less than 1.25, the student will be placed on probation.
- 3) If a student has completed 25% of the maximum time frame allowed for graduation and has not been able to successfully complete all courses attempted, the student will be placed on probation.

Academic Dismissal

Academic dismissal will occur under three situations:

- 1) If a student has been on academic probation for three consecutive quarters the student will be dismissed from the College.
- 2) If a student's cumulative GPA is below 1.00 on a 4.00 scale, the student will be dismissed.
- 3) If a student has completed 50% of the maximum time frame allowed for graduation and has a cumulative GPA less than 1.50, the student will be dismissed.
- 4) If a student has completed 50% of the maximum time frame allowed for graduation and has not been able to successfully complete of all courses attempted, the student will be dismissed.

Academic Honors

Academic honors are granted to outstanding students and conferred at the graduation ceremony based on their cumulative GPA.

Summa Cum Laude	3.90 - 4.00
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.40 – 3.69

Graduation Requirements

As stated previously, a full-time student should complete an AA degree program in eighteen months to two academic years. However, the maximum time frame may be extended to twenty-four months for full-time students and thirty-six months for part-time students, excluding authorized leave of absences. In other word, a student may not attend classes for more than 1.5 times the course length.

Although the registrar will exercise due care in informing students of their progress in their academic work through grade reports each term, it is the student's own responsibility to make sure that he/she proceeds properly towards meeting all graduation requirements.

Graduation diplomas or certificates are only conferred upon students who have obtained clearance for graduation. A student is considered to have obtained clearance for graduation if the student has

- 1) successfully completed all academic requirements for graduation as specified in his/her particular program of study;
- 2) paid all fees and tuition owed to the College;
- 3) paid the required graduation fee;
- 4) submitted all admission and required academic documents to the College;
- 5) petitioned in writing to the Office of Academic Affairs for graduation; and

6) been recommended by the faculty to graduate.

Student must complete all required prerequisite courses and completion of all courses while maintaining an average grade of 70% (GPA 2.0) or better. The student must also meet the attendance policy, maintaining an overall attendance rate of 78%.

Student Responsibilities

Each student is responsible for meeting the requirements printed in the LFTC Catalog and duly published regulations of LFTC. The college establishes certain academic policies and requirements which must be met before a degree is granted. These include major and unit requirements and prerequisites. While advisors, directors, deans and faculty will provide a student with information and advice, responsibility for meeting these requirements rests with the student. Since failure to satisfy these requirements may result in the degree being withheld, it is important for each student to become thoroughly acquainted with all regulations.

The Catalog and the Class Schedule, available from school administrators, are the best sources of information on current policy and regulations. The student also has the responsibility for securing the consent of the instructor before enrolling in a course with pre-requisites which the student has not completed. To insure receipt of timely information from the college, each student must keep the Registrar's Office informed of changes in his/her personal data, including changes in name, address and program of study.

ASSOCIATE DEGREE PROGRAMS

Computer Fashion Design (96 Units Required)

The Computer Fashion Design Program provides students with knowledge of current fashion trends, design techniques, pattern making skills and cutting and processing skills in various fashion styles. Students will learn to draw a simple fashion sketch, step by step, from a basic fashion concept. Manual to advanced skills in the latest methods of computerized fashion design and pattern making are key elements of this program.

Total of 96 units required

Required Core Courses

Students are required to complete minimum of twelve core courses (48 units) to graduate:

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
FAS 110	Basic Sample Sewing	4
FAS 112	Beginning Pattern Making	4
FAS 113	Pattern Grading	4
FAS 115	Fashion Design – Color	4
FAS 119	Textiles	4
FAS 120	Fashion Design Development & Basics	4
FAS 124	Fashion Sketching I	4
FAS 212	Advanced Pattern Making	4
FAS 220	Fashion Design – Advanced	4
CIS 102	Microcomputer Applications	4
CFS 210	Computer Fashion Design	4
CFS 220	Computer Fashion Sketching and Design	4

General Education Courses

Students are required to complete minimum of six General Education courses (24 units) to graduate:

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
GEN 101	College English	4
GEN 102	American History	4
GEN 105	Introduction to College Math	4
GEN 201	Communication Skills for Business	4
GEN 202	Introduction to Sociology	4
GEN 205	Introduction to Psychology	4

Recommended Elective Courses

Students are required to select six elective courses (24 units) from the following Recommended List of Electives in order to graduate. Among the required electives, at least three (12 units) must be 200-level courses.

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
CFS 214	Computer Pattern Making I	4
CFS 215	Computer Grading and Marker Making	4
CFS 224	Computer Pattern Marking II	4
FAS 114	Retail Display Techniques	4
FAS 116	Fashion Show Production	4
FAS 214	Draping I	4
FAS 215	Draping II	4
FAS 216	Trends and Concepts in Fashion	4
FAS 217	Advanced Sample Sewing	4
FAS 218	Fashion Sketching II	4
FAS 219	Advanced Design Techniques	4
FAS 221	Fashion Illustration	4
FAS 222	Gown Design	4
FAS 223	Costume Design	4
FAS 224	Career Development in Fashion Industry	4
FAS 225	Apparel Development	4
FAS 226	Fashion Sourcing and Buying	4
FAS 227	Special Topics in Fashion Industry	4
FAS 228	Special Topics in Apparel Production and Trade	4
FAS 229	Apparel Manufacturing	4
FAS 230	Fitting and Pattern Alteration	4
GRPH 210	Drawing I	4
GRPH 211	Color Theory	4
GRPH 212	Elements of Design I	4
GRPH 213	Elements of Design II	4
PD 210	Portfolio Development	4

Fashion Marketing & Merchandising (96 Units Required)

The Fashion Marketing & Merchandising program prepares the students to be the most-in-demand marketing and sales professionals in the U.S. and Asian marketplaces. Students will receive training in practical knowledge of international trading and procurement, marketing management, retail, and promotion of trend-setting apparel products as well as quality control and supply chain management in fashion production. This program gives students a competitive edge in the job market by providing a firm understanding of the entire fashion pipeline from raw materials (textiles), manual/computer-aided pattern making (fashion CAD), to finished fashion product.

Total of 96 units required

Required Core Courses

Students are required to complete minimum of twelve core courses (48 units) to graduate:

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
MKT 101	Principles of Marketing	4
MKT 110	Consumer Behavior	4
MKT 114	Retail Merchandising	4
MKT 116	Fashion Advertising and Promotion	4
MKT 120	Special Topics in Fashion Import & Export	4
FAS 112	Beginning Pattern Making	4
FAS 116	Fashion Show Production	4
FAS 119	Textiles	4
FAS 225	Apparel Development	4
BUS 115	Business Law I	4
CIS 102	Microcomputer Applications	4
CFS 214	Computer Pattern Making I	4

General Education Courses

Students are required to complete minimum of six General Education courses (24 units) to graduate:

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
GEN 101	College English	4
GEN 102	American History	4
GEN 105	Introduction to College Math	4
GEN 201	Communication Skills for Business	4
GEN 202	Introduction to Sociology	4
GEN 205	Introduction to Psychology	4

Recommended Elective Courses

Students are required to select six elective courses (24 units) from the following Recommended List of Electives in order to graduate. Among the required electives, at least three (12 units) must be 200-level courses.

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
BUS 274	Export-Import Financing	4
BUS 280	Logistics and Supply Chain Management	4
BUS 281	Quality Control	4
BUS 282	Special Topics in E-Commerce	4
CFS 210	Computer Fashion Design	4
CFS 214	Computer Pattern Making I	4
CFS 215	Computer Grading and Marker Making	4
CFS 220	Computer Fashion Sketching and Design	4
CFS 224	Computer Pattern Marking II	4
FAS 110	Basic Sample Sewing	4
FAS 113	Pattern Grading	4
FAS 114	Retail Display Techniques	4
FAS 115	Fashion Design – Color	4

FAS 120	Fashion Design Development & Basics	4
FAS 124	Fashion Sketching I	4
FAS 212	Advanced Pattern Making	4
FAS 214	Draping I	4
FAS 215	Draping II	4
FAS 216	Trends and Concepts in Fashion	4
FAS 217	Advanced Sample Sewing	4
FAS 218	Fashion Sketching II	4
FAS 219	Advanced Design Techniques	4
FAS 220	Fashion Design – Advanced	4
FAS 221	Fashion Illustration	4
FAS 222	Gown Design	4
FAS 223	Costume Design	4
FAS 224	Career Development in Fashion Industry	4
FAS 226	Fashion Sourcing and Buying	4
FAS 227	Special Topics in Fashion Industry	4
FAS 228	Special Topics in Apparel Production and Trade	4
FAS 229	Apparel Manufacturing	4
FAS 230	Fitting and Pattern Alteration	4
GRPH 210	Drawing I	4
GRPH 211	Color Theory	4
GRPH 212	Elements of Design I	4
GRPH 213	Elements of Design II	4
MKT 118	Professional Sales	4
PD 210	Portfolio Development	4

Other Elective Courses

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
ACC 101	Introductory Accounting I	4
ACC 102	Introductory Accounting II	4
ACC 103	Intermediate Accounting	4
ACC 104	Cost Accounting	4
ACC 105	Tax Accounting	4
ACC 106	Auditing	4
ACC 207	Computerized Accounting System	4
ACC 209	Special Topics in Accounting	4
ACS 110	Beginning BASIC Programming	4
ACS 111	Information Storage and Retrieval	4
ACS 112	Computer Operating Systems	4
ACS 113	Introduction to Database Design	4
ACS 114	Introduction to Networking	4
ACS 115	Beginning Programming in C	4
ACS 116	Intermediate Programming in C++	4
ACS 117	Introduction to WEB Design	4
ACS 118	Database Programming	4
ACS 119	Advanced Programming in JAVA	4
ACS 120	Introduction to Computer Data Structure	4
BUS 110	Fundamentals of Business	4
BUS 112	Principles of Management	4
BUS 116	Business Law II	4
BUS 250	Basic Statistics	4
BUS 251	Real Estate Principles	4
BUS 252	Real Estate Practice	4
BUS 253	Legal Aspects of Real Estate	4
BUS 254	Real Estate Appraisal	4
BUS 255	Escrows	4
BUS 256	Property Management	4
BUS 257	Real Estate Economics	4
BUS 258	Real Estate Office Administration	4
BUS 259	Real Estate Finance	4
BUS 260	Real Estate Mortgage Lending and Brokering	4
BUS 261	Real Estate investment	4
BUS 262	Real Estate Market Analysis	4
BUS 263	Real Estate Development and Management	4
BUS 271	Commercial Bank Administration	4
BUS 272	Risk Management for Lending Institutions	4
BUS 273	Financial Analysis Techniques	4
BUS 279	Special Topics in Finance	4
CIS 101	Introduction to Computers	4
CIS 103	Introduction to Information Systems	4
CIS 104	Management Information Systems	4
CIS 105	Database Management	4
CIS 106	Introduction to Systems Analysis and Design	4

