

WEST LOS ANGELES COLLEGE

ACCREDITED BY THE WESTERN ASSOCIATION
OF SCHOOLS AND COLLEGES

Catalog 83-84

ADMISSIONS & REGISTRATION INFORMATION:

836-7110 x251

ADDRESS: 4800 FRESHMAN DR.
CULVER CITY, CA 90230

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The Los Angeles Community College District, in compliance with civil rights legislation, does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in its employment or educational programs and activities. Direct inquiries to the District Office of Affirmative Action (213) 628-7788, x2315.

VOLUME XVI



LOS ANGELES COMMUNITY COLLEGE DISTRICT

617 West Seventh Street
Los Angeles, California 90017
(213) 628-7788

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PRESIDENT'S MESSAGE

Welcome to West Los Angeles College

West Los Angeles College serves the greater community of western Los Angeles County with tuition-free college credit programs (to qualified California residents). As one of ten colleges in the Los Angeles Community College District, WLAC is proud to be able to offer open-access educational programs and services to anyone who can benefit from instruction.

You are invited to participate in our educational offerings, cultural events, and other activities that continue the strong WLAC tradition of "building bridges" among the communities surrounding the College.

WLAC continues to make its offerings as comprehensive as possible within current financial constraints. Through frequent roundtable sessions, the College continually assesses changing community needs and thus can structure programs that remain sensitive to the dynamic and complex social structure surrounding us.

WLAC endeavors to offer all its programs and services, including college transfer, vocational-career, counseling, student services, continuing education, and community services through a process of "main-streaming" that provides the same high quality to all students while offering a variety of approaches to meet individual needs.

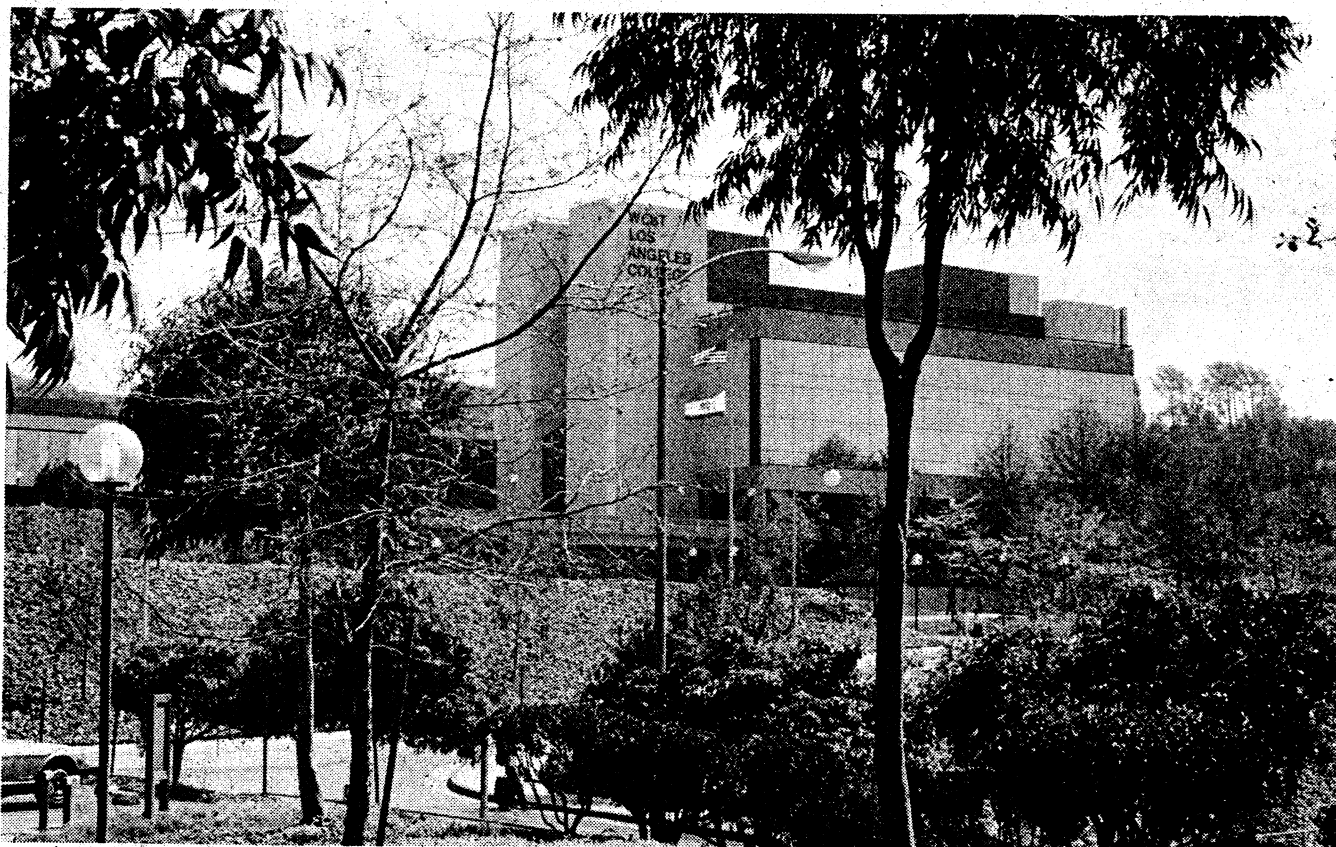
Please join me and the entire College staff in becoming part of the college community and helping WLAC to meet the surrounding community's expectations. Above all, don't fail to enjoy our beautiful campus as a place to study, to work, and to play.

Sincerely,

M.J. Fujimoto, Ph.D.
President

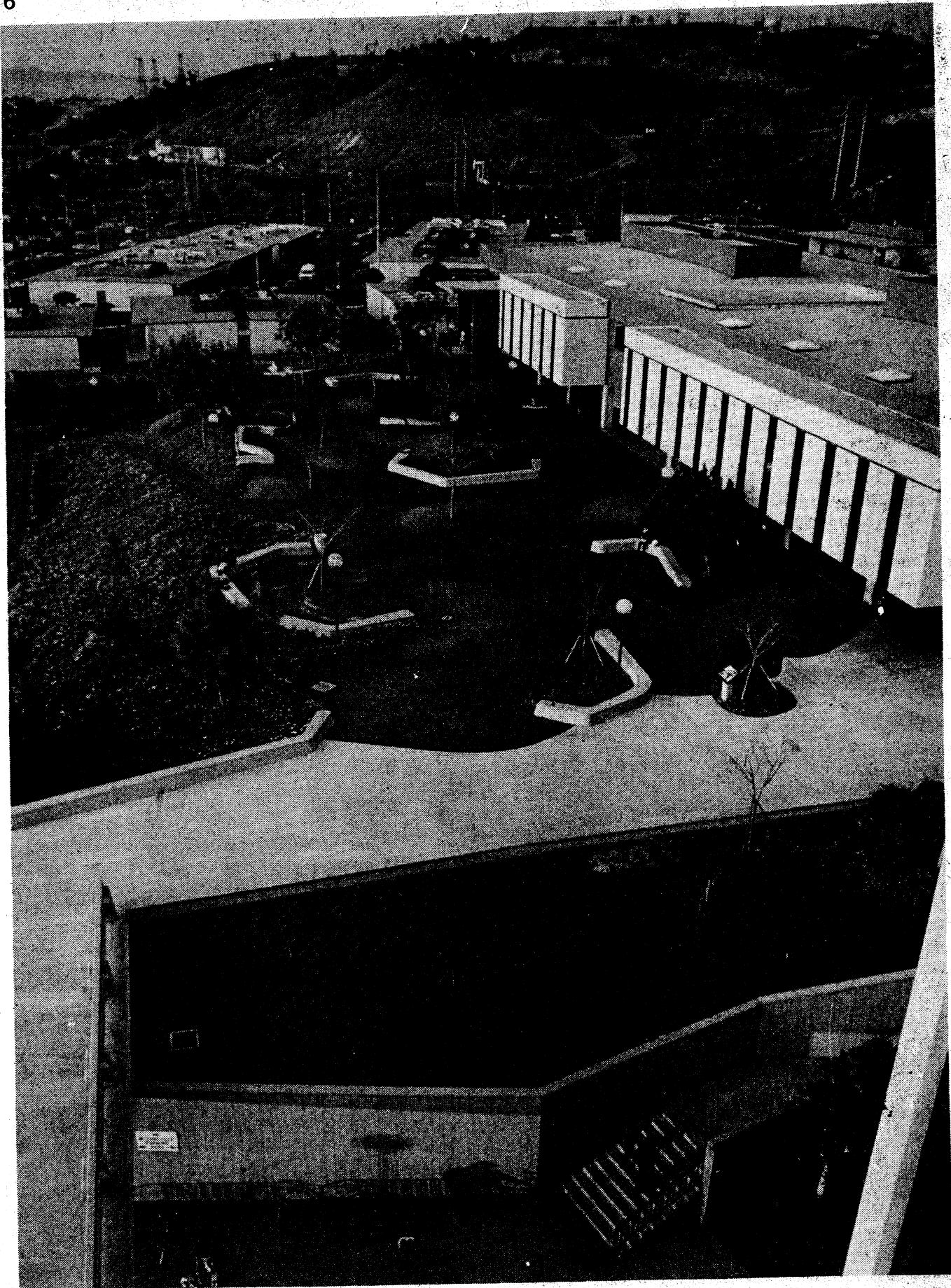
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ACCURACY STATEMENT

The Los Angeles Community College District and West Los Angeles College have made every reasonable effort to determine that everything stated in this Catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Los Angeles Community College District or West Los Angeles College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add to, amend, or repeal any of their rules, regulations, policies and procedures, consistent with applicable laws.



ADMISSION AND REGISTRATION PROCEDURES

ADMISSION

ALL STUDENTS MUST MEET ALL ADMISSIONS REQUIREMENTS BEFORE A PERMIT TO REGISTER WILL BE ISSUED. Admission and registration procedures are detailed in the Schedule of classes.

ADMISSION ELIGIBILITY

Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for admission to any public California two-year community college.

