

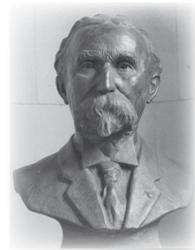


# TRADE TECH: A PROUD HISTORY

*Los Angeles Trade-Technical College (LATTC) has been proud to serve the greater Los Angeles community for more than 89 years.*

Our history began shortly after the close of World War I, when members of the Los Angeles Board of Education, the Chamber of Commerce, and business and labor leaders held a series of conferences to talk about the need in Los Angeles for a centralized vocational training program. Out of those meetings came the initial concept of what would become Trade Tech, modeled on a class in power sewing offered to downtown garment workers. By the end of 1924, training programs in "beauty culture", printing, plumbing, and the building trades were offered at various locations around the city and briefly consolidated in a soon-to-be outgrown building located at Eighth and Grand Avenues.

In the early Spring of 1925, the Los Angeles Board of Education created the Frank Wiggins Trade School, naming it after a prominent Los Angeles Chamber of Commerce member who had been a driving force in promoting the development of vocation training. The school relocated to a new building at 1646 South Olive Street in 1926, and through the ensuing years gained a reputation for the success of its graduates in industrial careers as well as the dedication of its faculty and staff.



*Frank Wiggins, whose original vision helped create Trade Tech*



*During WWII, thousands of "Rosie the Riveters" enrolled at Trade Tech, lending their skills to support the war effort.*

The advent of World War II created an exponential demand for the college's training programs in support of the war effort. The college's Aircraft and Welding Trades departments operated directly under the supervision of the federal War Production Training Program, while the majority of other programs were quickly reformatted to provide short-term training of six to ten weeks in duration, often at war production plants located throughout the city.

The end of the war and the return to a civilian economy, together with the infusion of federal funds for training veterans, led to an expanded demand for education and training at the college. In July of 1948, in response to veteran's retraining needs as well as Los Angeles' post-war population boom, the college was granted the authority to expand their curriculum and offer an Associate in Arts degree in vocational disciplines as well as academic and Liberal Arts areas.

LATTC moved to its current location in 1957. In 1966, an existing educational institution with a strong business program, Metropolitan College, was merged with Trade Tech, resulting in an even broader range of educational offerings. Finally, in 1969, LATTC joined the newly formed Los Angeles Community College District (LACCD), making LATTC one of the nine colleges that comprise the District.

Trade Tech occupies a unique position among institutions of higher education. Throughout almost nine decades, the college has remained true to its founding premise of vocational education, while expanding to provide transfer programs, adapt to rapidly changing technologies and remain responsive to the needs of the surrounding community. Students come from all over the Los Angeles basin to participate in our unique mix of programs, some of which have been in existence since the school's inception. As of Fall 2002, the campus has undergone massive renovation and building programs under the auspices of Proposition A, AA, and J bond funds, and we look forward to serving our community for another 90 years.

# GENERAL INFORMATION

## MISSION STATEMENT AND VISION

### *Our Mission*

We provide our students and community with high-quality academic, technical, and professional educational opportunities that:

- Meet their career development and academic goals;
- Foster a climate of life-long learning;
- Prepare our students to participate effectively in our society; and
- Generate economic development with our educational, governmental, community and business partners.

### *Our Vision*

LATTC will be a global leader known for effectively incorporating leading-edge theories, proven educational practices, hands-on experiences, and technology into our career-technical and professional programs, as well as transfer pathways. LATTC graduates will be in high demand. Many will become community, business and innovation leaders.

To achieve our vision:

- We will be known for our experimentation with new ideas and innovations to improve student success.
- We know that a single positive experience – a course, a program, a service, or a person who cares – can be transformational for a student.
- We are re-engineering our institutional practices, so we can take our college to a new level – a national and international leader in meeting students' needs, particularly those facing socio-economic challenges.

## LATTC Core Competencies – Institutional Learning Outcomes

Los Angeles Trade-Technical College students who have completed their designated coursework should expect to have gained competency in the following areas:

- Students will use critical thinking skills to gather, identify, analyze, synthesize information, and evaluate problems and solutions
- Students will use visual, numerical, verbal, written, and practical skills to create useful and original products
- Students will demonstrate technical skills that meet industry and/or employment standards
- Students will demonstrate effective communication and comprehension skills
- Students will demonstrate ability to interface in a culturally diverse socio-economic environment



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## CODE OF ETHICAL CONDUCT

Los Angeles Trade-Technical College is committed to compliance with the law and regulations governing the college, as well as the policies and procedures established by the college. In order to encourage ethical conduct and strengthen and promote ethical practices among college employees, members of the college community, and those who conduct business with the college, LATTTC has adopted this Code of Ethical Conduct:

LATTTC employees shall:

- Uphold the highest standards of intellectual honesty and academic, professional, and personal integrity in the conduct of instruction, research, college services, and all other functions of the college.
- Act in a way that promotes healthy working relationships based on mutual trust and support among one's fellow employees.
- Abstain from knowingly making slanderous and libelous statements against colleagues while upholding the principles of freedom of speech.
- Act as good stewards of the resources and information entrusted to our care.
- Perform assigned duties and professional responsibilities in such a manner so as to further the college mission.
- Treat fellow employees, students, and the public with dignity and respect.
- Comply with laws, rules, regulations, and professional standards that prohibit discrimination against, harassment of, or threats to others.
- Respect the intellectual property rights of others.
- Respect differences of opinion and approaches to issues and problems.
- Avoid improper political activities as defined in law.
- Protect human health and safety and the environment in all LATTTC operations and activities.
- Refrain from using our employment to improperly advance the interests of a friend or relative and comply with nepotism policies as defined in Board Rule 10108.
- Comply with conflict of interest codes as defined in Board Rule 14000.

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## COLLEGE ADVISORY COMMITTEES

The demands of industry determine the various phases of business, technical and trade training carried on by the college. Placement and successful progress of students are the measures of effectiveness of the pre-employment training. Increased productivity, job satisfaction, and advancement of the employed trainee attest to the effectiveness of the program. For these reasons all training is developed and carried on with the advice and assistance of the college advisory committees.

Membership in each of the groups is composed of community-wide representatives from labor and management, and from federal, state and local agencies who are concerned with the business, trade and technical programs offered. These advisory committees meet on the invitation of the college administration at least once a year and on additional occasions when considered necessary. They give counsel and advice in regard to evaluating training programs, approve plans to meet current training needs, review past accomplishments, and forecast trends affecting training and employment. Members of the various advisory committees are an important part of the educational program of the college. The people who serve on the committees are selected because of their leadership in the economic life of Los Angeles. The advisors bring to the college expert advice and sound thinking on business, trade and technical problems. Thus the work of the classroom reflects the rapid changes in community and industry.

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## ACCREDITATION

Los Angeles Trade-Technical College, a California public, tax-supported community college, is officially accredited by the Western Association of Schools and Colleges and is fully approved by the Board of Governors of the California State University and independent colleges and universities to give full credit for appropriate courses completed. The Culinary Arts program is also accredited by the American Culinary Federation and Educational Foundation.

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## ACCURACY STATEMENT

The Los Angeles Community College District and Los Angeles Trade-Technical College have made every effort to make this catalog accurate and may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the district or college. The district and college also reserve the right to add, change, or cancel any rules, regulations, policies and procedures as provided by law.

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## ABOUT THE LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)

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### EDUCATIONAL PHILOSOPHY OF LACCD

The Los Angeles Community Colleges affirm the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to students and to the provision of education, which benefits students and enables them to contribute to society.

Our colleges, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide means for fulfilling the promise of open access.

We recognize the necessity to adapt to the changing educational needs of the Los Angeles Community Colleges' communities and to the growing diversity among students. The quality of the educational experience is to be judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education.

## FUNCTIONS OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

Consistent with the educational philosophy and mission of the Los Angeles Community Colleges, Los Angeles Trade-Technical College offers the following types of educational programs and services:

- **Transfer.** A college transfer program which enables the student who completes two years of study to continue upper division (third year) work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.
- **Career-Technical.** Career-technical education offers students, a business, technical, and professional curricula to develop skills which can lead to employment, job advancement, certification, or the associate degree.
- **General Education.** A program of general education comprised of associate degree programs and other planned experiences which develop knowledge, skills, and aptitudes necessary for the student to be effective as a person, a family member, a worker, and a citizen, thereby enhancing the quality of life for the individual and for the society-at-large.
- **Transitional Education.** A program of remedial and basic skills education for students needing preparation for community college level courses and programs; and English as a Second Language instruction for other students with limited English proficiency.
- **Counseling and Guidance.** A counseling and guidance program incorporating academic, career, and personal counseling and assistance in matters of admissions, financial aid, job placement and student activities; to assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.
- **Continuing Education.** A program of continuing education comprised of graded and un-graded classes to provide opportunities for personal and occupational competence that supplement formal full-time college attendance.
- **Joint Programs.** Joint programs with business, industry, labor, education, government and other institutions which are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the District

## MISSION STATEMENT OF THE LACCD

### “Changing Lives in a Changing Los Angeles”

In an era of civic renewal, economic change, and cultural revitalization that is unprecedented in the history of Los Angeles, we—the faculty, staff, and administrators of the nine Los Angeles community colleges—dedicate ourselves to the goal of expanding access to educational opportunity across the many, diverse communities that contribute to the greater Los Angeles area.