CST 262	Digital Graphic Design I	4
CST 263	Digital Graphic Design II	4
CST 264	Graphic Design - Web Design I	4
CST 265	Graphic Design - Web Design II	4
CST 266	Graphic Design - Web Design III	4
ENG 11/12	Beginning English (Part I)	0
ENG 13/14	Beginning English (Part II)	0
ENG 21/22	Intermediate English (Part I)	0
ENG 23/24	Intermediate English (Part II)	0
ENG 31/32	Advanced English (Part I)	0
ENG 33/34	Advanced English (Part II)	0
ENG 41	American Culture	0
ENG 42	Vocabulary	0
ENG 43	Non-stop Discussion	0
ENG 44	Movie and Discussion	0
ENG 45	American Idioms	0
ENG 46	Fashion World	0
ENG 47	Business World	0
ENG 48	Public Speaking	0
ENG 49	Creative Writing	0
ENG 50	Art, Cultures, and Literature	0
ENG 51	Presentations	0
ENG 60	Capstone English Course	0
ENG 210	Effective English Communication	4
ENG 211	Career Development English	4
ENG 212	Special Topics in Professional Speaking	4
GRPH 214	Illustration I	4
GRPH 215	Typography I	4
GRPH 216	Typography II	4
GRPH 217	Fundamentals of Graphic Design I	4
GRPH 218	Fundamentals of Graphic Design II	4
GRPH 219	Logo Design	4
GRPH 220	Pre-Press Production	4
MATH 201	Special Topics in Mathematics	4

LFTC does not offer distance education at this time.

DEGREE PROGRAM COURSE DESCRIPTION

Introductory Accounting I *ACC 101* *4 Units*

Basic accounting terminology and concepts will be covered in this course. Students learn how to record business transactions, measure business income, complete the accounting cycle, manage cash flows, and about accounts receivables, payables, inventory, assets, and payroll.

Introductory Accounting II *ACC 102* *4 Units*

Retained earnings, treasury stock, liabilities, management of accounting, and the master budget are introduced in this course. Skills required analyzing and interpreting the income statement, the statement of cash flows, financial statements, and standard costs are thoroughly discussed.

Intermediate Accounting *ACC 103* *4 Units*

Among the general principles and practices of business accounting, specific topics will include the understanding of financial statements: the balance sheet, income statement, statement of stockholders' equity, statement of cash flow, earnings quality, segmental data, bank financial statement, and summary of financial ratios.

Cost Accounting *ACC 104* *4 Units*

This is an introduction to the general principles and practices of cost accounting. In this course, students will learn different methods to analyze and interpret various costs as well as the techniques to control costs.

Tax Accounting *ACC 105* *4 Units*

This course delves into the intricate principles and practices of corporate taxation. Students develop an understanding of the following concepts and theories: tax law, tax services, corporate formations and capital structure, corporate income tax, corporate tax levies, the gift tax, the estate tax, and income taxation of trusts and estates.

Auditing *ACC 106* *4 Units*

Among the general principles and practices of auditing, specific topics covered in this course include: audit responsibilities and objectives, audit planning and documentation, audit evidence and process, test of transaction, test of control, test of sales and collection cycle, test of details of balance, test of payroll and personnel cycle, as well as test of accounts payable, acquisition and payment cycle, inventory and warehousing cycle, capital acquisition and repayment cycle, and cash balance.

Computerized Accounting System *ACC 207* *4 Units*

In this course, students will learn how to set up accounts and enter transactions by using computer software in order to manage transactions and categories, manage data files, budgets, reports, and graphs. (Students may be required to purchase the computer software)

Special Topics in Accounting

ACC 209

4 Units

This course covers significant, topical and practical problems, issues and theories in accounting. Topics will be selected by the instructor.

Beginning BASIC Programming

ACS 110

4 Units

This is an introductory course to computer programming with Visual Basic 6. A problem-solving approach is written for students with little or no programming experience. The comprehensive course equips students with the skills necessary to develop computer applications in any language by helping them develop a framework for creating programs. The course emphasizes the program development cycle and fundamental programming concepts through a programming case study.

Information Storage and Retrieval

ACS 111

4 Units

This is a survey of the of information storage and retrieval to discuss how to work with information in all varying forms. It shows students how to handle full-text, graphics, video, and audio, and how to distribute massive databases over networks.

Computer Operating Systems

ACS 112

4 Units

This course provides a comprehensive, up-to-date roadmap for understanding of computer operating systems with an emphasis on the popular Windows operating system. With its thorough coverage of Windows environments, architecture, and features, this course enables the student to harness the power of rapidly changing computer operating systems. The basic Windows characteristics, comparison with other operating systems, installation, configuration, and maintenance are reviewed. Advanced features and functions are also covered in this course.

Introduction to Database Design

ACS 113

4 Units

As a solid foundation database processing, this course is organized into several parts, beginning with the core components of database processing including building databases and related applications, data modeling, and progresses to the transformation of data models into relational database designs. Rational database implementation is discussed in the ensuing sections. Key technological advances are thoroughly discussed, such as the expanding internet and organizational intranet technology and its role and function within application publishing. The concluding parts deal with database processing and object-oriented DBMS technology.

Introduction to Networking

ACS 114

4 Units

This accessible and student-friendly course discusses necessary fundamentals and introduces communication services such as LANs (Local Area Networks), WANs (Wide Area Networks), voice networks, and the TCP/IP protocols used in the Internet. The first part of the course provides a broad overview of voice and data networking and the last three parts provide detailed coverage of the nuts and bolts of networking.

Beginning Programming in C

ACS 115

4 Units

This is the first part of programming in C. It introduces fundamental notions of structured programming and software engineering and gets up to speed quickly. It covers structured program development, program control, functions, arrays, pointers, characters and strings, input/output, bit manipulation, data structures, preprocessor and other topics.

Intermediate Programming in C++ *ACS 116* *4 Units*

This is the second part of programming in C++. It introduces fundamental notions of the C++ environment and basic functions. It covers C++ classes and data abstraction, operator overloading, inheritance, virtual functions, polymorphism, stream input/output, templates, and exception handling.

Introduction to WEB Design *ACS 117* *4 Units*

This course is designed to teach students how to analyze business requirements and Web requirements for the development of a Web site. Designing user interface and user service, creating input forms, processing user input as well as incorporating Java Applets, Active X, and DHTML are thoroughly discussed. Incorporating tables, graphics, animation, and media, as well as publishing and managing a web site are also presented in the course.

Database Programming *ACS 118* *4 Units*

This is an introductory course in relational database programming. Fundamentals of SQL such as creating tables, getting information from tables, row functions, summarizing data, inner joins, outer joins, unions, self joins, cross joins, sub queries and advanced queries are presented.

Advanced Programming in JAVA *ACS 119* *4 Units*

This is an advanced programming course. Java programming will be introduced in the course. Java application, applet, arrays, object-based and object-oriented programming, graphics, 2D, interface, images, animation, and audio will be introduced in this course.

Introduction to Computer Data Structure *ACS 120* *4 Units*

This course thoroughly covers key data structures at the introductory level. With focus on how to assess costs and benefits, it teaches students how to create efficient data structures and algorithms and how to adopt new design challenges. Students are taught how to assess application needs to find data structures with matching capabilities.

Fundamentals of Business *BUS 110* *4 Units*

This course provides an introductory study of business and its function, background, development, organization, and opportunities in a global environment. Business terms, current trends, methods, contemporary and future problems and current practices are covered. The students are given a broad overview of the business environment today for both large and small companies.

Principles of Management *BUS 112* *4 Units*

Historical and current ideologies of management will be covered in this course. Students learn the responsibilities and business ethics of managing a modern corporation. They will study the fundamentals of organization, human resources management, motivation of employees, strategic planning, and decision-making with strong leadership.

Business Law I ***BUS 115*** ***4 Units***

This course is part one of a comprehensive introduction to the fundamentals of law in a business setting. While the nature of law, the judicial system, and court procedures are briefly overviewed, the focus of the course will be on contract law.

Business Law II ***BUS 116*** ***4 Units***

This course is part two of a comprehensive introduction to the fundamentals of law in a business setting. The focus of the course will be on commercial transactions, business organization, and property law.

Basic Statistics ***BUS 250*** ***4 Units***

Students gain a working knowledge of statistical tools used for decision-making within the business arena. Included are descriptive statistics and inferential concepts.

Real Estate Principles ***BUS 251*** ***4 Units***

This course gives instruction on many aspects involved in a real estate transaction with introduction to legal aspects, title and escrow procedures, the property management business, appraisal areas, finance options and the transfer of real property. Students develop basic vocabulary and test-taking skills in partial preparation for state examination for the real estate license and for the real estate appraiser.

Real Estate Practice ***BUS 252*** ***4 Units***

This course presents the forms and techniques necessary to close a residential real estate sales transaction. Emphasis is placed on the advertising, listing, financing, appraisal, escrow and limited taxation aspects of real estate.

Legal Aspects of Real Estate ***BUS 253*** ***4 Units***

This course provides instruction on buying, selling and management of real property. Students study California property law: Titles, community property, liens, sales contracts, escrow, commissions, transfers, licensing regulations and public policy.

Real Estate Appraisal ***BUS 254*** ***4 Units***

This course provides instruction on the valuation principles of real estate appraisal, including architectural styles, types of construction, lot valuation, depreciation, the approaches to value, and appraisal standards and ethics.

Escrows ***BUS 255*** ***4 Units***

This course introduces the student to the functions and types of escrows. The student is introduced to the procedures used in the escrow industry. The student will develop proficiency in common terms of escrow business terminology and the basic escrow steps in a real estate transaction.

Property Management *BUS 256* *4 Units*

Introduction to the aspects of real estate management, including the rights and responsibilities of the parties, personnel, and ownership of income-producing property with emphasis on residential property maintenance and contracts.

Real Estate Economics *BUS 257* *4 Units*

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include business, credit, and real estate cycles, urban structural relationships, factors that creating values in real estate, real estate market analysis, problems of subdividing, and governmental relationship to real estate development.