Persons who do not possess a high school diploma or its equivalent but who meet additional criteria are also eligible for admission if in the judgement of the College Admissions Officer they are capable of profiting from the instruction offered. Additional eligibility criteria include:

1. Persons who are eighteen (18) years of age.
2. Persons who are apprentices, as defined by Section 3077 of the California Labor Code.
3. Persons in grades K-12, under special circumstances.

Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions.

Readmission

Students who have not attended for one or more semesters must file a new application. Students who have not attended for two or more years must also resubmit transcripts.

Admission on Probation

Applicants for admission whose scholastic achievement at another college represents less than a "C" average may be admitted on probation for one semester. Admission on probation is a privilege granted by the College. A petition for admission on probation must be filed at the time of application.

Disqualified Students

Students who have been disqualified from another college must file a petition for admission in addition to an application.

RESIDENCY REQUIREMENTS

California Residence Requirement

To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residence Determination Date. The "Residence Determination Date" is that day immediately preceding the opening day of instruction of the semester or summer session.

Always review the requirements of the institution to which you plan to transfer. See a counselor for accurate planning and current information.

District Residence Requirement

At the time of registration each student is required to file a Statement of Residence to ascertain the college district jurisdiction in order to comply with requirements of the law. The information given by each student is subject to certification, and any falsification can result in immediate cancellation of registration and exclusion from the College.

Non-Resident

A non-resident student is one who does not have residence in the State of California for more than one year immediately preceding the Residence Determination Date. A student so classified will be required to pay tuition fees as established by the District Board of Trustees.

Non-Immigrant Alien Students

West Los Angeles College is authorized under Federal law to enroll non-immigrant alien students. Information regarding admission procedures is available in the Office of Admissions.

TRANSCRIPTS REQUIRED FOR REGISTRATION

1. New students (first time in any college) must request official transcripts and test data from the high school from which they are graduating or which they last attended to be submitted directly to the Admissions Office.
2. Transfer students (those who have attended another college)
 - a. who have completed fewer than 12 semester units (18 quarter units) must submit both high school and all college transcripts;
 - b. who have completed 12 or more semester units (18 quarter units) need submit college transcripts only;
 - c. who hold an Associate or higher degree and have so certified on their Application for Admission are exempt from submitting transcripts;
 - d. who are now taking college courses and fit category "a" or "b" above should request a Work-in-Progress Report or a Report of Mid-Term Grades in addition to required transcripts.

PLACEMENT EXAMINATIONS

The students who attend WLAC vary considerably in their level of interests, abilities, and previous academic preparation. The purpose of the placement examinations is to help students select those courses which will be of most benefit and provide the student with the best possible chance of success.

All students submitting an application for admission to WLAC are required to complete the WLAC Placement Examination (including both English and mathematics) before they register for classes. This includes all first-time students and all returning WLAC students who have not been in con-

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tinuous enrollment. In addition, any student planning to enroll in an initial entry-level English or math class will also be required to take this exam.

Assessment exemptions may be granted to the following students:

1. continuing WLAC students
2. those students taking fewer than 12 cumulative units who have no transfer, degree or certificate goals
3. returning WLAC students who have completed, with a grade of C or better, a sequential English or math course at WLAC within the past 10 years
4. returning WLAC students who have completed, within the past 5 years, the English or Math Placement Exam required as a course prerequisite
5. transfer students from another college who have completed, with a grade of C or better within the past 10 years, a course equivalent to one of WLAC's sequential English or math courses and whose transcripts have arrived in time for evaluation.

All students seeking an assessment exemption must first see a counselor. **It is strongly recommended that students complete their placement examination several weeks before their assigned registration date.** This will help to avoid a delayed registration period. Students should meet with a counselor for an interpretation of assessment results and academic planning.

It is the student's responsibility to come to the Counseling Center (Student Services building) to make an appointment for this exam. Exam dates and times are available in the Schedule of Classes and at the Counseling Center.

The English and ESL placement section of this exam is used to help determine a student's placement into the most appropriate entry-level English class (English 1, 28, 21, 30, 44, 45, 46, or 47). The results of these examinations are recorded on a blue registration authorization card, which can be picked up from the Counseling Center three working days after the exam. This registration card must be presented to the Admissions Office at the time of registration by all students taking an initial course in English.

The math portion of the Placement Exam is used to determine a student's place in Math 31, 32, 20, 23, 3, 40, and 41. The Counseling Center provides the Mathematics Placement Examination Information Sheet, including course prerequisites, as well as sample exam questions. Examination results are recorded on green registration authorization cards, which can be picked up from the Counseling Center three working days after the exam. This registration card must be presented to the Admissions Office at the time of registration by all students taking an initial course in math.

Chemistry Placement Examination

A passing score on the Chemistry 1 Placement Examination is required of all students who plan to enroll in Chemistry 1. (This requirement is waived for students who have completed Chemistry 10 at WLAC with a grade of C or better.) This examination presumes a student has successfully completed two years of high school algebra and one year of high school chemistry or their equivalents. The results of this examination are recorded on yellow registration authorization cards, which can be picked up from the Counseling Center two working days after the examination. This card must be presented to the Admissions Office at the time of registration.

School and College Ability Test (S.C.A.T.)

The School and College Ability Test (S.C.A.T.) is required of all students who apply to the WLAC Nursing Program. There are two parts to this test. The first part deals with verbal ability and the second deals with mathematical ability. Sample questions can be obtained from the Assessment Center. The results of this examination are recorded on orange examination record cards, which are available from the Counseling Center two working days after the test.

FEE

General Fees

As a public institution, the College charges no tuition for California residents (see "Non-Resident Tuition Fee"). However, material and facilities fees may be charged (see below), and students are expected to purchase their own textbooks and classroom supplies, as determined by the instructor. The cost of textbooks and supplies varies between \$40 and \$100 a semester. Membership in the Associated Students Organization is strongly encouraged; cost of membership is \$7.00 per student. Students may also purchase a parking permit for \$10.00. Students who pay the total \$17.00 receive preferred parking privileges in designated parking areas.

Non-Resident Tuition Fee

The 1983-84 tuition fee for non-resident students is \$97.00 per semester unit and must be paid at the time of registration. This fee is subject to change each academic year.

Parking Fee

All student vehicles must display a Parking Permit when parked on college property. Parking and permit procedures are available through the Office of Administration.

Late Application Fee

A charge of \$2.00 shall be assessed for each application for admission or readmission which is filed after the deadline date established by the Board of Trustees for the filing of applications for admission or readmission. The deadline date for filing of applications for admission or readmission is the Friday preceding commencement of instruction in any term.

Material and Facilities Fees

In certain classes as determined by the College, fees may be charged for instructional materials or for the use of off-campus facilities used for physical education classes. The College attempts to keep these fees to the minimum necessary to cover expenses. Any refund of these fees will be governed by the "Refund Criteria and Schedule Policy" which appears in the Admissions and Registration Procedures section of the catalog. There is a \$1.00 non-refundable transaction charge included in these fees.

Refund Criteria and Schedule

A student who formally drops or otherwise separates from part or all of his enrollment may request a refund of previously paid tuition and fees in accordance with the schedule below. Such request must be made in writing on a form provided by the District.

The date used for refund purposes is the date on which such request is filed and time stamped, regardless of when separation may have occurred. All refunds will be made by mail.

Refunds will be computed as follows:

SESSION	DATE REQUEST TIME STAMPED	REFUND
Summer	Before or during the first week in which instruction begins.	Full Tuition
	During the second and third week in which instruction occurs	75% of full Tuition
	After of the third week in which instruction occurs	No Refund
Fall or Spring	Before or during the first week in which instruction begins.	Full Tuition
	During the second through the fourth week in which instruction occurs	75% of full tuition
	After the fourth week in which instruction occurs.	No Refund

Student Records and Directory Information

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the College. At the same time the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the College Records Officer, designated by the chief administrative officer on each campus. The Records Officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the Records Officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the Office of Admissions).

No student records, other than Directory Information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the Records Officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory Information includes the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the College may be released or withheld at the discretion of the Records Officer.

No Directory Information will be released regarding any student who has notified the Records Officer in writing that such information shall not be released.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Records Officer via the Office of Admissions.

Students have the right to file a complaint with the United States Department of Health, Education, and Welfare concerning alleged violations of Federal and State laws governing student records.

Family Education Rights and Privacy Act

See Student Records and Directory Information.