We serve all of Los Angeles by providing an unparalleled array of educational offerings, including programs that prepare students for successful careers, for transfer to four-year colleges and universities, for the improvement of essential life and workplace skills, and for civic engagement and life-long learning.

To achieve this mission, we strive to create supportive instructional environments that challenge students to meet rigorous academic standards, to become active, self-directed learners, to develop critical and creative habits of mind, and to develop an abiding appreciation for varied cultures and experiences.

### District Guiding Principles...

**ACCESS & OPPORTUNITY**--We are committed to expanding educational opportunity and access to everyone who has the desire to learn, and we welcome all students, including those from communities that have been traditionally underserved.

**EXCELLENCE & INNOVATION**--In all of our services and institutional activities, we strive to create a culture of excellence and innovation, and we challenge our students to meet the highest educational standards.

**STUDENT LEARNING & SUCCESS**--All of our institutional efforts and resources are dedicated to one central purpose--the support of our students as they work toward the achievement of their academic and professional goals.

**FREE INQUIRY**--We value the vigorous, critical and free exchange of ideas and opinions, and we work actively to create communities of mutual respect and shared concern that support and sustain open debate and constructive, democratic discourse.

**THE POWER OF DIVERSITY**--We embrace diversity as a central part of our civic and institutional identity and as a powerful element in the education and development of every individual.

**COMMUNITY CONNECTION**--Our colleges must be rooted in the communities they serve, and we are determined to build and maintain strong, durable, and responsive collaborations with our educational partners across Los Angeles, and with business, labor, and other organizations that contribute to the fabric of our larger community.

**THE PROMISE OF TECHNOLOGY**--Technology plays a critical role in all of our institutional operations and educational programs, and we are committed to keeping both our district systems and classrooms on the forefront of technological innovation and efficiency.

**PUBLIC ACCOUNTABILITY**--We are accountable to the public for all aspects of our mission, and we owe the students we serve, the people of Los Angeles, and the State of California regular and timely assessments of all of our efforts in support of student learning and student success.

## EMERGENCY INFORMATION

The college is concerned about your safety in case of an emergency. Detailed instructions are posted in every classroom and throughout the LATTC campus. Additionally, you may visit the Environmental Health and Safety Website for more information: <http://college.lattc.edu/safety/>

In case of emergency, remember these key points. “**S.A.F.E.**”

<b>S</b>	Secure yourself
<b>A</b>	Assess the situation
<b>F</b>	Forward information
<b>E</b>	Enact according to the campus disaster plan

## EMERGENCY RESPONSE INFORMATION

### LATTC-Sheriff Telephone Numbers For Emergency

In case of an emergency, you should immediately contact the College's Sheriff's Office on campus. **Dial Ext 3611 or 911** to reach the College Sheriff's office from any campus phone.

- You may also press the extension button marked “**EMERGENCY**”, on all campus phones.
- Pick up the campus emergency blue telephone station “dial direct” to the College Sheriff's Office.
- If you are using a **campus pay phone**, you may dial **\*80** to reach the College Sheriff's office.
- If you use your **cell phone** you may dial **213-763-3611** to connect to the College Sheriff's office.

**Please note** if you dial **911** from your cell phone or pay phone on campus, it **will not connect directly to the College Sheriff's, but it will connect to outside emergency services.**

### MEDICAL EMERGENCY

- Call the College Sheriff if the injury is life threatening and calmly provide detailed information to the Sheriff's Office;
- Stay on the line to answer any questions.
- Comfort the injured person by talking to them until help arrives.

### EARTHQUAKE

In the event of earthquake:

- **Stay Calm.**

#### If inside

- Stay inside.
- **IMMEDIATELY** get away from windows and large objects that may topple; **DROP, COVER, and HOLD ON**
  - **DROP** to the ground.
  - **COVER** by getting under a sturdy desk or table, and
  - **HOLD ON** to it until the shaking stops.

#### If outside

- Stay outside.
- Go to an open area away from buildings, trees, and power lines.

### FIRE/SMOKE

#### If you detect fire or smoke

- Immediately activate the nearest fire alarm pull station.
- Call the College Sheriff and notify them of the location of the fire.

#### If you hear a fire alarm

- Immediately **EVACUATE** the area.
- Turn off all equipment and close doors as you leave.
- Proceed to the nearest exit and to your designated “Evacuation Area”.
- Remain calm and await further instructions.

### ELEVATOR ENTRAPMENT

If you become trapped in an elevator, remain calm.

- Press the red emergency button to activate the audible elevator alarm system which automatically notifies College Sheriff and Physical Plant Ext: 3612, then
- Wait for qualified personnel to respond and assist. **DO NOT ATTEMPT TO STEP OFF THE ELEVATOR** unless specifically instructed to do so.