Real Estate Office Administration *BUS 258* *4 Units*

This course focuses on starting and managing a brokerage business. The POSDC model (Planning, Organizing, Staffing, Directing and Controlling) provides a logical methodology for running the business. Following the model we've chosen, we discuss management theory and activities that are important in the operation of a real estate firm.

Real Estate Finance *BUS 259* *4 Units*

This course provides instruction on the various aspects of finance, including fixed and variable rate loans, conventional and government financing programs, and creative financing options. Students will calculate unpaid loan balance, interest and qualifying ratios.

Real Estate Mortgage Lending and Brokering *BUS 260* *4 Units*

This course is ideal for people studying for a real estate licensee, individuals seeking to enter the mortgage loan business and for those already actively working in the industry. Key topics of coverage include appraisal, credit agencies, title and escrow, and computer programs used in the industry. Important legal concepts such as trust fund handling and both federal and state compliances are also covered. There is extensive coverage of the forms necessary for the industry such as loan application, credit authorization, actual escrow instructions and much more.

Real Estate investment *BUS 261* *4 Units*

This course will discuss basic principles of investing in real estate, analytic techniques, and economic strategies for maximizing after-tax returns from land, residential properties, shopping centers, and other real estate.

Real Estate Market Analysis *BUS 262* *4 Units*

Factors and influences of urban growth and development. Economic factors and real estate supply and demand. Location theory and urban growth patterns. Public policy as a factor in real estate development. Analysis of real estate markets.

Real Estate Development and Management *BUS 263* *4 Units*

Decision making process in the property development process - from raw land to marketing and management of the completed product. Policy formulation and implementation, project feasibility analysis, financial analysis, computer assisted analysis; case studies.

Commercial Bank Administration *BUS 271* *4 Units*

Organization, operation, and policies of commercial banks; sources and uses of bank funds; cash and reserve positions, securities and loan portfolios; regulation and its effect on management operations of a bank.

Risk Management for Lending Institutions *BUS 272* *4 Units*

Application of the roles of credit scoring, generic vs. customized scoring models, credit bureau data, scorecard development, performance measures, project management, scorecard monitoring reports, the uses of credit scoring and risk based pricing, how credit scoring works, how to develop scoring in the organization, and how to implement and monitor a credit scoring system.

Financial Analysis Techniques *BUS 273* *4 Units*

Interpretation of financial statements from the perspective of both the financial analyst and the creditor. Selection and valuation of stocks and fixed-income securities, Emphasis on the economic meaning of financial statement data for the purpose of valuing the firm's securities.

Export-Import Financing *BUS 274* *4 Units*

Institutional arrangements, methods and techniques used to finance international trade. Government and financial institution services. Risk-return aspects of international sales, insurance needs, the use of letters of credit, international factoring, accounts receivable insurance and other financing techniques. Review of required export-import documentation.

Special Topics in Finance *BUS 279* *4 Units*

This course will discuss basic theories and applications in corporate finance that can serve as tools in a financial manager's decision-making process. Major topics include forms of business organization, principles of planning, controlling short and long-term financial resources of business, costs of capital, the role of financial markets, time value of money, valuation of stocks and bonds, capital budgeting, and portfolio theory.

Logistics and Supply Chain Management *BUS 280* *4 Units*

This course introduces an exciting and promising logistics topic—Supply Chain Logistics Management. Supply Chain Logistics Management is to bolster traditional courses and invigorate supply chain management courses, by examining traditional logistics issues within the context of

the supply chain. It also provides a solid foundation that clearly describes the role of logistics within the supply chain, portraying a complete view of the subject and going farther to show how all the pieces fit together.

Quality Control *BUS 281* *4 Units*

This course provides an understanding of the production of ready-to-wear apparel and to present a method for evaluating its quality. The course takes an industry approach, integrating the study of traditional clothing design and construction with that of apparel mass production. The resulting body of knowledge and related vocabulary are important tools for anyone pursuing a career in the apparel industry.

Special Topics in E-Commerce *BUS 282* *4 Units*

The course covers the entire landscape of e-commerce. The introduction to e-Commerce gives present and future practitioners a solid foundation in all aspects of conducting business in the networked economy. The course focuses on what a manager needs to know about Internet infrastructure, strategy formulation and implementation, technology concepts, public policy issues, and capital infrastructure, as well as Internet application planning, development, control for enterprise-wide information systems typically that are used in e-commerce in order to make effective business decisions.

Computer Fashion Design *CFS 210* *4 Units*

By using the most up-to-date computer systems and software applications, students will learn step by step how to utilize Adobe PhotoShop to address various aspects of fashion / textile design effects such as production flats, fabric design, and picture scanning and manipulation. Students will also be trained to develop an awareness of design trends and the needs of the fashion industry in using state-of-the-art software to develop a designer's sketch.

Computer Pattern Making I *CFS 214* *4 Units*

This course will use Gerber Technology's computerized pattern making system. Principle functions of drafting a commercial pattern on PDS (Pattern Design System) will be introduced. Students will learn basic PDS operating procedures, data management techniques, as well as important functions built into pop-up menu, measure menu, blocks menu, lines menu, and points menu.

Pre-Requisite or Co-Requisite: FAS 112

Computer Grading and Marker Making *CFS 215* *4 Units*

This course will introduce principles of grading commercial patterns and making markers on Gerber computerized digitizing, grading, and marker making system. Instruction will concentrate on inputting pattern, establishing grade rules, operating a plotter, and making a marker.

Pre-Requisite: FAS 113

Computer Fashion Sketching and Design *CFS 220* *4 Units*

This course further develops the students' computer software application skills for fashion design. Students will learn step by step how to utilize Adobe Illustrator and SnapFashun to address the principles of designing with a computer while simultaneously developing their own drawing skills and techniques. Students will continue to be trained to develop an awareness of design trends and the needs of the fashion industry in using state-of-the-art software to develop a designer's sketch.
Pre-Requisite: FAS 124

Computer Pattern Making II *CFS 224* *4 Units*

Students will be experienced with major functions of Gerber pattern design system in this advanced training course. Practice will concentrate on modifying blocks, working with Blocks Advanced, performing macros, and setting up preferences.
Pre-Requisite: CFS 214

Introduction to Computers *CIS 101* *4 Units*

In this course, students will learn how to assemble, operate, maintain, and troubleshoot personal computers (PC), plus the basic concepts of business networking. The program moves step by step, from a basic knowledge of computer hardware components, software applications, to a professional level of network settings. The program introduces students with the PC installation procedures, operating system configurations (Windows 2000/XP or later edition), fundamentals of computer maintenance and troubleshooting.

Microcomputer Applications *CIS 102* *4 Units*

This course, as an introductory course to Microsoft Office application programs such as Word, Excel, Access, PowerPoint, Outlook, and FrontPage, helps students build both computer and problem solving skills. Technical skills to use computer software applications are important; however, they alone cannot help resolve real business problems or challenges. Students will develop analytical skills and techniques – both quantitative and qualitative – that can be applied to the data to "fill in" the facts and premises assumed in computer technicality. Learning how to use these techniques, and, more importantly, *when* to apply them, is a key objective of the course.

Introduction to Information Systems *CIS 103* *4 Units*

This course takes the unique approach of integrating both the fundamentals of information systems and technology with the essentials of business operation and management. The importance of information systems to end-users is emphasized throughout the course. An early presentation of business concepts provides students with a solid foundation to understand information systems. A broad view of information systems takes a look at individual, workgroup, organizational, and international perspectives.

Management Information Systems *CIS 104* *4 Units*

Management Information Systems is recognized for logical organization and clear descriptions. Focusing on the role of managers within an organization, the course emphasizes the development of computer-based information systems to support an organization's objectives and strategic plans. Focusing on Systems concepts, the Systems approach is implemented throughout the course.

Database Management

CIS 105

4 Units

This is an introductory course in modern database management. While sufficient technical detail is provided, the emphasis remains on management and implementation issues pertinent in a business information systems curriculum. Students are introduced to data management and data administration. They are also introduced to the elementary concepts of database analysis and design.

Introduction to Systems Analysis and Design

CIS 106

4 Units

Designed primarily for undergraduates in CIS and business programs, this course is particularly focused on system analysis and design, where a streamlined approach is necessary due to lab assignments, projects, and/or outside reading requirements. Students are introduced to foundations for systems development, systems planning and selection, systems analysis and design as well as systems implementation and operation.

Digital Graphic Design I

CST 262

4 Units

This course instructs students on how to operate a computer CAD program. Special projects are assigned to further develop the students' understanding of utilizing software applications in creating digital images.

Digital Graphic Design II

CST 263

4 Units

This is a continuation course of Digital Design I & II. Students will further expand their knowledge of graphic design using the current popular computer software (Quark Press). Individual projects will focus on developing design in various dimensions
Prerequisite: CST 262.

Graphic Design – Web Design I

CST 264

4 Units

This course introduces students to the fundamental elements of web design. Instruction on web design layouts and techniques will enable students to design and create functioning websites using the current popular program (Dream weaver). Students will learn how to create and maintain websites.

Graphic Design – Web Design II

CST 265

4 Units

This course expands the students' knowledge of website development. Instruction in the latest computer software program (Macromedia Flash) will show students how to integrate video, text, audio, and graphics.
Prerequisite: CST 264

Graphic Design – Web Design III

CST 266

4 Units

This is a continuation of Web Design II. Students continue their exploration of the latest computer software (Flash) by creating more complex projects. Special projects are assigned to students to further develop their understanding and ability to create and maintain exciting and functioning web pages.

Prerequisite: CST 264, CST 265.

Beginning English (Part I) ***ENG 11/12*** ***0 Unit***

This is an intensive multi-skills course introducing simple grammatical structures, vocabulary, simplified reading materials, conversational sentences, spelling and punctuation in three *independent* modules. Guidance and practice in compound sentences and personal letter writing are also introduced. (This course is independent of ENG 13/14.)

Beginning English (Part II) ***ENG 13/14*** ***0 Unit***

This is an intensive multi-skills course introducing simple grammatical structures, vocabulary, simplified reading materials, conversational sentences, spelling and punctuation in three *independent* modules. Guidance and practice in compound sentences and personal letter writing are also introduced. (This course is independent of ENG 11/12.)