Social Security Number

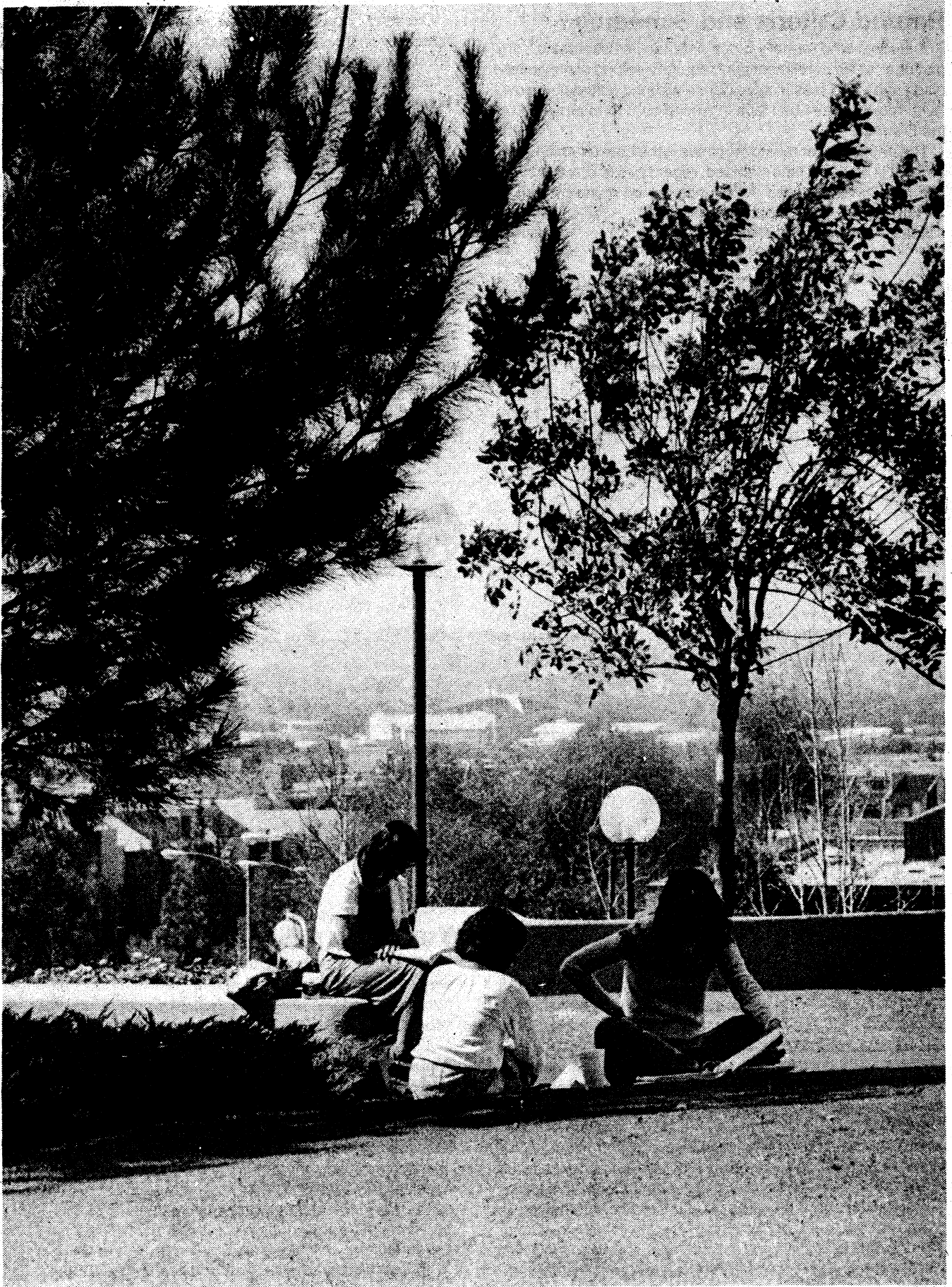
The Los Angeles Community College District maintains a student record system that uses the Social Security number to identify an individual's records. However, if students do not wish to report their Social Security number, an alternate identification number will be assigned by the College.

Transcripts

Upon written request of the student a copy of the student's academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail or other responsible forwarding agency.

A student or former student shall be entitled to two free copies of the transcript of his or her record or to two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$1.00. Requests for transcripts or verifications may be obtained in the Office of Admissions. Transcripts from another institution are not available for copying.

The student's transcript may be withheld if 1) any library books or other library materials are charged to the student and are unreturned, or 2) there are any unpaid fees or charges due to the College. The transcript may be withheld until these obligations of the student to the College are discharged.



STUDENT AFFAIRS

COUNSELING AND GUIDANCE

While success in college undoubtedly depends upon personal initiative and diligence, many students need personal assistance in choosing a major, a transfer college, or a career. They also benefit from clear definition of their abilities and interests. Such assistance is readily available through Academic Advisement, the Assessment Center, the Career/Life Planning Center, and the Center for New Options.

Academic Advisement

Academic counseling at WLAC begins for new freshmen with Freshman Orientation Day, during which students in group sessions receive registration information and help with educational problems. Throughout the year, help with such problems as planning a course of study, choosing a major, and meeting transfer requirements is available on an appointment or walk-in basis. Under the direction of the Dean of Student Services, this counseling is advisory only, as students are expected to assume responsibility for completing the courses of study which they have selected.

Assessment Center

The Assessment Center (in the Student Services building) provides students with an opportunity for self-exploration through the following assessment instruments:

1. The Reading Self-Assessment Program, designed to help students upgrade reading skills;
2. Career Assessment in conjunction with the Career/Life Planning Center;
3. Placement examinations in English, mathematics, chemistry, nursing (the School and College Ability Test), and dental hygiene (the Dental Hygiene Aptitude Test).

In addition, the Center offers Test Anxiety Management Workshops that help students reduce the negative effects of anxiety and worry on exam performance.

Career/Life Planning Center

The Career/Life Planning Center (in the Student Services building) provides counseling services focusing on career, employment, and personal changes. In addition, it offers educational planning and college entry assistance to students and the community.

Among the Center's resources are the Career/Personal Appraisal Program, an extensive library of occupational, general college, and transfer information, and periodicals and newsletters detailing future career prospects. A major focus is the computerized Eureka career information system, which provides current occupational descriptions, job availability data, career preparation requirements, and relevant college information classified by field of study, location, and cost. The Center also offers credit courses in career planning.

Further information and appointments are available at 836-7110, ext. 461.

Center for New Options

Specializing in the concerns of mature men and women who are attending the College after a break in their education, the Center for New Options (in the Student Services building) provides academic, personal, and career counseling. In addition, it offers referral information, workshops, films, a resource library, a variety of special interest programs, and a place to relax. Further information is available at 836-7110, ext. 353.

FINANCIAL AID

Financial Aid Policy

Purpose

The purpose of the Student Financial Aid Program is to serve students who need assistance in meeting the basic costs of their education. Because funds are limited Federal and State regulations require these funds go to students who demonstrate financial need. This section outlines the application procedure, the means for demonstrating need and eligibility, and some of the major programs available at the College. Any student who thinks he or she may be eligible for financial aid should go to the College Financial Aid Office for a personal financial need analysis.

How to apply

1. Apply for admission to the College.
2. Obtain the Student Aid Application for California (SAAC) and other required forms from the Financial Aid Office.
3. Complete and return or mail the application as instructed by the Financial Aid Office.

Priority is given to early applicants. Established deadline dates are observed. Check with the College Financial Aid Office to learn what deadline dates have been established. Normal processing time is usually four to six weeks for each application. Incomplete applications will delay the processing of awards and payments. A new application with supporting documents must be completed for each academic year the student wishes to receive financial assistance. Students determined to be eligible will be offered a financial aid package consisting of a combination of scholarships, grants, loans, and/or employment.

It is important for students to have sufficient income or funds available to begin their first few weeks of college as financial aid payments are usually not disbursed to students until the second or third week of each semester.

College Policy on Financial Aid

All financial aid at the College is administered in accordance with policies and philosophy which have been established nationally. The basis of such programs is the belief that parents and students have the primary responsibility to meet educational cost and that financial aid is available only to fill the gap between the family's and/or student's contribution and allowable educational expenses. The amount of student or family contribution expected is determined by a careful analysis of financial strength: income, number of dependents, and net assets versus allowable expenses which the family may have. Educational expenses which are considered a basis for

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establishing student need include tuition, fees, room, board, transportation, and personal expenses. Each financial aid office has an established student budget to reflect the cost of each of these items based upon a District-wide student cost survey. All students who are awarded financial aid will be required to sign a Statement of Educational Purpose that the funds received will be used only for educational expenses.

General Eligibility for Financial Aid

Specific eligibility requirements vary from program to program. However, there are eight (8) criteria that apply to all financial aid programs. To receive financial aid, a student must:

1. Be a regular student;
2. Be enrolled or accepted for enrollment in an eligible program.
3. Meet one of the following requirements:
 - a. Be a U.S. citizen or National;
 - b. Be a permanent resident of the U.S.;
 - c. Provide evidence from the Immigration and Naturalization Service that he or she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident; or
 - d. Be a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands;
4. Must be in financial need;
5. Must be maintaining satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the Los Angeles Community College District;
6. Must not owe a refund on a Pell Grant, Supplemental Grant, or State Student Incentive Grant at the college of attendance;
7. Must not be in default on any National Defense/Direct Student Loan, Guaranteed Student Loan, or Parent Loan for Undergraduate Students received at the college of attendance.
8. Must have met legal requirements for selective service registration.

Determining Financial Need

The number and amount of financial awards and payments are subject to availability of institutional, Federal, and State aid funds. The type of aid and amount received will be determined by the Financial Aid Office. Financial aid awards are based on demonstrated financial need which is the difference between allowable educational expenses and the total of the parents' expected contribution, and/or the student's own resources. Resources may include, but are not limited to, employment earnings, veteran's benefits, Social Security benefits, or parents' contribution. Resources are then measured against the institutional student expense budget to determine legitimate financial need.

Resources are determined from the financial aid application submitted by the student. Documentation of resources including the 1040 Federal Income Tax Return of the parent and/or student will be required. All information is held in strictest confidence.

Normal Academic Progress

Once financial need is established a student is qualified to receive financial aid only if normal academic progress is maintained. Normal academic progress is defined as:

1. Working toward an educational objective which must be one of the following:
 - a. Associate Degree
 - b. Certificate of Completion
 - c. Transfer requirements to a four-year college or university.
2. Maintenance of enrollment status as either a full-time or part-time student. Minimum for full-time is 12 units; minimum for part-time is 6 units.
3. Maintenance of a minimum 2.0 ("C") grade-point-average.

Students who enroll and either drop or withdraw from classes may be deemed as not making normal academic progress. STUDENTS WHO ACCEPT FUNDS AND EITHER DROP OR WITHDRAW MAY BE REQUIRED TO REPAY THOSE FUNDS. Transferring students must document satisfactory progress at their previous institutions through certified academic transcripts.

Financial Aid Probation or Disqualification

1. Financial aid recipients who do not maintain normal academic progress will be placed on financial aid probation and may become ineligible for aid.
2. Students who accept funds for a specified number of units but who either drop units or withdraw from school, thereby completing less units than anticipated, will be placed on probation or disqualification, as applicable.
3. Students in default in any NDSL/CGSL or any other Federal or State insured loans at this institution will be disqualified from subsequent aid until repayment or satisfactory arrangements for same have been made. Financial aid transcripts, academic transcripts and reenrollment will be denied until these arrangements have been made.
4. Students who owe a refund on a Pell Grant, SEOG or SSI grant at this institution will be disqualified from subsequent aid until repayment or satisfactory arrangements for same have been made.

FOR DETAILS ON NORMAL PROGRESS CRITERIA, REFER TO THIS CATALOG'S SECTION ON GRADING STANDARDS AND PROBATION POLICIES.

A complete statement of satisfactory progress for financial aid can be obtained in the Financial Aid Office.

Additional Information

A more comprehensive explanation of normal academic progress standards, financial aid programs, procedures, and regulations can be obtained from the Financial Aid Office and from brochures available in the Student Activities, Counseling, Admissions, and/or Financial Aid Offices.

Financial Aid Programs

Loans (Monies which must be repaid to the school)

1. *National Direct Student Loan (NDSL)*. Eligibility is based upon need. This loan is long term and interest free while the student is in school at least part-time (6-units minimum). Repayment period and interest (5%) begin six months after the student either leaves school or drops below 6 units. A loan may be cancelled in part or entirely under certain circumstances. The minimum repayment per year is \$360. The maximum repayment period can extend to 10 years depending on the total amount borrowed.

2. **California Guaranteed Student Loan (CGSL).** A long-term low interest Government insured loan is available through participating banks and other commercial lending institutions. The interest rate for new borrowers who obtain a loan under the CGSL for a period of instruction beginning on or after January 1, 1981, is 9%. Students whose loans carry a 9% interest rate will have a 6-month grace period. The rate will drop to 8% for first-time borrowers after the average treasury bill rate for the 12-month period has been 9% or less. New loans to students who are currently participating in a CGSL program and who will have an outstanding loan balance on the date the promissory note is signed, will continue to carry 7% interest and a 9-12 month grace period. Once a student has a 7% loan, unless that loan is paid in full, all future loans will be at 7%. Repayment and interest begin 6-9 months after the student leaves school, or drops below six units. The minimum repayment per year is \$900 on a 9% loan. The maximum repayment period can extend to 15 years.
3. If the student transfers to another school and does not wish to begin repayment, a deferment request must be submitted to the lender.

Grants (Monies which do not need to be repaid if grant conditions are met.)

1. **Pell Grant** — Eligibility is based upon need. Grants range from \$120 per year for California residents at a public community college. Nonresidents may receive higher awards to compensate for tuition costs.
2. **Supplemental Educational Opportunity Grant (SEOG)** — Eligibility is based upon exceptional need. This program provides assistance of \$200 and up for students depending on need. These grants may be awarded in combination with other financial aid such as National Direct Student Loan, College Work Study, Scholarships, or other institutionally administered aid.
3. **Extended Opportunity Programs and Services Grant (EOPG)** — This program is designed primarily for the recruitment and assistance of students who are handicapped by language or social disadvantages, or who are identified as members of exceptionally low income families. A family of four must have income of less than \$9,999 per year. Grants range from \$50 to as high as \$850 per year at some schools for eligible students.

College Work Study Program

Eligibility is based upon need. The College Work Study Program provides part-time jobs either on or off campus. Priority is given to students with the greatest need. Current salary ranges can be obtained from the Student Financial Aid Office.

Veterans Services

A Veterans Affairs Office, located in the Student Services building, provides information and services for Veterans.

West Los Angeles College programs are approved by the Veterans Administration. Consequently, the College works in close cooperation with the Veterans Administration in offering training under the provisions of Public Law 894 (Federal Education Rehabilitation Program) and Public Law 634 (War Orphans Act) and with the California Veterans Educational Institute under the provisions of Chapter 34, Title 38, United States Code.

In order to be eligible to receive subsistence, applicants for admission must meet all admission requirements, whether attending day or evening classes. Veterans receiving assistance are responsible for knowing and observing strictly the regulations regarding letters of eligibility, change of objectives, attendance, withdrawals, overpayment, program planning and the 60-unit rule.

Letters of Eligibility

The College must have the following forms before veterans' papers may be processed: Certificate of Eligibility (VA Form 21-1993) for Chapter 34, Title 38, United States Code; Certificate for Program of Education (VA Form 22-5493) for Veteran dependent students; Authorization and Notice of Entrance or Re-entrance into Training (VA Form 87-815) for disabled veterans and Enrollment Report (VA Form V-7.4) for California veterans. Veterans should submit their original requests for training and change of place of training as soon as possible. These requests should be submitted whether or not they can be accompanied by the necessary verifying documents.

Change of Objectives

Veterans may make one change of objective during the period of their entitlement. A change of major, however, is not necessarily a change of objective. A change of major results in a change of objective when an extension of time is necessary to complete the new objective or when a new degree is required.

Attendance

Veterans are required to submit an attendance verification on a monthly basis for all classes in which they are enrolled. These attendance verification forms may be obtained in and returned to the Office of Veterans Affairs. These forms must be submitted between the first and fifteenth of each month. Failure to submit these forms when due results in notification to the Veterans Administration that the veteran is no longer enrolled. This results in termination of benefits.

Withdrawals

It is the responsibility of veterans to immediately inform the Office of Veterans Affairs of any changes in enrollment status (changes in units taken). The last day of veterans attendance in class must be immediately reported to the Veterans Administration in order to avoid overpayments. An excessive number of units of W may lead to academic probation or disqualification. Official withdrawal from a class is completed by filling out the appropriate form or giving written notice to the Admissions Office.

Overpayments to Veterans

The Veterans Administration holds both the College and the veteran liable for overpayments. The most common overpayment occurs when veterans cease to attend class. The Veterans Administration considers veterans ineligible to receive monthly benefits after their last date of attendance.

Students with career terminal objectives should select the Associate degree as their ultimate objective and not the B.S. or B.A. degree. They may then take courses which are not necessarily transfer courses.

All veterans are encouraged to seek assistance from the Veterans Office on campus with program planning and financial assistance.

Social Security Benefits

To receive Social Security benefits, a minimum of 12 units must be carried in the academic program. All requests for benefits originate with the Social Security Administrative Offices — not from the College.

STUDENT SERVICES

Bookstore

The WLAC Bookstore serves students and staff, providing textbooks and classroom supplies as well as apparel, sports equipment, confections, magazines, paperbacks, greeting cards, study aids, and personal care items. A special book order service is provided. Visa, Master Charge, and personal checks with California Driver's License and current Registration Card are accepted.

Hours

The Bookstore is open from 7:45 a.m. to 4 p.m. Monday through Friday and from 5:30 to 8:30 p.m. Monday through Thursday.

Buy Back Policy

The Bookstore will buy back books from the College community only in quantities determined by Bookstore needs. Books are purchased during the final examination period at 50 per cent of list price if the title will be adopted for the following semester. A wholesale book company representative will buy most other titles at that time at wholesale prices. Books in an unsalable condition will be refused.

Availability of Used Books

The best selection of used books is available immediately before each semester and on the first day of classes.

Child Development Center

The Center was established to offer child care services to students, faculty, staff and the community. This well-equipped facility operates under the supervision of a certificated director and three certificated teachers.

In addition, the Center offers opportunities for parents to learn more about their children's behavior. To this end, the Center involves parents in the education and development of their children through parent education meetings and through the model program in the child development center.

Children from two and a half years up to kindergarten age are eligible. The children must attend a minimum of two sessions a week. Fees are based on a sliding scale. Applications are available at the Center located in Parking Lot 5. For information call 836-7110, ext. 357.

Food Service

Breakfast, lunch, dinner and snacks are available in the College Snack Bar located on the campus upper terrace. Snack Bar hours are 6:30 a.m. to 2 p.m. Monday through Friday and 3 to 8:45 p.m. Monday through Thursday.

Services for the Handicapped

Students who have special needs because of a physical, communication, or learning disability are invited to visit the Counselor for Disabled Students or the Handicap Enabler, both in the Student Services building. Services available include the purchase of special equipment, special parking

permits, aid in registration, and referral to other agencies, such as the State Department of Rehabilitation, which may assist with educational, medical, and living expenses and transportation. Students may contact the Rehabilitation office directly at 5161 Overland Avenue, Culver City (559-6140).

Health Insurance Services

The Health Center is open during the school day for students and staff who are injured or become ill while on campus. All accidents are to be reported.

Located in Building A9, this facility offers services such as health counseling, first aid, emergency care, and referrals. **The college does not provide treatment or medication, nor pay medical costs resulting from an injury on campus.** Students are referred to their family physician for medical care.

Voluntary Accident/Illness and Dental Insurance Policy information is also available.

Housing

The College does not provide residence facilities on campus. Rooms and apartments are available in nearby communities. Some assistance in securing housing is available from the EOP&S office.

Job Placement Services

The Placement Office, located in the Student Services building, offers on- and off-campus job placement services to currently enrolled West Los Angeles College students and graduates. Announcements of current job openings are posted in the Student Services lobby. Individuals interested in obtaining employment should file an application and arrange for a personal interview in the Placement Office.

A student graduating from West Los Angeles College is entitled to use the Job Placement Services of any of the other Los Angeles Community Colleges. Emphasis on placement service to graduates will be directed toward full-time career employment.

Legal Aid

The Associated Students Organization provides group legal services for ASO members and their immediate families. The program is operated pursuant to the rules of professional conduct of the California State Bar. Free consultation with an attorney is provided in regard to any legal problem. In the event that the problem cannot be resolved during the initial consultation, legal services are provided at a substantially reduced rate.

Parking Areas and Transportation

Well-lighted parking facilities are available on campus for over 1,000 cars. All vehicles must have a current parking permit visible (21113A V.C.); visitors may obtain temporary permits from the Police and Safety Office in Building A9. (See campus map for short-term visitor and handicap parking areas.)

All California vehicle code rules and regulations are applicable at the College. The campus speed limit is 8 m.p.h.

WLAC is served by Culver City Bus Lines 3 and 4, which connect with Southern California Rapid Transit District buses. The College can be reached from the San Diego Freeway north and south by exiting at the Jefferson Boulevard off-ramp.

It can also be reached from the Santa Monica Freeway east and west by exiting at the Overland off-ramp and proceeding south to Freshman Drive.

Safety and Police Services

The Los Angeles Community College District maintains a Police Department. All officers of this department are peace officers of the state of California and are fully trained in the Los Angeles County Sheriff's Department Academy. They exceed all requirements necessary for police employment.