Intermediate English (Part I) ***ENG 21/22*** ***0 Unit***

Students here are introduced to academic reading by using text previews, finding main ideas, scanning information and making simple inferences. Topics include three *independent* modules in the areas of short questions and answers as well as simple sentences; practice in writing techniques, full form paragraphs and short compositions; summarizing, rewriting and editing; and identifying, understanding and differentiating English spoken by various voices. (This course is independent of ENG 23/24.)

Intermediate English (Part II) ***ENG 23/24*** ***0 Unit***

Students here are introduced to academic reading by using text previews, finding main ideas, scanning information and making simple inferences. Topics include three *independent* modules in the areas of short questions and answers as well as simple sentences; practice in writing techniques, full form paragraphs and short compositions; summarizing, rewriting and editing; and identifying, understanding and differentiating English spoken by various voices. (This course is independent of ENG 21/22.)

Advanced English (Part I) ***ENG 31/32*** ***0 Unit***

This course provides practice and guidance in how to organize writing in order to compose well-developed paragraphs and essays including introductions and conclusions. Topics of this course include three *independent* modules in the areas of drafting, note taking, editing, outlining and finishing compositions; using a library for academic reference as well as learning how to skim, infer from facts and opinions; daily communication; and appropriately correct grammatical structures. (This course is independent of ENG 33/34.)

Advanced English (Part II) ***ENG 33/34*** ***0 Unit***

This course provides practice and guidance in how to organize writing in order to compose well-developed paragraphs and essays including introductions and conclusions. Topics of this course include three *independent* modules in the areas of drafting, note taking, editing, outlining and finishing compositions; using a library for academic reference as well as learning how to skim,

infer from facts and opinions; daily communication; and appropriately correct grammatical structures. (This course is independent of ENG 31/32.)

American Culture ***ENG 41*** ***0 Unit***

American culture is an introductory course of the American social, economic, cultural, political, religious and educational system. This course will include the opportunity to experience the American way of life first-hand. The San Gabriel Valley and Greater Los Angeles will be used as the learning laboratory for the students.

Vocabulary ***ENG 42*** ***0 Unit***

Explore the rich resource of words in English. At the same time, learn techniques for finding, understanding, and remembering words and expressions. Increase professional and social vocabulary, and practice using various on-line resources that can help build vocabulary.

Non-stop Discussion ***ENG 43*** ***0 Unit***

In the Non-stop Discussion, there is a significant amount of repetitive communication modules to encourage the students to improve their pronunciation and their familiarity with the use of daily English language (For example: Common English used at the restaurant, supermarket, pharmacy, bookstore, bank, etc.). Every effort will be made to provide a relaxed environment but with a clear mission for the students to exercise their language talents without concern of embarrassment.

Movie and Discussion ***ENG 44*** ***0 Unit***

Students will watch U.S. movies and learn about American culture. Vocabulary will be presented and students will be expected to participate in discussions of the themes, values and attitudes reflected. This course encourages more spontaneous and natural use of English in American social and cultural settings. You will develop effective conversational skills by (1) choosing appropriate language for specific situations (like giving invitation, writing formal letter). (2) developing interactive listening (clarifying or checking understanding, giving signals of attention or misunderstanding); and (3) taking part in simulated and real conversational interactions (starting a conversation, making small talk, continuing a conversation, closing a conversation).

American Idioms ***ENG 45*** ***0 Unit***

One of the most difficult aspects of a new language is learning to use and understand idioms and metaphors. This course takes an analytical approach to the study of idiomatic language, analyzing idioms and metaphors in order to understand what they reflect about American culture. Students will also discuss the history of words and the ways that Americans combine words to invent new ones. Class time will include exercises to practice idioms and advanced vocabulary.

Fashion World ***ENG 46*** ***0 Unit***

The purpose of this course is to give a basic introduction of Fashion English to the students; it will build up vocabulary and give a general introduction to Computer Fashion Design, Fashion Marketing and Merchandising. These courses emphasize conversational sentences, spelling and punctuation in Fashion Design. Identifying, understanding and differentiating English reading/

speaking in fashion industry. Upon successful completion, the students will be able to more readily reach their goals in higher education or where applicable, the job market. These courses will prepare the student to make a positive contribution to their local community and American society.

Business World

ENG 47

0 Unit

Learn to analyze and produce a variety of writing styles. Practice conventions that make a good impression on clients and colleagues. This syllabus may include cover letters, sales letters, reports, resumes, and other types of writing used in the workplace. This course strengthens your ability to read about themes such as corporate culture, management styles, Technology in business, environmental issues, and global economics. This course will be of interest to people working in business and business students, who want to explore issues of current importance. Specific reading skills and team discussions allow you to understand the content of articles more easily, and judge the validity of authors' arguments. Vocabulary-building strategies will encourage you to learn and use more business-related words and expressions.

Public Speaking

ENG 48

0 Unit

Improved communication skills, clarity in speech and expression, confident oral presentation and increased self-confidence are some of the benefits derived from this program. Participants must possess at least Intermediate levels of proficiency in English.

Creative Writing

ENG 49

0 Unit

This course offers the opportunity to take an elective course in English, which practices writing within genres of poetry, fiction, and creative non-fiction. It emphasizes a workshop setting and lessons focused on content issues, structures, styles, and forms within these genres. Students read and comment on published material and other students' work.

Art, Cultures, and Literature

ENG 50

0 Unit

A course providing the student an opportunity to study and analyze a variety of major works and concepts in the fields of painting, sculpture, literature, and architecture and to develop college level research, speaking and writing skills. Works covered range from Early Greek to contemporary.

Presentations

ENG 51

0 Unit

The purpose of this course is to provide practice in English oral presentations, both informal and formal, critical analysis, and appropriate organization of information. By the end of the semester, a successful student will be able to discuss ideas and opinions in small groups, taking various roles of leader, facilitator, recorder, etc.; gather, analyze and organize information appropriate for various forms of oral presentations; present that information in a stimulating and understandable way; and evaluate his/her own strengths and weaknesses as well as those of other speakers.

Capstone English Course

ENG 60

0 Unit

The purpose of this course is to teach advanced academic writing skills and give a basic introduction to academic classes such as Fashion Design, Business Communication Skills.

Effective English Communication*ENG 210**4 Units*

This course covers basic writing and communicating principles to students majoring in design, computer, or any business related major. Sections will emphasize the terminology of various industries. Practice exercises on writing coherent paragraphs, business letters, memos, reports, summaries, and presentations will expose students to various writing methods necessary in the professional environment.

Career Development English*ENG 211**4 Units*

This course prepares the students for the professional environment. Instruction on writing effective resumes, correctly responding to interview questions, and job searching tactics will be covered.

Special Topics in Professional Speaking*ENG 212**4 Units*

This course is designed as a concise subject for students learning to prepare, deliver and analyze business presentations. The course also addresses one of the major challenges all students face when taking a speaking course: speech anxiety. Sample presentations with critiques help students apply and analyze what they learn. Moreover, the course covers business presentation skills; overcoming speech anxiety; communication principles and their application in the business environment; audience analysis and multicultural issues; standard vocabularies for different industries; crisis communication resources and organizations for business speakers; and more.

Basic Sample Sewing*FAS 110**4 Units*

This is an introductory sample sewing course that teaches students basic knowledge and sewing techniques commonly used in sample making rooms. Instruction will cover from basic theory to more advanced application in sewing projects. By the end of this course, students will be able to identify fashion fabrics, read measurement charts, operate sewing machines, and apply basic sewing techniques to create seams, interfacings, cutting, fly-front zippers, collars, pockets, sleeves, hems, waistbands, sleeves, and closures.

Beginning Pattern Making*FAS 112**4 Units*

This course introduces students to pattern making fundamentals that include basic block development, measurement, and flat-pattern manipulation. Students will learn how to draft flat patterns for basic bodice, sleeve, skirt, raglan, torso, and pants. Students will also learn how to incorporate measurements in drafting a flat pattern.

Pattern Grading*FAS 113**4 Units*

The course will focus upon the objectives as outlined. Activities include note taking from in-class lecture, discussion, quizzes and tests, plus any individual student projects completed outside of class if necessary. There are no make-ups on any exam, except according to school mandated policy. Late work, if accepted, will be at one-half credit.

Pre-Requisite or Co-Requisite: FAS 112

Retail Display Techniques*FAS 114**4 Units*

This course offers up-to-date trends, practices, and procedures in the world of display merchandising – the sales-support activity that looks at every window and shelf for display of goods or service in a retail establishment. This course covers visual merchandising presentation at its best; color coordinated, accessorized, and self-explanatory. It emphasizes that the display is the center-piece of the objective – the theater, the sparkle and shine that surrounds a presentation of merchandise and makes the shopper stop, look, and buy what has been assembled with care and offered with flair. All the techniques required to achieve this style are covered and discussed in this course.

Fashion Design – Color

FAS 115

4 Units

This class provides a solid and thorough foundation in the aesthetic, science, and psychology of color. Students will develop understanding of the principles of color gradation and composition. Instruction in various color media will enhance students' understanding of the dynamics of color theory as it pertains to fashion design.

Fashion Show Production

FAS 116

4 Units

In this exciting class, students coordinate and stage a live fashion show with professional models. Students will develop themes; hire models; handle fittings; coordinate clothes; plan lineup and presentation. The skills students acquire may be used on a future job or lead to a career in show production.

Textiles

FAS 119

4 Units

This course helps students develop solid knowledge of textiles as raw materials to create apparel products. Students will learn textile terminology, recognize similarities and differences among textiles, and understand the function of textiles to particular garments.

Fashion Design Development & Basics

FAS 120

4 Units

The course overviews fashion history as well as product development, manufacturing, and merchandising in fashion industry. The goal of this course is to place the interplay between designers and the whole fashion industry into perspective and to help students develop individualized fashion collection. Instruction will focus on fashion trends, fashion forecasting, elements and principles of design as well as fashion collection development.

Fashion Sketching I

FAS 124

4 Units

This course introduces the students to the basic proportion of the fashion figure. Instruction on how to sketch the nine-head fashion figure will be given by industry professionals and artists. Students taking this class will have a working knowledge of the composition and proportion of the fashion figure and master industry standard sketching methods for presenting garment details.

Advanced Pattern Making

FAS 212

4 Units

This course continues to build upon the students' understanding and knowledge of flat pattern making. Students will learn how to draft complex patterns, as well as construct muslin samples from the drafted pattern pieces.

Pre-Requisite: FAS 112

Draping I *FAS 214* *4 Units*

This is an introductory draping course. Instruction in fundamental draping procedures and techniques in dress form will be given. Students will practice basic block/sloper and dart variations, basic skirts, basic shift and empire design, bodice variations and various sleeve styles.

Draping II *FAS 215* *4 Units*

This is an advanced draping course. Students will be experienced with draping of dart less shapes, selected types of garment, and advanced design variations. Instruction will also include preparation of fabrics according to specific draping designs and fabrication.

Pre-Requisite: FAS 214

Trends and Concepts in Fashion *FAS 216* *4 Units*

This course is a comprehensive study of fashion principles fundamental to every job in the field. Students will learn the impact of past and present fashion trends on the historical, social and economic level. Students will also learn the dynamics of creating a fashion collection with a consideration for specific markets and fashion category.

Advanced Sample Sewing *FAS 217* *4 Units*

This is an advanced level sample sewing course that teaches students how to create eye-catching designer look-alike fashion details and garments. Through hands-on training, students will practice advanced garment construction techniques and expand their own collection of design details. By the end of the course, students will also be able to utilize master patterns, from the original design or commercial patterns, to sew expensive ready-to-wear garments.

Pre-Requisite: FAS 110

Fashion Sketching II *FAS 218* *4 Units*

This course will build upon the student's knowledge of basic sketching techniques. Students will learn how to illustrate garments on the fashion figure as students begin to develop their own sketching style.

Prerequisite: FAS 124

Advanced Design Techniques *FAS 219* *4 Units*

This course builds upon the students' knowledge of draping, and flat pattern making, and fashion sketching by instructing the students how to synthesize these techniques in creating a finished garment. Students will also further their mastery of draping by learning how to execute designs employing 3D techniques by using the actual fabrics intended for the end product of the design.

Prerequisite: FAS 112, FAS 124

Fashion Design – Advanced *FAS 220* *4 Units*

An advanced survey course of fashion design, this course helps students understand how to develop fashion design from an inspiration to a finished work. Students will study aesthetics of design and develop design skills such as color story creation, fabric selection, and line organization. Various apparel categories, fashion design business practice, industry resources, and other related topics will also be introduced in this course.

Pre-Requisite: FAS 115

Fashion Illustration

FAS 221

4 Units

This course provides students with a working knowledge of incorporating various medium and techniques in the creation of fashion illustrations. Students will further expand and develop their personal sketching and illustrating styles. Instruction includes complex fabric rendering, and illustrating a fashion collection of various design categories to increase the students' knowledge of specific markets in the garment industry.

Prerequisite: FAS 124

Gown Design

FAS 222

4 Units

This course will introduce the students to the fundamentals of evening wear design. Students will learn construction, pattern and draping techniques specific to this category. Emphasis is placed on the details necessary to create a higher-priced end product.

Prerequisite: FAS 112, FAS 110.

Costume Design

FAS 223

4 Units

This course introduces students to the history of film, television, and stage costume design. The lecture portion of the course covers costume design history in the various mediums, and the laboratory portion of the course will require students to create and/or render costumes from a specific show or production. This course allows students to combine their knowledge of sketching, flat pattern making, and draping in the conception and execution of a costume idea.

Prerequisite: FAS 110, FAS 124, FAS 212.

Career Development in Fashion Industry

FAS 224

4 Units

This class concentrates on the guidelines of professional business practices and self-marketing in the apparel design and merchandising industry. Students are introduced to the process of job searching, and instruction will be given on proper communication techniques in acquiring employment specific to the apparel industry.

Prerequisite: FAS 112, FAS 124, FAS 212.

Apparel Development

FAS 225

4 Units

This course attempts to give students the real flavor of the garment making industry, specially in wholesale, manufacturing, designing, and private label product development. More jobs of the future, including buying, will require a working knowledge of the technicalities of apparel product development. A general but practical "how to" when it comes to developing and producing a line of clothing.

Fashion Sourcing and Buying

FAS 226

4 Units

This course focuses on the buying of fashion merchandise, particularly clothing. The procedures emphasize also to a broader range of merchandise, such as footwear and accessories, since all of these products contribute to creating a total image for the consumer in response to changing trends.

Special Topics in Fashion Industry

FAS 227

4 Units

This course provides an overview of the fashion sectors from a business perspective. The content meshes the excitement of the industry with the business view required to succeed in the industry. The course also examines the various segments of the industry within the unifying context of the total fashion pipeline. It incorporates many important developments that have transformed the industry dramatically in recent years, including changes in the economy, globalization, technology, consumer priorities and spending.

Special Topics in Apparel Production and Trade

FAS 228

4 Units

This course gives students enough information on technician's guide to patternmaking, grading and cutting, and also the real flavor of the garment making industry. As more jobs of the future, including buying will require a working knowledge of the technicalities of apparel product development. This course intends to let students know about what a job feels like, especially in wholesale, manufacturing, designing, and private label product development.

Apparel Manufacturing

FAS 229

4 Units

This course is to introduce to students the manufacturing process of apparel products from fabric selection and sourcing to the final garment assembly and finishing. More specifically, students will become familiar with quality control procedures as well as product standards and specifications that distinguish industrial apparel production from other forms of garment production.

Pre-Requisite: FAS 112

Fitting and Pattern Alteration

FAS 230

4 Units

This course is to teach how to construct beautifully fitted and comfortable clothing by tackling the challenging tasks of fitting and pattern alteration. Students will study the complete procedure and efficient methods to customize patterns that fit each individual's particular figure type and body shape. By the end of this course, students will be experienced with the fitting and pattern alteration techniques by plenty of hands-on practice.

Pre-Requisite: FAS 112

College English

GEN 101

4 Units

Incoming students will learn the basic foundation of College level expository writing, and gain an introduction to English literature. Students will be exposed to the fundamentals of critical thinking and analysis, and taught the basic structure and execution of critical essays. Students will examine several major works of English prose and poetry from the perspective of a critical reading.

American History*GEN 102**4 Units*

This survey course offers an overview of the major formative events – political, cultural, religious, intellectual and economic – that shaped the American social landscape up to and until the first decade of the twentieth century. Beginning with pre-colonial America, moving through the birth of the nation, the formation of the American political structure, the civil war, and the early stages of the industrial revolution, this course offers comprehensive exposure to what made the “American Century” possible.

Introduction to College Math*GEN 105**4 Units*

The course covers logic, combinations, geometry, probability, modular arithmetic, descriptive statistics, algorithms, elementary number theory, and sequences. It aims to equip students with basic math skills by taking the student through the basics of number work and arithmetical techniques.

Communication Skills for Business*GEN 201**4 Units*

Providing students the tools to enhance their careers through the use of good communication skills, this course stresses the applications necessary in the business culture, including letters, memos, sales, research and marketing reports. It also provides instruction in aspects of public communication, writing, technology, research sources and methods.

Introduction to Sociology*GEN 202**4 Units*

Introduction to the fundamentals of social science in general and the study of sociology in particular, from an historical perspective with a descriptive approach and a normative methodology is the focus of this course. It examines the thinking of classic social theorist, including Weber, Durkheim and Marx up to contemporary figures, such as Searles and Berger. Students are given an overview of methodologies and the most recent sociological debates and findings.

Introduction to Psychology*GEN 205**4 Units*

Students are acquainted with the basic concepts and methodologies used in the study of the human psyche and the field of psychology in general. Fundamental areas of concern, including biology, developmental theory, personality theory, abnormal psychology, therapeutic approaches and social psychology will be considered.

Drawing I*GRPH 210**4 Units*

This course introduces the students’ to the fundamentals of drawing techniques through various exercises that will cultivate the students’ capacity to visualize proportion, perspective, and lighting. Students will also learn to work with various artistic mediums and tools.

Color Theory*GRPH 211**4 Units*

This course covers the essential elements of color theory with a special focus in illustration and design. Students will learn the various techniques and dynamics of color in various mediums.

Elements of Design I ***GRPH 212*** ***4 Units***

Students will learn the basic concepts of design layout and composition in creating effective visual images. The course covers basic terminology, design theory, and instruction in using production tools to produce technically precise and professional looking graphic designs.

Elements of Design II ***GRPH 213*** ***4 Units***

This course is a continuation of Design I. Students will further expand their knowledge of design layout and composition by working on various projects designed to enhance the students' understanding of imagery. The positive and negative impact of image in a design idea will also be emphasized.

Prerequisite: GRPH 212.

Illustration I ***GRPH 214*** ***4 Units***

Students will learn illustration techniques used in the field of graphic design.

A portion of the class will focus on rendering illustrations into graphic design images suited for advertising and publication design.

Typography I ***GRPH 215*** ***4 Units***

This course introduces students to a very important aspect of graphic design—typography. Students will learn the use and the fundamental aspects of typography, its technical specifications, and its function and relevance in the field of graphic design. Projects dealing with the use of the letterform as a means of visual communication will enhance the students' understanding of the relevance of typography in visual communication.

Typography II ***GRPH216*** ***4 Units***

Students will further enhance their knowledge of typography in this course. An emphasis on fonts, color, and imagery will educate students in working with image and space in a graphic design.

Prerequisite: GRPH 215

Fundamentals of Graphic Design I ***GRPH 217*** ***4 Units***

This course gives an overview of graphic design—its origins, influences, and the fundamental concepts that shape this field. Students will learn basic terminology, and practical applications.

Fundamentals of Graphic Design II ***GRPH 218*** ***4 Units***

This course is a continuation of Fundamentals of Graphic Design I. Students will learn the dynamics of design layout, pre-press production, and advertising.

Prerequisite: GRPH 217.

Logo Design ***GRPH 219*** ***4 Units***

Students will learn how to create effective logos in this course focusing on the psychological effects of sign and symbols on public awareness. Students will learn how to apply typography, digital design, and essential design concepts in creating a logo for a company or product.
Prerequisite: GRPH 217, GRPH 218, CST 262.

Pre-Press Production ***GRPH 220*** ***4 Units***

This course covers the preparation of graphic art for reproduction. Students will learn the importance of understanding the production and printing processes. Focus is on how to collect graphic images, analyze composition, and organize these various elements for print reproduction.

Special Topics in Mathematics ***MATH201*** ***4 Units***

This course addresses significant, topical and practical problems, issues and theories in mathematics. Topics will be selected by the instructor. This course may substitute the GEN105 - Introduction to College Math course.

Principles of Marketing ***MKT 101*** ***4 Units***

The organization, functions, and systems of distributing goods and services from the point of production to the consumer are emphasized in this course. Students will learn to develop marketing plans using product, distribution, and promotional and pricing strategies.