The Police Department is located in the Dental Hygiene building (A9). The office is open from 7 a.m. to 11 p.m. The College Police are on campus 24 hours a day, throughout the year. The Police Department handles civil and criminal complaints and illness and injury problems. The Police also provide a lost and found service, an auto service, parking decals and general assistance relating to information about the campus.

STUDENT ACTIVITIES

Student Government/Associated Students Organization

Extensive power of self-government is placed in the hands of the Associated Students Organization. Such power enables students to develop and express initiative in terms of the common good. Membership in the ASO is obtained by paying a fee of \$7.00.

Governed by the Executive Council, the Associated Students Organization conducts activities on behalf of students.

In accordance with the policies of the Board of Trustees, the Executive Council and the Finance Committee actively participate in the management of the business affairs of the Associated Students. Board of Trustees rules govern the collection, deposit and expenditure of funds. All records are subject to annual audit by the Board of Trustees.

The Dean of Student Services, or the Dean's representative, represents the faculty and administration of the College as sponsor and advisor of the Executive Council, the Finance Committee and the Inter-Club Council.

Qualifications for ASO Officers (Administrative Regulation E-22)

Administrative Regulation E-22 pertains to elected Associated Student Organization (ASO) officers, officers appointed to elected positions and heads of ASO Standing Committees.

Administrative Regulation E-22 does not apply to clubs, club representatives, ASO special committees and all-college committees.

Administrative Regulation E-22

A student cannot be a candidate for ASO office if he or she has served more than four semesters in a student government elected office in any college.

1. An officer may serve a fifth semester if he or she is eligible at the time of assuming office (e.g., has served three semesters and is a candidate for an office with a one-year term).
2. Ten weeks or more of student service in office will be counted as a full semester.

All students running for office or voting for the student officers must be paid members in good standing in the Associated Students Organization.

A student officer or a candidate for office must be actively and continuously enrolled, attending and successfully completing classes in a minimum of nine units (Day Students), or six units taken solely in the evening and/or on Saturday (Evening Students), with a cumulative and current GPA of 2.0 at the College during the semester in which the student government office is applied for or held. Student officers reducing units below the required number will be required to forfeit their student offices. Unit checks will be made to assure that students maintain eligibility.

A candidate for student office must have a cumulative grade-point-average of 2.0 or better for all college work completed within the past two years and the number of "W" units must not exceed the number of units completed during that two-year period.

NOTE: Officers or heads of Standing Committees elected or appointed before July 1, 1981, may complete their term of office (subject to the regulation in effect when elected) before being subject to this regulation.

Student Trustee Election Procedure

The Los Angeles Community College District conducts an election annually wherein each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees.

The process provides for a thorough evaluation of the candidates' qualifications and insures an equal opportunity for any individual from any District college campus to seek the position of student representative to the Los Angeles Community College District Board of Trustees.

In accordance with existing law, candidates for Student Trustee must:

1. Be residents of the District;
2. Be currently enrolled at a District college;
3. Be a full-time student. Day students: 9 units; evening students: 6 units. Effective Fall 1983.
4. Plan to continue as a District resident and enrolled as a District student through the one-year term of office.
5. Have completed a minimum of 12 units and a maximum of 60 units of college work. The minimum and maximum unit requirements shall not apply for the fiscal year 1983-84 to any student eligible for the position in the Spring of 1983.

For further information, contact the Office of the President.

Student Clubs and Organizations

Believing that students will enrich their college experience by participation in extracurricular activities, the College is proud of its active club program. Principal support for club programs comes from the Inter-Club Council, composed of a representative from each campus club and chaired by the vice-president of the Executive Council.

In conformity with the California Education Code, the only recognized clubs are those chartered by the Executive Council. Thus, the College assumes no responsibility for activities

of unchartered groups, including off-campus social organizations that consist of students or former students. Membership in secret organizations is prohibited by state law.

Colors and Nickname

The College colors, selected by the students of West Los Angeles College in 1969, are royal blue and gold. The College nickname is the "Oilers," which was selected because of the proximity of the surrounding oil fields.

Publications

College Newspaper

The college newspaper is published as a learning experience, offered under the college journalism instructional program. The editorial and advertising materials published by the newspaper, including any opinions expressed, are the responsibility of the student newspaper staff. Under appropriate State and Federal court decisions these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. Accordingly, materials published, including any opinions expressed, should not be interpreted as the position of the Los Angeles Community College District, the College, or any District or College officer or employee.

Campus Newspaper

The "Oiler" is the newspaper which serves the more than 11,000 students, faculty, administrators and classified staff who make up the West Los Angeles College community. The "Oiler" is produced principally as a vehicle to convey — by means of news, feature articles, photo coverage and commentary — what is significant to members of the collegiate community.

Students wishing to participate in publishing the "Oiler" should enroll in appropriate journalism classes.

Intercollegiate Athletics and Eligibility

West Los Angeles College is a member of the Mountain Valley Conference along with Antelope Valley College, College of the Canyons, Los Angeles Mission College, Los Angeles Trade-Technical College, Los Angeles Southwest College and Los Angeles Valley College. Intercollegiate athletic competition is offered in baseball, basketball and track and field. Football is hosted by the Southern California Conference.

Competition and eligibility are governed by the Mountain Valley Conference, Southern California Conference and the California Association of Community College Athletic codes. Intercollegiate competition for women is offered in tennis and track and field. All questions pertaining to athletic eligibility should be directed to the Conference Administrative Representative (Mr. Charles Brown) or the Director of Athletics (Mr. Jim Raack).

STUDENT CONDUCT

Standards of Student Conduct

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to

learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the College Community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State, and Nation.

Student conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

1. Willful disobedience to directions of College officials acting in the performance of their duties.
2. Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating, or knowingly furnishing false information to the Colleges.
4. Unauthorized entry to or use of the College facilities.
5. Forgery, alteration, or misuse of College documents, records, or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.
7. Theft of or damage to property belonging to the College, a member of the College Community, or a campus visitor.
8. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the College's primary educational responsibility or adversely affects a student's standing as a responsible member of the College Community.
9. Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.
10. Use, possession, distribution, or presence on a campus while under the influence of alcoholic beverages, narcotics, or other dangerous drugs, such as marijuana and lysergic acid diethylamide (LSD), except as expressly permitted by law.
11. Possession, while on a College campus or at a college sponsored function, of any of the following weapons (except persons given permission by the College President or his designated representatives or members of law enforcement agencies, as police officers): any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, metal knuckles, any dirk, dagger, firearm (loaded or unloaded), as pistol, revolver, rifle, etc; any knife having a blade longer than five inches; any switchblade longer than two inches; any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item, such as a chain, used to threaten bodily harm.

Student Responsibility

The College believes that education requires the concentrated effort of both the teacher and the student. Consequently, the student is held responsible for providing the time and personal effort and motivation necessary to meet the requirements of all his courses. This would include regular and prompt attendance, adequate study time, and careful adherence to the specific course work requested by the instructor.

Smoking Policy

Smoking is not permitted in any classroom or other enclosed facility which any student is required to occupy or which is customarily occupied by nonsmoking students.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the teacher and College administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Dean of Instruction for approval.

Sexual Harassment Policy

It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Los Angeles Community College District to engage in sexual harassment.

Within the Educational environment, sexual harassment is prohibited between students, between employees and students, and between nonstudents and students. Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees, and between nonemployees and employees.

Student Discipline Procedures

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Student Conduct (See above).

The District has adopted Board Rule 9804, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures, shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.



Copies of the Student Discipline Procedures are available in the Office of the President.

Student Grievance Procedures

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances. The procedures enumerated in Administrative Regulation E-55 shall be available to any student who believes a College decision or action has adversely affected his or her status, rights, and/or privileges as a student. The procedures shall include, but not be limited to, alleged violations of Title IX of the Higher Education Amendments of 1972 (and applicable regulations), grievances relating to handicapped students as defined by Section 504 of the Rehabilitation Act of 1973, grievances relating to sexual harassment as defined in 29CFR Part 1604, problems relating to financial aid, and grievances relating to course grades to the extent permitted by Education Code Section 76224(a). Section 76224(a) provides:

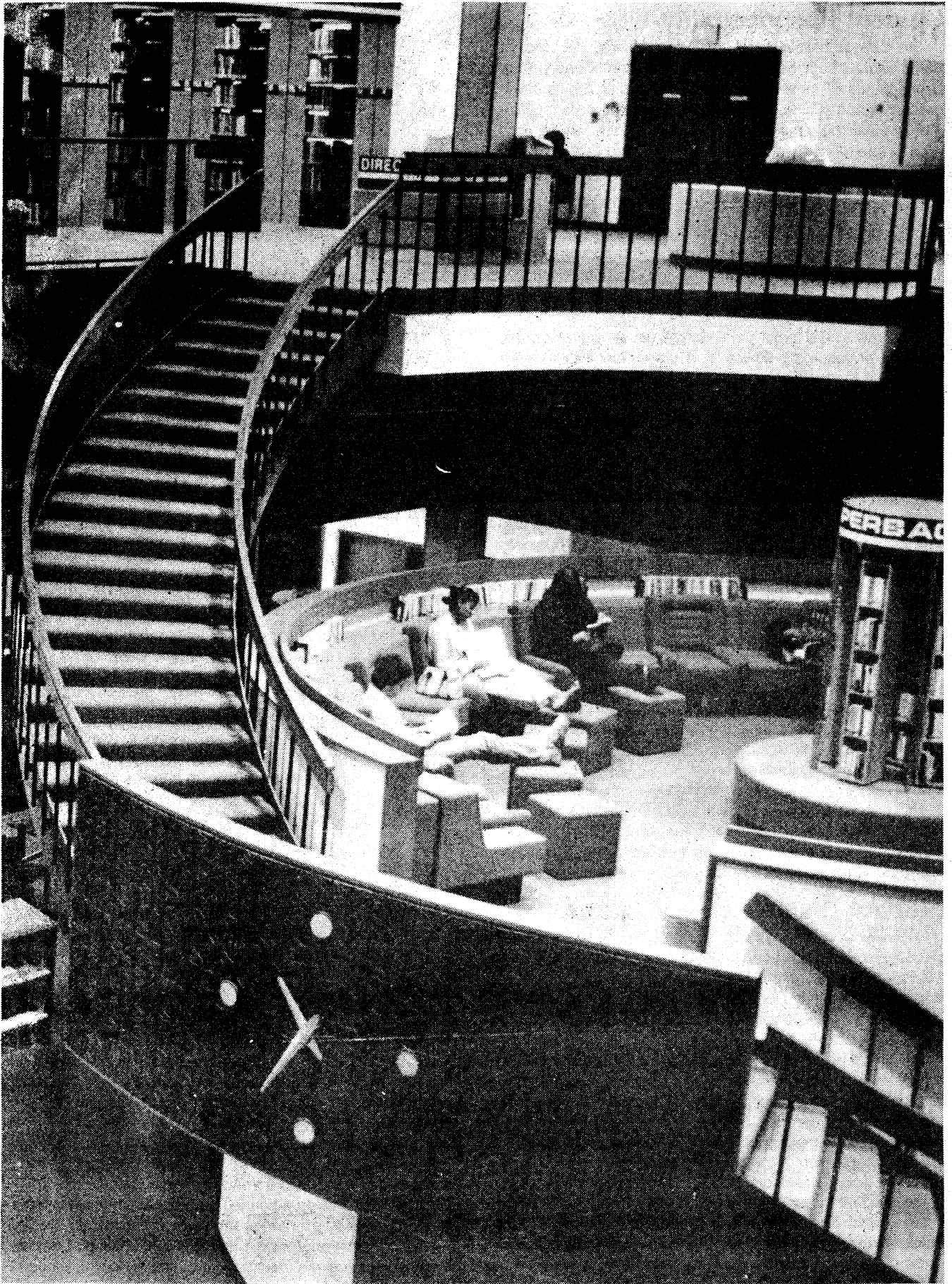
"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grievance Procedures, contact the Office of the President.