Consumer Behavior ***MKT 110*** ***4 Units***

Students study the nature and determinants of consumer behavior in this course. The influence of various psychological factors on the formation of consumer attitudes, consumption and social purchasing behavior is emphasized.

Retail Merchandising ***MKT 114*** ***4 Units***

This course surveys the trends and practices in retail merchandising, and also covers inventory control, pricing, promotion, and purchasing. This course covers the creative and financial aspects of retail in the following areas: careers, organization, buying, merchandising, marketing, and consumer behavior. Skills concerning how to open one's own store or to effectively work in one are taught.

Fashion Advertising and Promotion ***MKT 116*** ***4 Units***

The course helps students to explore the advertising and promotion methods used by fashion designers, manufacturers, retailers, materials processors, resident buying offices, forecasters, trade associations, expositions, and other professionals and the role each method plays in the fashion industry. It includes print and broadcast media as well as special event and other promotion presentation techniques.

Professional Sales ***MKT 118*** ***4 Units***

As a survey of the essential selling principles and techniques as well as the role of the salesperson in the marketing process, this course also includes the discussion of characteristics and skills

necessary for a successful salesperson, techniques for prospecting and/or qualifying buyers, buyer behavior and critical steps in the selling process.

Special Topics in Fashion Import & Export

MKT 120

4 Units

This course is helpful for importers as well as exporters of apparel and textiles to the USA. It explains the advantages of the export business and the production of apparel, making a practical entry into the US apparel and textile market. It also provides valuable information to entrepreneurs in the US and elsewhere, who might be interested in importing apparel and textiles from Pakistan.

Portfolio Development

PD210

4 Units

This course prepares the students' transition from the classroom to the professional environment by instructing students how to prepare a portfolio for presentation in the job interview. Students will learn to refine their portfolio compilation by selecting pieces that best represent the individual student's strength and style. Students will also learn to target a specific area of employment and create a portfolio for the target market. Instruction in defining short-term and long-term employment goals in the target industry along with instruction in researching information will aid the students' transition in the professional world.

CERTIFICATE PROGRAMS

Currently, LFTC is offering the following certificate programs with approval to operate from the Bureau for Private Postsecondary and Vocational Education:

Pattern Making
Computer Pattern Making
Computer Fashion Design
Fashion Sample Making
College Preparation – ESL

Certificate Program Descriptions

Pattern Making (462 hrs.)

*(240 Lecture Hours + 222 Lab Hours) \cong 35 Quarter Units**

The Pattern Making Certificate program is designed for learners who are interested in operating home based apparel production/alteration businesses or taking entry level pattern making positions in apparel manufacturing companies. The entry level courses in the program will provide training in basic sewing, pattern drafting, measurement taking, cutting, and contouring skills. Students will enhance their knowledge of fabrics in order to identify and select the right materials for garment production. Advanced courses will provide training in sophisticated pattern making skills, grading skills, as well as fitting and pattern alteration skills.

Required Courses

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
FAS 110	Basic Sample Sewing	4
FAS 110L	Basic Sample Sewing – Lab	1
FAS 112	Beginning Pattern Making	4
FAS 112L	Beginning Pattern Making – Lab	2
FAS 113	Pattern Grading	4
FAS 113L	Pattern Grading – Lab	2
FAS 119	Textiles	4
FAS 119L	Textiles – Lab	2
FAS 212	Advanced Pattern Making	4
FAS 212L	Advanced Pattern Making – Lab	2
FAS 230	Fitting and Pattern Alteration	4
FAS 230L	Fitting and Pattern Alteration – Lab	2

Computer Pattern Making (560 hrs.)

*(240 Lecture Hours + 320 Lab Hours) \cong 40 Quarter Units**

Computer Pattern Making program is designed to meet the educational needs of learners who are interested in advancing careers in apparel manufacturing/merchandising industry with computer pattern making skills. It provides enhanced training in computer automated design,

pattern making, grading, and marker making technologies that are widely adopted in the industry. Students will also be introduced to quality control measures and product standards and specifications that distinguish industrial apparel production from other forms of apparel production.

Required Courses

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
FAS 112	Beginning Pattern Making	4
FAS 112L	Beginning Pattern Making – Lab	2
FAS 113	Pattern Grading	4
FAS 113L	Pattern Grading – Lab	2
CFS 214	Computer Pattern Making I	4
CFS 214L	Computer Pattern Making I - Lab	4
CFS 215	Computer Grading and Marker Making	4
CFS 215L	Computer Grading and Marker Making – Lab	3
CFS 224	Computer Pattern Making II	4
CFS 224L	Computer Pattern Making II – Lab	3
FAS 229	Apparel Manufacturing	4
FAS 229L	Apparel Manufacturing – Lab	2

Computer Fashion Design (560 hrs.)

*(240 Lecture Hours + 320 Lab Hours) \cong 40 Quarter Units**

The Computer Fashion Design program prepares students for successful careers in the exciting fashion design industry. Students will receive systematic training in sketching, fundamental color and design theories, fashion trends analysis and forecasting, as well as standard computer software applications in fashion design industry. Upon the completion of this program, students are expected to create original fashion designs from inspirations in life or industrial resources and apply computer programs to materialize their design concepts.

Required Courses

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
FAS 115	Fashion Design – Color	4
FAS 115L	Fashion Design – Color – Lab	3
FAS 120	Fashion Design Development & Basics	4
FAS 120L	Fashion Design Development & Basics – Lab	2
FAS 124	Fashion Sketching I	4
FAS 124L	Fashion Sketching I – Lab	2
FAS 220	Fashion Design – Advanced	4
FAS 220L	Fashion Design – Advanced – Lab	3
CFS 210	Computer Fashion Design	4
CFS 210L	Computer Fashion Design – Lab	3
CFS 220	Computer Fashion Sketching and Design	4
CFS 220L	Computer Fashion Sketching and Design – Lab	3

Fashion Sample Making (300 hrs.)

*(200 Lecture Hours + 100 Lab Hours) \cong 24 Quarter Units**

Fashion Sample Sewing program provides systematic training of fundamental sewing techniques acquired in the sample making rooms. Step-by-step instruction will build students' sewing skills from making basic garments to creating designer look-alike high fashion garments. Draping and grading methods will also be practiced so that students will be able to construct samples that fit different body sizes both on flat patterns and 3D draping designs.

Required Courses

<u>Code</u>	<u>Course Title</u>	<u>Quarter Units</u>
FAS 110	Basic Sample Sewing	4
FAS 110L	Basic Sample Sewing – Lab	1
FAS 113	Pattern Grading	4
FAS 113L	Pattern Grading – Lab	0
FAS 214	Draping I	4
FAS 214L	Draping I – Lab	1
FAS 215	Draping II	4
FAS 215L	Draping II – Lab	1
FAS 217	Advanced Sample Sewing	4
FAS 217L	Advanced Sample Sewing – Lab	1

College Preparation – ESL Program Descriptions

College Preparation and ESL (480 hours at each level)

(400 Lecture Hours + 80 Lab Hours at each level) – Quarter Units are N/A

The College preparation/intensive ESL course is designed for students whose native tongue is not English. This program is offered to local and foreign residents and taught by certified instructors who offer a vast array of experience in language and culture teaching. The students will learn and practice American pronunciation, vocabulary, grammar, sentence structure, basic conversation, and the fundamentals of advanced writing skills as well as getting familiar with the basic information of General Education topics that are required for higher education. The course is taught from the perspective of assisting students in adjusting to American cultural sensibilities in order to enhance their opportunities in American higher education.

ESL Level I. Beginning English

This is an intensive multi skills course introducing simple grammatical structures, vocabulary, simplified reading materials, conversational sentences, spelling and punctuation. Guidance and practice in compound sentences and personal letter writing are also introduced.

ESL Level II. Intermediate English

Students here are introduced to academic reading by using text previews, finding main ideas, scanning information and making simple inferences. Topics include:

- 1) Short questions and answers as well as simple sentences.
- 2) Practice in writing techniques, full form paragraphs and short compositions.
- 3) Summarizing, rewriting and editing.
- 4) Identifying, understanding and differentiating English spoken by various voices.

ESL Level III. Advanced English

This course provides practice and guidance in how to organize writing in order to compose well-developed paragraphs and essays including introductions and conclusions. Topics of this course include:

- 1) Drafting, note taking, editing, outlining and finishing compositions.
- 2) Using a library for academic reference as well as learning how to skim, infer from facts and opinions.
- 3) Daily communication.
- 4) Appropriately correct grammatical structures.

College Preparation I – Introduction to Academic Writing

This is a course designed for students who have finished all levels of ESL courses satisfactorily. The purpose of this course is to teach an entry level of academic writing skills and give a basic introduction to General Education classes such as American History and Business Communication Skills. Topics include:

- 1) Writing organizational patterns.
- 2) Grammatical structures.
- 3) Sentence structure and paragraph formation.
- 4) The basic steps in the writing process.
- 5) Thesis sentences.
- 6) Basic Vocabulary and general introduction to American History and Business Communication Skills.

College Preparation II – Advanced Academic Writing

This is a course designed for students who have finished all levels of ESL and Introduction to Academic Writing satisfactorily. The purpose of this course is to teach advanced academic writing skills and give a basic introduction to General Education classes such as Sociology and Psychology, including:

- 1) Identifying audience, tone purpose, topic sentences, unity and coherence.
- 2) Logical order: chronology, division of ideas and order of importance.
- 3) Concrete support: facts versus opinions.
- 4) Essay writing: outlining, drafting, revising and finalizing.
- 5) Basic Vocabulary and general introduction to Sociology and Psychology.

* The Quarter Units are calculated based on the following Conversion Ratio:
10 Lecture Hours = 1 Qtr. Unit; 20 Lab Hours = 1 Qtr. Unit
Please see admission officer for detailed transferable units.

CERTIFICATE PROGRAM COURSE DESCRIPTION

Computer Fashion Design

CFS 210

4 Units

By using the most up-to-date computer systems and software applications, students will learn step by step how to utilize Adobe PhotoShop to address various aspects of fashion / textile design effects such as production flats, fabric design, and picture scanning and manipulation. Students will also be trained to develop an awareness of design trends and the needs of the fashion industry in using state-of-the-art software to develop a designer's sketch.

Computer Fashion Design – Lab

CFS 210L

3 Units

By using the most up-to-date computer systems and software applications, students will learn step by step how to utilize Adobe PhotoShop to address various aspects of fashion / textile design effects such as production flats, fabric design, and picture scanning and manipulation. Students will also be trained to develop an awareness of design trends and the needs of the fashion industry in using state-of-the-art software to develop a designer's sketch.