Campus Procedure

Before filing a grievance, each student with a complaint shall first try to resolve the problem informally with the person with whom the student has the complaint, that person's immediate supervisor, or an appropriate administrator.

If this process fails and the student chooses a formal grievance hearing, he must file for the hearing with the campus ombudsman within 20 days after the first informal contact. The College shall provide a hearing committee, and the ombudsman shall schedule hearings and serve to ensure a full and fair resolution of the grievance. The office of the Dean of Student Services will provide the name and location of the ombudsman.



ACADEMIC RESOURCES

FACILITIES

The College is especially proud of its modern Learning Resource Center (LRC), which includes both the Library and the Instructional Center. Other valuable resources include the Data Center, the Airport Center, the Dental Hygiene Laboratory, and the Nursing Building.

Instructional Center

Housed on the first floor of the LRC, the Instructional Center provides auto-tutor machines, pacers (for reading skill improvement), audio cassettes and players, programmable slide carousels, filmstrips, video cassettes and players, typewriters, electronic calculators, special equipment for handicapped students, and Telecine Control, which governs the audio/video information system.

Telecine Control allows students and instructors to control audio and visual programming at their convenience, to be shown throughout the campus. Many instructors take advantage of it to create their own supplementary class materials. They also supplement class work through productions done in the College's Television Studio. This studio also benefits students by giving them the opportunity to rehearse oral reports and speeches and to present seminars and dramatic works on television. Closed circuit video reception is available to most classrooms.

Computer-assisted instruction, using Apple II+ microcomputers and color monitors is also available in the Instructional Center. Subjects in which programming is available include biology, chemistry, ecology, English, French, mathematics, physics, political science, psychology, physiology, scientific method, statistics, Spanish, typing, and vocabulary. Time on the microcomputers is available by reservation in LRC-124.

Library

The College library, located in the LRC, houses an extensive collection of both print and non-print materials.

The book collection of over 51,000 volumes includes the Main Collection (which circulates for two weeks), and the Reserve Book Collection (circulating for shorter periods), containing materials needed for special class assignments and a special collection of paperback books.

Over 400 subscriptions of magazines, journals, and newspapers are currently received, with back issues available on microfilm and microfiche. Audio cassettes, cassette players, microfiche, and microfiche readers are available for circulation.

The Library's new computerized circulation system with on-line card catalog, backed up with a traditional card catalog, makes both research and check-out more efficient. All material in the LRC, including Instructional Center audio-visual programs, is indexed in the catalog. A microfiche collection of catalogs for most colleges in the United States is also available.

The Reference Section provides government documents, current pamphlets, encyclopedias, indexes, and maps. Skilled librarians are always available to assist students in their research. A handbook to the library is free to students and library tours are conducted regularly.

The Library has facilities to match all learning styles, with private study booths, group study and conference rooms, and lounge-like open areas. Typing rooms, with both manual and electric typewriters, and photocopy machines are available. Hours of operation for the Library are 7:45 a.m. to 9 p.m. Monday through Thursday and 7:45 to 4 p.m. Friday.

Computer Center

The College operates a completely equipped Data Center for students' use in computer science, business data processing, mathematics and all other courses that involve computer programming, operation, and applications. Equipment includes a fourth generation computer system with main frame, operator's console, two random access disks, card reader and line printer together with a real-time operating system and language compilers. In addition, the Data Center has a video terminal, Apple II+, Altos, Osborne, and Cromemco microcomputers, IBM and Univac keypunch machines and two hard copy terminals for conversational programming connected to the Los Angeles City College District Timesharing network.

Typing Center

The College's new Typing Center provides 40 single-element Royal typewriters with Kodak projectors and headphones presenting synchronized slide and cassette tape instructions for each step of beginning and intermediate typing. Students practice five hours per week for Office Administration course credit on an open-entry, open-exit, modularized basis. The Center is open M-F from 8 a.m.-2 p.m. and M-Th from 5-9 p.m.

Nursing Skills Laboratory

The newly dedicated Nursing Skills Laboratory provides students with a realistic setting in which to practice essential nursing procedures under close supervision. The laboratory features six hospital beds, four full mannikins, multiple simulators, intravenous devices, and equipment to help students calculate drugs and solutions.

Electronics Laboratory

Electronics students use modern test equipment, including industrial quality signal generators, volt-ohm milliammeters, digital meters, transistor testers, and time-base oscilloscopes.

Aviation Facilities

While receiving training in hydraulic system troubleshooting, sheet metal repairs, covering and finishing, welding, and alignment and rigging of aircraft, aviation maintenance students have access to Lycoming, Continental, and gas turbine engines. An excellent ignition and fuel metering systems laboratory and a propeller and lubrication shop are also available. Aviation Electronics students use a repair station and three well-equipped laboratories as they work through their hands-on, modularized sequence of courses.

Dental Hygiene Facility

Dental Hygiene students work in a four-chair radiology laboratory with darkroom and viewing sections and a pre-clinical techniques laboratory.

Word Processing Laboratory

Word processing students have access to the following systems: Vydec 1200, Exxon Qyx 140, AB Dick SL, Xerox 850, Lanier Typewriter, IBM Displaywriter, Mag Card II, and IBM Memory Typewriter.

ACADEMIC ASSISTANCE

Tutorial Services

A campus-wide, free Tutorial Services Program provides assistance in over 75 subjects, including study skills and test-taking. Arrangements may be made for individual and group tutoring (by instructor-certified tutors) during day and evening in LRC-139. Also part of Tutorial Services is the Vocabulary Laboratory, which allows students to study vocabulary words vital to specific subjects. These services are jointly sponsored by the Office of Instruction and the Student Services Office.

Workshops

Students may receive course credit for concentrated study in the Business (Business 99), Study Skills (Psychology 25), Writing Skills (English 67), and Mathematics (Mathematics 88) Workshops, which are staffed by specially trained tutors and instructors. These open-entry, open-exit workshops provide help with pertinent subject areas. Enrollment details are printed in the Schedule of Classes. The Writing Skills Workshop is also available on a drop-in basis to any student wanting help with organizing, writing, and revising papers, with technical problems, and with taking essay exams.

INSTRUCTIONAL ALTERNATIVES

Instructional Television (ITV)

The Los Angeles Community Colleges offer an Instructional Television Program open to all students. Instructional Television (ITV) provides an opportunity to take tuition-free transferable college credit courses via television. Students interested in supplementing existing campus classes or adding classes for those times when campus attendance is not possible, should contact the Instructional Television Office, 617 West Seventh Street, Los Angeles, California 90017, (213) 488-0447 for registration information.

International Education Program

College credit classes are offered for the Los Angeles Community College District by the International Education Program. With instructors selected from all ten colleges in the District, classes are taught in over twenty countries around the world. Scheduled at various times throughout the year, opportunities for study currently include Spanish language, history, and art instruction in Mexico and Spain; French in Paris, German in Munich, Italian in Italy, ecology in Hawaii and the Caribbean, fashion design in Europe, dance in Europe, printing technology in Germany, and Theater and Child Development in London. On-site investigations of the history and culture of Greece, Italy, Japan and Spain provide students and their instructors with some of the best educational experiences of their lives. The International Education Program also cooperates with the Community Services Program at each District college in offering non-credit travel study programs.

The International Education Program expresses the shared commitment of the Los Angeles Community Colleges in furthering the development of international and intercultural awareness. Call (213) 621-2401 for further information.

Flexible Scheduling of Classes

To provide flexibility for the student, courses are offered in modules as well as semester structure at a wide variety of times and places.

Modular Classes

Modules are components of a course offered for fewer units and hours than the full course, usually on a short-term basis. When all the modules of a course are taken, they will equal the materials and credit of the full course. The modules are usually offered in a regular sequence and can be identified by a letter (A, B, C, etc.) following the course number.

Evening Classes

Evening classes parallel day classes in prerequisites, course content, and expected preparation time. Many specialists from business and industry join the day faculty to teach these classes.

Outreach (Off-Campus) Credit Classes

Serving students who cannot attend classes on campus because of a lack of transportation or time, the Outreach program offers credit classes in approximately 30 locations, including Pacific Palisades, West Hollywood, Crenshaw, Marina Del Rey, LAX, and Westwood. A complete list of Outreach classes and locations appears in the Schedule of Classes as well as in special Outreach schedules. Further information is available at 822-7873.

Summer Session

Summer Session will be offered subject to approval by the Board of Trustees.

Community Services

Community Services offers short term, non-credit educational, cultural, and recreational programs for a nominal fee during fall, winter, spring, and summer quarters.

Many cultural events are presented each year, including musical and dance concerts, theatrical productions, film and lecture series, and folk festivals. Workshops in such areas as cooking, dancing, and flower arranging are scheduled, as are continuing education courses such as accounting, tennis, golf, volleyball, karate, and aikido.

Pre-registration is required for all activities, since space is limited. Community Services brochures and registration information are available by calling 559-7993.

Reserve Officer Training Programs

Air Force ROTC

Through arrangements with the University of Southern California, both two-year and four-year Air Force Reserve Officers Training Corps (AFROTC) programs are available to all qualified, full-time students. Academic units earned in this program are counted as elective units toward fulfillment of graduation requirements. Successful completion of the AFROTC program leads to a commission as an officer in the United States Air Force. Those students who qualify for and plan to enter Air



Force pilot training will be given flight instruction as part of their last year in either the two- or four-year program. Scholarships are available to qualified students on a competitive basis. All scholarship recipients receive full tuition, required fees and books, and \$100 a month. Students on scholarship in the first two years of the program must successfully complete a course in English composition within two academic years from scholarship activation. Students in the last two years of the program must successfully complete a course in mathematical reasoning prior to commissioning. Students who accept a scholarship must agree to successfully complete at least one term of college instruction in a major Indo-European language prior to commissioning. For additional information contact the Department of Aerospace Studies (AFROTC) at the University of Southern California, Los Angeles, California 90089, (213) 743-2670.

Army ROTC

Through arrangements with the Department of Military Science, UCLA, two-, three-, and four-year programs in the Army Reserve Officer Training Corps (Army ROTC) are available to all qualified students. Academic units (four semester units per year) earned in this Program are counted as elective credits toward graduation. Successful completion of the Army ROTC Program leads to a commission as a Second Lieutenant in the Army Reserve or in the Regular Army. One-, two-, and three-year scholarships are available on a competitive basis to cadets already enrolled in the Program. Scholarships pay all tuition, required fees, books and supplies, plus \$100 per academic month.

All ROTC cadets in their junior and senior years receive \$100 per academic month. Participation in the Program requires one two-hour class period per week, plus one Saturday per month.

Non-scholarship students are under no military obligation during the first two years of the Program. Cadets may continue as juniors and seniors when they transfer to any four-year

college or university in the Los Angeles or Long Beach areas. Classes are conducted at UCLA and California State University, Long Beach. For additional information, contact the Department of Military Science, UCLA, Los Angeles, California, 90024, 825-7381.

Marine Corps Programs

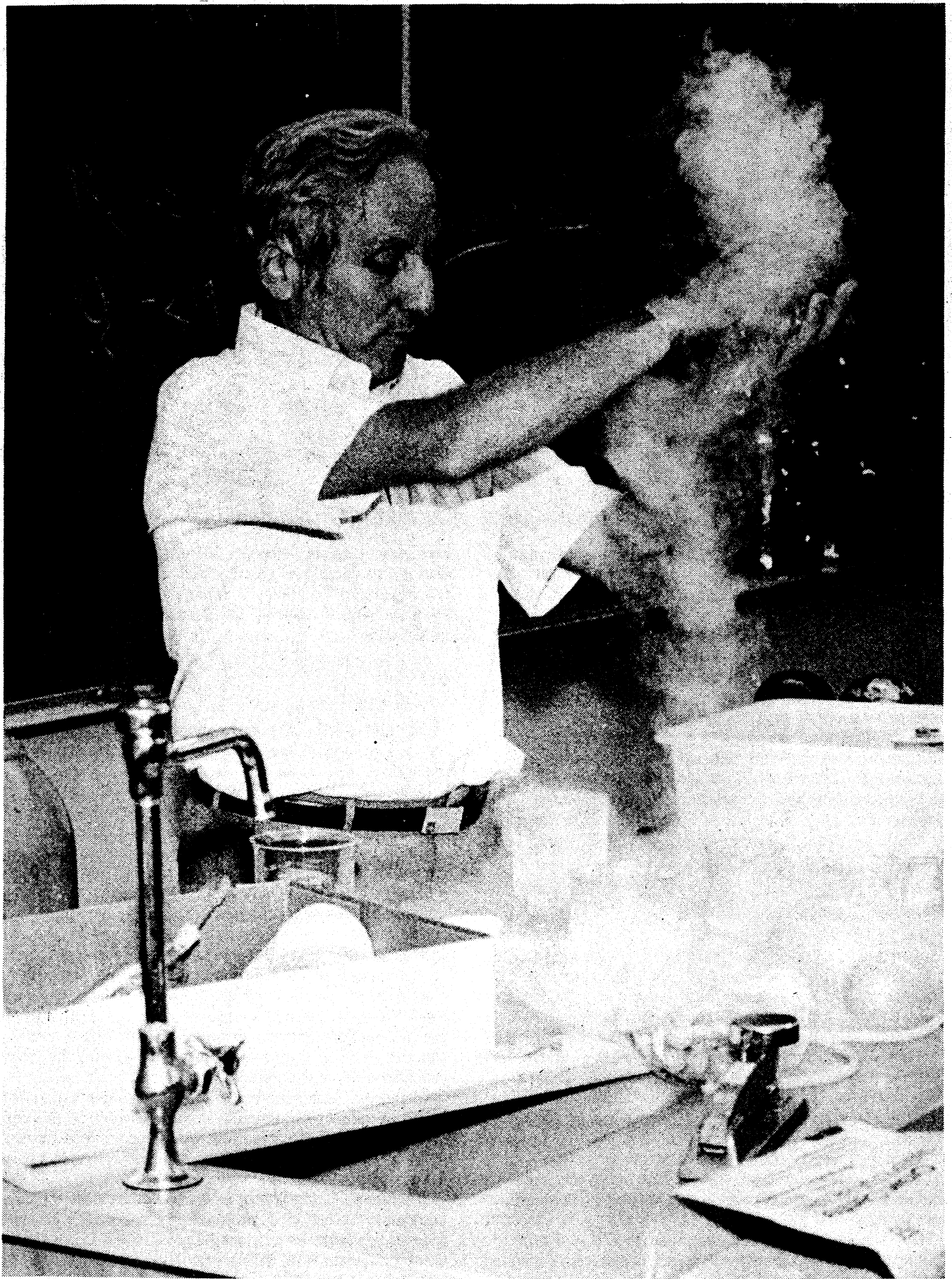
The Marine Corps Platoon Leaders Program, as well as the Marine Woman Officers Candidate Program, are available to qualified college students.

Male applicants may sign up during their freshman or sophomore year and attend two six-week training sessions at Quantico, Virginia, or they may sign up during their junior year at a four-year college and attend one ten-week summer training session at Quantico. Female sophomores may sign up for the eight-week Officer Candidate Course even though they do not attend summer training until after their junior year.

Upon successful completion of the summer training and upon graduation with a Bachelors Degree, each applicant will be commissioned as a Second Lieutenant of Marines. All candidates who have completed the first summer training are eligible to apply for the Financial Assistance Program which grants \$100 per month during the school year. This Program is also applicable to candidates enrolled in the Law Program as well as the Flight Program.

Officer candidates are paid during training at rates equivalent to Sergeant (E5). Students enrolled in the PLC Program incur no obligation to serve after graduation unless financial assistance is accepted or until the candidate accepts a commission upon graduation.

The Marine Corps Officer Selection Officer visits the campus during the school year. For further information students are invited to write to the United States Marine Corps Officer Selection Officer, 4727 Wilshire Boulevard, Los Angeles, CA. 90010, (213) 468-3377.



ACADEMIC POLICIES

ENROLLMENT AND ATTENDANCE

Open Enrollment

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

Units of Work/Study Load

College courses require study, library investigation and laboratory or field work to supplement regular class attendance. No student should plan more than 18 units of work in any one semester. This refers to all study programs which may be a combination of Day and Evening Division work, as well as the regular day program, ITV courses or courses at other colleges. No student may enroll for more than 18 units during the fall or spring semester without the approval of the Dean of Student Services. Students may enroll for a maximum of 7 units during the summer session.

Students are strongly advised not to attempt full-time employment and full-time college work together. It is the responsibility of all students to budget their time for study and preparation for class assignments.

Generally, two hours of outside preparation are required for each hour of class lecture.

Attendance

The student is expected to attend every meeting of all classes for which he or she is registered. A student absent from classes for emergency reasons must inform his or her instructor of the reason for the absence.

Students who have preregistered for a class and who do not attend the first meeting of the class forfeit their right to a place in the class. Mitigating circumstances may be considered by the instructor. Whenever absences "in hours" exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

It is the student's responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week and the end of the 14th week will result in a "W" on the student's record which will be included in the determination of progress probation. Drops are not permitted beyond the end of the 14th week. An evaluative grade ("A", "B", "C", "D", "F", "CR", or "NC") will be assigned to students who are enrolled past the end of the 14th week even if they stop attending class, except in cases of extenuating circumstances. After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. For further details, refer to "W" section of "Grading Symbols and Definitions."

Campus Procedure

Students are encouraged to advise their instructors of anticipated absences.

Auditing

Auditing of classes is not permitted. No one may attend class unless officially enrolled.

Concurrent Enrollment

Concurrent enrollment in more than one section of the same course during a semester is not permitted.

Concurrent enrollment in courses which are cross-referenced to each other is not permitted. (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses).

Violation of this regulation will result in exclusion from class and denial of course credit in both courses.

Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action (See Standards of Student Conduct).

Final Examinations

The College assumes that a student registers in good faith for a full semester's work inclusive of all course requirements. The College Calendar clearly indicates the beginning and the end of each semester, and the instructional program is predicated upon this time plan.

All students, as a part of their course work, are required to take final examinations in all subjects in accordance with an examination schedule made available each semester by the Dean of Instruction. No student will be excused from final examinations.