Computer Pattern Making I

CFS 214

4 Units

This course will use Gerber Technology's computerized pattern making system. Principle functions of drafting a commercial pattern on PDS (Pattern Design System) will be introduced. Students will learn basic PDS operating procedures, data management techniques, as well as important functions built into pop-up menu, measure menu, blocks menu, lines menu, and points menu.

Pre-Requisite or Co-Requisite: FAS 112

Computer Pattern Making I – Lab

CFS 214L

4 Units

This course will use Gerber Technology's computerized pattern making system. Principle functions of drafting a commercial pattern on PDS (Pattern Design System) will be introduced. Students will learn basic PDS operating procedures, data management techniques, as well as important functions built into pop-up menu, measure menu, blocks menu, lines menu, and points menu.

Pre-Requisite or Co-Requisite: FAS 112

Computer Grading and Marker Making

CFS 215

4 Units

This course will introduce principles of grading commercial patterns and making markers on Gerber computerized digitizing, grading, and marker making system. Instruction will concentrate on inputting pattern, establishing grade rules, operating a plotter, and making a marker.

Pre-Requisite: FAS 113

Computer Grading and Marker Making – Lab

CFS 215L

3 Units

This course will introduce principles of grading commercial patterns and making markers on Gerber computerized digitizing, grading, and marker making system. Instruction will concentrate on inputting pattern, establishing grade rules, operating a plotter, and making a marker.

Pre-Requisite: FAS 113

Computer Fashion Sketching and Design

CFS 220

4 Units

This course further develops the students' computer software application skills for fashion design. Students will learn step by step how to utilize Adobe Illustrator and SnapFashion to address the principles of designing with a computer while simultaneously developing their own drawing skills and techniques. Students will continue to be trained to develop an awareness of design trends and the needs of the fashion industry in using state-of-the-art software to develop a designer's sketch.

Pre-Requisite: FAS 124

Computer Fashion Sketching and Design – Lab

CFS 220L

3 Units

This course further develops the students' computer software application skills for fashion design. Students will learn step by step how to utilize Adobe Illustrator and SnapFashion to address the principles of designing with a computer while simultaneously developing their own drawing skills and techniques. Students will continue to be trained to develop an awareness of design trends and the needs of the fashion industry in using state-of-the-art software to develop a designer's sketch.

Pre-Requisite: FAS 124

Computer Pattern Making II

CFS 224

4 Units

Students will be experienced with major functions of Gerber pattern design system in this advanced training course. Practice will concentrate on modifying blocks, working with Blocks Advanced, performing macros, and setting up preferences.

Pre-Requisite: CFS 214

Computer Pattern Making II – Lab

CFS 224L

3 Units

Students will be experienced with major functions of Gerber pattern design system in this advanced training course. Practice will concentrate on modifying blocks, working with Blocks Advanced, performing macros, and setting up preferences.

Pre-Requisite: CFS 214

Basic Sample Sewing

FAS 110

4 Units

This is an introductory sample sewing course that teaches students basic knowledge and sewing techniques commonly used in sample making rooms. Instruction will cover from basic theory to more advanced application in sewing projects. By the end of this course, students will be able to identify fashion fabrics, read measurement charts, operate sewing machines, and apply basic sewing techniques to create seams, interfacings, cutting, fly-front zippers, collars, pockets, sleeves, hems, waistbands, sleeves, and closures.

Basic Sample Sewing – Lab

FAS 110L

1 Units

This is an introductory sample sewing course that teaches students basic knowledge and sewing techniques commonly used in sample making rooms. Instruction will cover from basic theory to more advanced application in sewing projects. By the end of this course, students will be able to identify fashion fabrics, read measurement charts, operate sewing machines, and apply basic sewing techniques to create seams, interfacings, cutting, fly-front zippers, collars, pockets, sleeves, hems, waistbands, sleeves, and closures.

Beginning Pattern Making*FAS 112**4 Units*

This course introduces students to pattern making fundamentals that include basic block development, measurement, and flat-pattern manipulation. Students will learn how to draft flat patterns for basic bodice, sleeve, skirt, raglan, torso, and pants. Students will also learn how to incorporate measurements in drafting a flat pattern.

Beginning Pattern Making – Lab*FAS 112L**2 Units*

This course introduces students to pattern making fundamentals that include basic block development, measurement, and flat-pattern manipulation. Students will learn how to draft flat patterns for basic bodice, sleeve, skirt, raglan, torso, and pants. Students will also learn how to incorporate measurements in drafting a flat pattern.

Pattern Grading*FAS 113**4 Units*

This course introduces students to the industry standards of manual pattern grading. Students will learn how to grade various pattern pieces for men, women and children in industry standard sizes. By the end of this course, students will acquire the knowledge and accuracy to apply the basic standard of grading to commercial firms' specifications or to their own pattern measurements. Pre-Requisite or Co-Requisite: FAS 112

Pattern Grading – Lab*FAS 113L**0-2 Units*

This course introduces students to the industry standards of manual pattern grading. Students will learn how to grade various pattern pieces for men, women and children in industry standard sizes. By the end of this course, students will acquire the knowledge and accuracy to apply the basic standard of grading to commercial firms' specifications or to their own pattern measurements. Pre-Requisite or Co-Requisite: FAS 112

Fashion Design – Color*FAS 115**4 Units*

This class provides a solid and thorough foundation in the aesthetic, science, and psychology of color. Students will develop understanding of the principles of color gradation and composition. Instruction in various color media will enhance students' understanding of the dynamics of color theory as it pertains to fashion design.

Fashion Design – Color – Lab*FAS 115L**2 Units*

This class provides a solid and thorough foundation in the aesthetic, science, and psychology of color. Students will develop understanding of the principles of color gradation and composition. Instruction in various color media will enhance students' understanding of the dynamics of color theory as it pertains to fashion design.

Textiles*FAS 119**4 Units*

This course helps students develop solid knowledge of textiles as raw materials to create apparel products. Students will learn textile terminology, recognize similarities and differences among textiles, and understand the function of textiles to particular garments.

Textiles – Lab ***FAS 119L*** ***2 Units***

This course helps students develop solid knowledge of textiles as raw materials to create apparel products. Students will learn textile terminology, recognize similarities and differences among textiles, and understand the function of textiles to particular garments.

Fashion Design Development & Basic ***FAS 120*** ***4 Units***

The course overviews fashion history as well as product development, manufacturing, and merchandising in fashion industry. The goal of this course is to place the interplay between designers and the whole fashion industry into perspective and to help students develop individualized fashion collection. Instruction will focus on fashion trends, fashion forecasting, elements and principles of design as well as fashion collection development.

Fashion Design Development & Basic – Lab ***FAS 120L*** ***2 Units***

The course overviews fashion history as well as product development, manufacturing, and merchandising in fashion industry. The goal of this course is to place the interplay between designers and the whole fashion industry into perspective and to help students develop individualized fashion collection. Instruction will focus on fashion trends, fashion forecasting, elements and principles of design as well as fashion collection development.

Fashion Sketching I ***FAS 124*** ***4 Units***

This course introduces the students to the basic proportion of the fashion figure. Instruction on how to sketch the nine-head fashion figure will be given by industry professionals and artists. Students taking this class will have a working knowledge of the composition and proportion of the fashion figure and master industry standard sketching methods for presenting garment details.

Fashion Sketching I – Lab ***FAS 124L*** ***2 Units***

This course introduces the students to the basic proportion of the fashion figure. Instruction on how to sketch the nine-head fashion figure will be given by industry professionals and artists. Students taking this class will have a working knowledge of the composition and proportion of the fashion figure and master industry standard sketching methods for presenting garment details.

Advanced Pattern Making ***FAS 212*** ***4 Units***

This course continues to build upon the students' understanding and knowledge of flat pattern making. Students will learn how to draft complex patterns, as well as construct muslin samples from the drafted pattern pieces.

Pre-Requisite: FAS 112

Advanced Pattern Making – Lab ***FAS 212L*** ***2 Units***

This course continues to build upon the students' understanding and knowledge of flat pattern making. Students will learn how to draft complex patterns, as well as construct muslin samples from the drafted pattern pieces.

Pre-Requisite: FAS 112

Draping I *FAS 214* *4 Units*

This is an introductory draping course. Instruction in fundamental draping procedures and techniques in dress form will be given. Students will practice basic block/sloper and dart variations, basic skirts, basic shift and empire design, bodice variations and various sleeve styles.

Draping I – Lab *FAS 214L* *1 Units*

This is an introductory draping course. Instruction in fundamental draping procedures and techniques in dress form will be given. Students will practice basic block/sloper and dart variations, basic skirts, basic shift and empire design, bodice variations and various sleeve styles.

Draping II *FAS 215* *4 Units*

This is an advanced draping course. Students will be experienced with draping of dart less shapes, selected types of garment, and advanced design variations. Instruction will also include preparation of fabrics according to specific draping designs and fabrication.

Pre-Requisite: FAS 214

Draping II – Lab *FAS 215L* *1 Units*

This is an advanced draping course. Students will be experienced with draping of dart less shapes, selected types of garment, and advanced design variations. Instruction will also include preparation of fabrics according to specific draping designs and fabrication.

Pre-Requisite: FAS 214

Advanced Sample Sewing *FAS 217* *4 Units*

This is an advanced level sample sewing course that teaches students how to create eye-catching designer look-alike fashion details and garments. Through hands-on training, students will practice advanced garment construction techniques and expand their own collection of design details. By the end of the course, students will also be able to utilize master patterns, from the original design or commercial patterns, to sew expensive ready-to-wear garments.

Pre-Requisite: FAS 110

Advanced Sample Sewing – Lab *FAS 217L* *1 Units*

This is an advanced level sample sewing course that teaches students how to create eye-catching designer look-alike fashion details and garments. Through hands-on training, students will practice advanced garment construction techniques and expand their own collection of design details. By the end of the course, students will also be able to utilize master patterns, from the original design or commercial patterns, to sew expensive ready-to-wear garments.

Pre-Requisite: FAS 110

Fashion Design – Advanced *FAS 220* *4 Units*

An advanced survey course of fashion design, this course helps students understand how to develop fashion design from an inspiration to a finished work. Students will study aesthetics of design and develop design skills such as color story creation, fabric selection, and line organization. Various

apparel categories, fashion design business practice, industry resources, and other related topics will also be introduced in this course.

Pre-Requisite: FAS 115

Fashion Design – Advanced – Lab *FAS 220L* *3 Units*

An advanced survey course of fashion design, this course helps students understand how to develop fashion design from an inspiration to a finished work. Students will study aesthetics of design and develop design skills such as color story creation, fabric selection, and line organization. Various apparel categories, fashion design business practice, industry resources, and other related topics will also be introduced in this course.

Pre-Requisite: FAS 115

Apparel Manufacturing *FAS 229* *4 Units*

This course is to introduce to students the manufacturing process of apparel products from fabric selection and sourcing to the final garment assembly and finishing. More specifically, students will become familiar with quality control procedures as well as product standards and specifications that distinguish industrial apparel production from other forms of garment production.

Pre-Requisite: FAS 112

Apparel Manufacturing – Lab *FAS 229L* *2 Units*

This course is to introduce to students the manufacturing process of apparel products from fabric selection and sourcing to the final garment assembly and finishing. More specifically, students will become familiar with quality control procedures as well as product standards and specifications that distinguish industrial apparel production from other forms of garment production.

Pre-Requisite: FAS 112

Fitting and Pattern Alteration *FAS 230* *4 Units*

This course is to teach how to construct beautifully fitted and comfortable clothing by tackling the challenging tasks of fitting and pattern alteration. Students will study the complete procedure and efficient methods to customize patterns that fit each individual's particular figure type and body shape. By the end of this course, students will be experienced with the fitting and pattern alteration techniques by plenty of hands-on practice.

Pre-Requisite: FAS 112

Fitting and Pattern Alteration – Lab *FAS 230L* *2 Units*

This course is to teach how to construct beautifully fitted and comfortable clothing by tackling the challenging tasks of fitting and pattern alteration. Students will study the complete procedure and efficient methods to customize patterns that fit each individual's particular figure type and body shape. By the end of this course, students will be experienced with the fitting and pattern alteration techniques by plenty of hands-on practice.

Pre-Requisite: FAS 112

Administrative Staff

Leo Shim: Chief Executive Officer
Jennie Vong: Vice President/Chief Academic Officer
Mi Ran Kim: Director, Chief Operating Officer
Janet Chang: DSO, International Student Advisor
Lina Kang: Registrar
Mina Piao: Academic Officer
Yoanna Yi: Student Advisor
Jamie Choi: Student Advisor
Steve Moon: IT Specialist

Associate Degree Program Faculty Members

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Fashion Program- Pattern Making Instructor
Pattern Grading Instructor
Textiles Instructor

TERRY CHAO

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Fashion Program- Computer Pattern Making Instructor

CINDY ZHANG

A.A., Fashion Institute of Design and Merchandising, California
Fashion Program- Fashion Design Instructor
Fashion Advertising & Promotion Instructor
Fashion Design Development & Basics Instructor

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American History Instructor
Psychology Instructor
College English Instructor
Business Law Instructor

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Illustration Instructor

RACHEL MCCLOSKEY

A.A., Fashion Institute of Design and Merchandising, Los Angeles, California

Business Law Instructor

Retail Merchandising Instructor

Fashion Import & Export Instructor

LING I KAO

B.A., Shin Chien University, Taiwan

M.S., Fontbonne College, St. Louis Missouri

Fashion Program- Fashion Sketching Instructor

Fashion Design Instructor

Draping Instructor

TIEN HUA SHIH

B.S., The Cooper Union for the Advancement of Science and Art

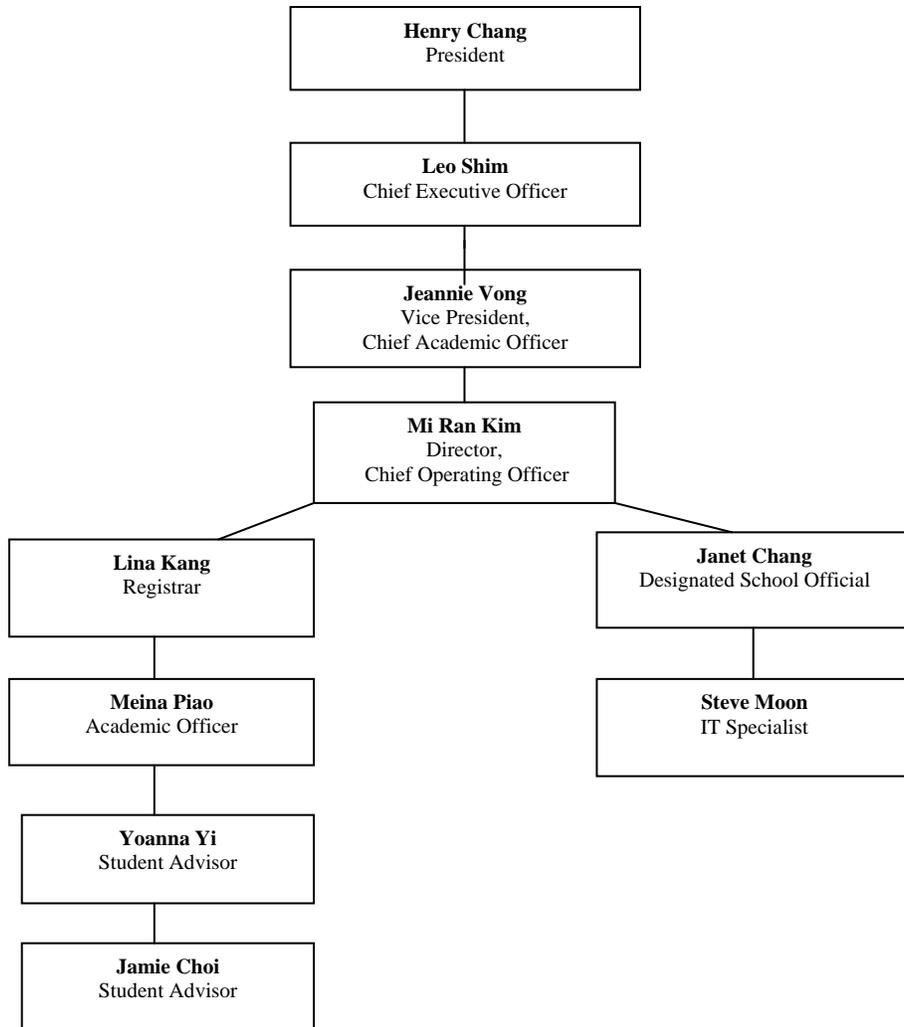
M.S., Queens College of City University of New York, New York

M.S., New Jersey Institute of Technology, New Jersey

Mathematics Instructor

Likie Fashion & Technology College

Organization Chart



☞ Certificate and Language Programs Faculty Members ☞

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Pattern Grading Instructor
Textiles Instructor

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M.A., Seton Hall University, New Jersey
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American History Instructor
Sociology Instructor
College English Instructor
Business Law Instructor

CLAIRE WAN PEER

B.A., Nanjing Normal University, P.R. China
M.A., University of Southern California, California
English Language Instructor

ACADEMIC CALENDAR

Calendar Year of 2010

Winter 2010 (January 4 – March 20)

January 4	Class begins
February 8 – 13	Midterm Exams
March 15 – 20	Final Exams
March 20	Quarter ends

Summer 2010 (July 5 – September 18)

July 5	Class begins
August 9 - 14	Midterm Exams
September 13 - 18	Final Exams
September 18	Quarter ends

Calendar Year of 2011

Winter 2011 (January 3 – March 19)

January 3	Class begins
February 7 – 12	Midterm Exams
March 14 – 19	Final Exams
March 19	Quarter ends

Summer 2011 (July 4 – September 17)

July 4	Class begins
August 8 - 13	Midterm Exams
September 12 - 17	Final Exams
September 17	Quarter ends

Calendar Year of 2012

Winter 2012 (January 2 – March 17)

January 2	Class begins
February 6 – 11	Midterm Exams
March 12 – 17	Final Exams
March 17	Quarter ends

Summer 2012 (July 2 – September 15)

July 2	Class begins
August 6 - 11	Midterm Exams
September 10 - 15	Final Exams
September 15	Quarter ends

Spring 2010 (April 5 – June 19)

April 5	Class begins
May 10 - 15	Midterm Exams
June 14 - 19	Final Exams
June 19	Quarter ends

Fall 2010 (October 4 – December 18)

October 4	Class begins
November 8 - 13	Midterm Exams
December 13 – 18	Final Exams
December 18	Quarter ends

Spring 2011 (April 4 – June 18)

April 4	Class begins
May 9 - 14	Midterm Exams
June 13 - 18	Final Exams
June 18	Quarter ends

Fall 2011 (October 3 – December 17)

October 3	Class begins
November 7 - 12	Midterm Exams
December 12 – 17	Final Exams
December 17	Quarter ends

Spring 2012 (April 2 – June 16)

April 2	Class begins
May 7 - 12	Midterm Exams
June 11 - 16	Final Exams
June 16	Quarter ends

Fall 2012 (October 1 – December 15)

October 1	Class begins
November 5 - 10	Midterm Exams
December 10 – 15	Final Exams
December 15	Quarter ends

Calendar Year of 2013

Winter 2013 (January 7 – March 23)

January 7	Class begins
February 11 – 16	Midterm Exams
March 18 – 23	Final Exams
March 23	Quarter ends

Spring 2013 (April 8 – June 22)

April 8	Class begins
May 13 - 18	Midterm Exams
June 17 - 22	Final Exams
June 22	Quarter ends

Summer 2013 (July 8 – September 21)

July 8	Class begins
August 12 - 17	Midterm Exams
September 16 - 21	Final Exams
September 21	Quarter ends

Fall 2013 (October 7 – December 21)

October 7	Class begins
November 11 - 16	Midterm Exams
December 16 – 21	Final Exams
December 21	Quarter ends

The following holidays are observed at LFTC:

New Year Day	1 day
Dr. Martin Luther King Day	1 day
President's Day	1 day
Chinese New Year Eve	1 day
Memorial Day	1 day
Independence Day	1 day
Labor Day	1 day
Thanksgiving & Friday	2 days
Christmas and winter break	8 days

Disclaimer Statement

This catalog is not a binding agreement between Likie Fashion and Technology College and any enrolled student. Although great care has been exercised to ensure the accuracy of the information contained in this catalog, students are advised that the College reserves the right to modify the information contained herein without prior notice. Students are assumed to have read and understood the existing policies and procedures. Students are also assumed to agree and comply with the rules and regulations as well as the tuition and fee schedule in effect at the time they enroll at the College.