No special final examinations are given at times other than scheduled except through the Office of the Dean of Instruction, and no such examination will be offered **before** the scheduled examinations.

Adding and Dropping Classes

Students enrolled in the college may add a class, after the beginning of classes, with the permission of the instructor. The instructor furnishes the student with a card which is brought to the Admissions Office. The information is transferred to a card for keypunching, and the instructor's card is stamped and returned to the student. A validated identification card is required for this purpose.

Students may drop a course up to the fourteenth week of school in the Admissions Office. Courses dropped during the first four weeks of the semester will not appear on their records; courses dropped during the fifth through fourteenth week will show up automatically as a W. It is the student's responsibility to drop classes even though the instructor may drop them for non-attendance. These procedures also require a valid i.d. card.

Withdrawal from the College

The College recognizes that a student does not leave college for superficial reasons. Students in need of mature advice should see a counselor prior to withdrawal.

Official withdrawal requires completion of a form in the Admissions Office or a written notice to that office. A student who does not comply with these requirements may receive failing grades. See the calendar in the class schedule for the deadlines for withdrawal. Information on class withdrawal policy is included under *Grading Symbols and Definitions*.

COURSE CREDIT

Credit for Prerequisites

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s).

Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course.

Violation of this regulation will result in exclusion from class and denial of course credit.

Credit by Examination

The College President may designate courses listed in the College Catalog wherein any student who satisfies the following requirements may be granted credit by examination in lieu of enrolling in and completing such courses:

- Be currently registered and have a minimum cumulative grade-point-average of 2.0.
- Have completed 12 units within the Los Angeles Community College District.
- Is not currently enrolled in, or has completed a more advanced course in this discipline.

Limitation on Petitioning for Examination

The maximum number of units for which a student may petition for credit by examination at the College shall be 15 units.

Maximum Units Allowable

The maximum number of credit by examination units with a grade of "CR" that may be applied toward graduation requirements shall be limited to 15 units.

Acceptance Towards Residence

Units for which credit is given pursuant to the provision of this section shall not be counted in determining the 12 units of credit in residence requirement.

Recording of Grade

Credit by examination shall be entered on the student's record as "CR" or "NC," as provided by the District *Grading Symbols and Definitions Policy*. The student's record shall also be annotated "Credit by Examination."

Course Repetition for Credit

Certain courses in the Catalog may be repeated for additional unit credit. These courses are identified in the Course Description Section of the Catalog by the symbol *RPT* followed by a number which indicates the number of times they may be taken for credit.

Course Repetition: Special Circumstances

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with written permission of the college president or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade-point-average.

Credit for Courses Completed at Non-Accredited Institutions.

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better grade-point-average, apply for up to 15 units of credit in courses which parallel the offerings of the College.

The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing.

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:

- Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:
 - The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - The student has completed at least 12 units of credit at the College to which application is made.
- The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
- Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
- Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.
- The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training

Students who are currently serving in, or have served in the military service, may, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

3. Credit for Law Enforcement Academy Training

Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

- Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- A single block of credit will be given and identified as academy credit.
- One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent.

Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

GRADES

Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the following *Grading Symbols and Definitions Policy*. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President.

Grading Symbols and Definitions

Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license.

Grades shall be averaged on the basis of the point equivalencies to determine a student's grade-point-average, using the following evaluative symbols:

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least equal to a "C" grade or better — units awarded are not counted in GPA)	
NC	No-Credit (equal to a "D" or "F" grade — units are not counted in GPA)	

(CR and NC grades may be given only in courses authorized by the District *Credit/No-Credit Option* and *Credit by Examination Policies*.)

The following non-evaluative symbols may be entered on a student's record:

SYMBOL	DEFINITION
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I *Incomplete*
Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record.

This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" may be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due unusual circumstances.

IP *In Progress*

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. "IP" indicates that work is "in progress," but that

assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade-point-averages. If a student enrolled in an "open-entry, open-exit" course is assigned "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

W *Withdrawal*

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

No notation ("W" or other) shall be made on the record of a student who withdraws during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a "W," except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less), the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as "W."

The "W" shall not be used in calculating units attempted nor for the student's grade-point-average.

"W's" will be used as factors in progress probation and dismissal.

Credit/No-Credit Option

The College President may designate courses in the College Catalog wherein all students are evaluated on a "credit/no-credit" basis or wherein each student may elect on registration or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "credit/no-credit" or a letter grade. These courses will be noted in the College Catalog as being eligible for the *Credit/No-Credit Option*.

1. **USAGE FOR SINGLE PERFORMANCE STANDARD.**

The credit/no-credit grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned.

A grade of Credit (CR) shall be assigned for meeting that standard, and a grade of No-Credit (NC) shall be assigned for failure to do so.

2. **ACCEPTANCE OF CREDITS.** All units earned on a "credit/no-credit" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
3. **RECORDING OF GRADE.** A student who is approved to be evaluated on the "credit/no-credit" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a "No-Credit" (NC) grade.
4. **GRADE POINT CALCULATION.** Units earned on a "credit/no-credit" basis shall not be used to calculate grade-point-averages. However, units attempted for which "No-Credit" (NC) is recorded shall be considered in probationary and dismissal procedures.
5. **STANDARDS OF EVALUATION.** The student who is enrolled in a course on a "credit/no-credit" basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.
6. **CONVERSION TO LETTER GRADE.** A student who has received credit for a course taken on a "credit/no-credit" basis may not convert this credit to a letter grade.
7. **COURSE REPETITION.** A student who has received a grade of "No-Credit" (NC) may repeat the course by meeting the requirements set forth by the District *Course Repetition to Improve Substandard Grades Policy*.

Campus Procedure

Courses offered on a credit/no-credit basis are listed each semester in the Schedule of Classes. To take a course on a credit/no-credit basis, students must file a request, *which is irrevocable*, with the Admissions Office before the end of the sixth week of the semester. A maximum of 15 units of credit/no-credit work may be used towards the A.A. degree and only one course per semester may be taken credit/no-credit. This restriction does not apply to students who possess a bachelor's or higher degree.

Course Repetition to Improve Substandard Grades

Students may petition for approval to repeat up to a total of 15 units in which substandard grades (less than "C," 2.0) were awarded.

Students may repeat the same course only once for this purpose.

Upon completion of a course repetition, the most recent grade earned will be computed in the cumulative grade-point-average and the student's academic record so annotated.

No specific course or categories of courses shall be exempt from course repetition.

ACADEMIC STANDARDS

Academic Renewal

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for aca-

demical renewal action of substandard academic performance under the following conditions:

1. Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the above conditions are met, academic renewal shall be granted, consisting of:

1. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and
2. Annotating the student academic record indicating where courses have been removed by academic renewal action.

Academic renewal actions are irreversible.

Graduation honors and awards are to be based on the student's cumulative grade-point-average for all college work attempted.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

PROBATION AND DISMISSAL

Academic Standards for Probation

The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from probation calculations.

Academic Probation

A student shall be placed on academic probation if, after he or she has attempted a minimum of 12 units of work, any one of the following conditions prevail:

- a. **LOW GRADE POINT AVERAGE.** The student has a grade-point-average less than a "C" (2.0).
- b. **TRANSFER STUDENT.** The student has transferred from another collegiate institution with a grade-point-average less than a "C" (2.0).

Units Attempted

"Units Attempted" means all units of credit for which the student was enrolled in any college, university, or grades 13 and 14, and completed the course with a grade other than "No-Credit" (NC), "Incomplete" (I), or "Withdrawal" (W).

Progress Probation

A student who has enrolled in a total of at least 12 semester units shall be placed on Progress Probation when the percentage of all units in which a student has enrolled and for which entries of "No-Credit" (NC), "Incomplete" (I), and/or "Withdrawal" (W) are recorded reaches or exceeds fifty percent (50%).

Notation on Academic Record

A notation shall be made on the official academic record of a student who is placed on academic or progress probation for each semester of probation.

Removal from Probation

A student shall be removed from probation upon meeting the criteria specified in this section.

Academic Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade-point-average is 2.0 or higher.

Progress Probation

A student on progress probation because of an excess of units for which entries of No-Credit (NC), Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

Notation on Academic Record

A notation "Removed from Probation" shall be made on the official academic record of a student who is removed from probation.

Academic Standards for Dismissal

A student shall be subject to dismissal and subsequently dismissed under the conditions set forth within this section. Dismissal shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from dismissal calculations.

Academic Probation

A student who is on academic probation shall be subject to dismissal if the student has earned a grade-point-average of less than 2.0 in all units attempted in each of 2 consecutive semesters.

Progress Probation

A student who is on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of No-Credit (NC), Incomplete (I), and/or Withdrawal (W) are recorded in at least 2 consecutive semesters reaches or exceeds fifty percent (50%).

Appeal of Dismissal

A student who is subject to dismissal and who has a cumulative GPA of at least 1.75 may appeal to the appropriate college dean. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Dismissal

A student who is subject to dismissal, and who has not been continued on probation throughout the appeal process, shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification.

Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

Readmission After Dismissal

A student who has been dismissed may request reinstatement after 2 semesters have elapsed. The student shall submit a written petition requesting readmission to college in

compliance with college procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College.

HONORS AND AWARDS

Awards

Chancellor's Distinguished Honor Award

The Chancellor's Distinguished Honor Award is one of the most significant and praiseworthy honors available to students in the Los Angeles Community College District. This certificate is awarded at the College Commencement exercises. In order to be considered for the award, a candidate must:

1. Petition for the Associate Degree
2. Achieve a grade-point-average of 3.70 or better in all college work attempted at the time of petition, and be in good standing.
3. Complete at least 50% of all units utilized for the award within the Los Angeles Community College District.
4. Achieve a grade-point-average of 3.70 and be in good standing in all college work attempted at the end of the Fall semester if graduation requirements will not be completed until the end of the Spring semester.

Please note: Spring candidates for this award will be listed as *Candidates* in the graduation program. After the final grade point evaluation, if the student achieved a 3.70 GPA, he or she will be awarded the Chancellor's Distinguished Honor Award. *Students who possess Associate, equivalent or advanced degrees are not eligible for this award.*

Deans List Requirements

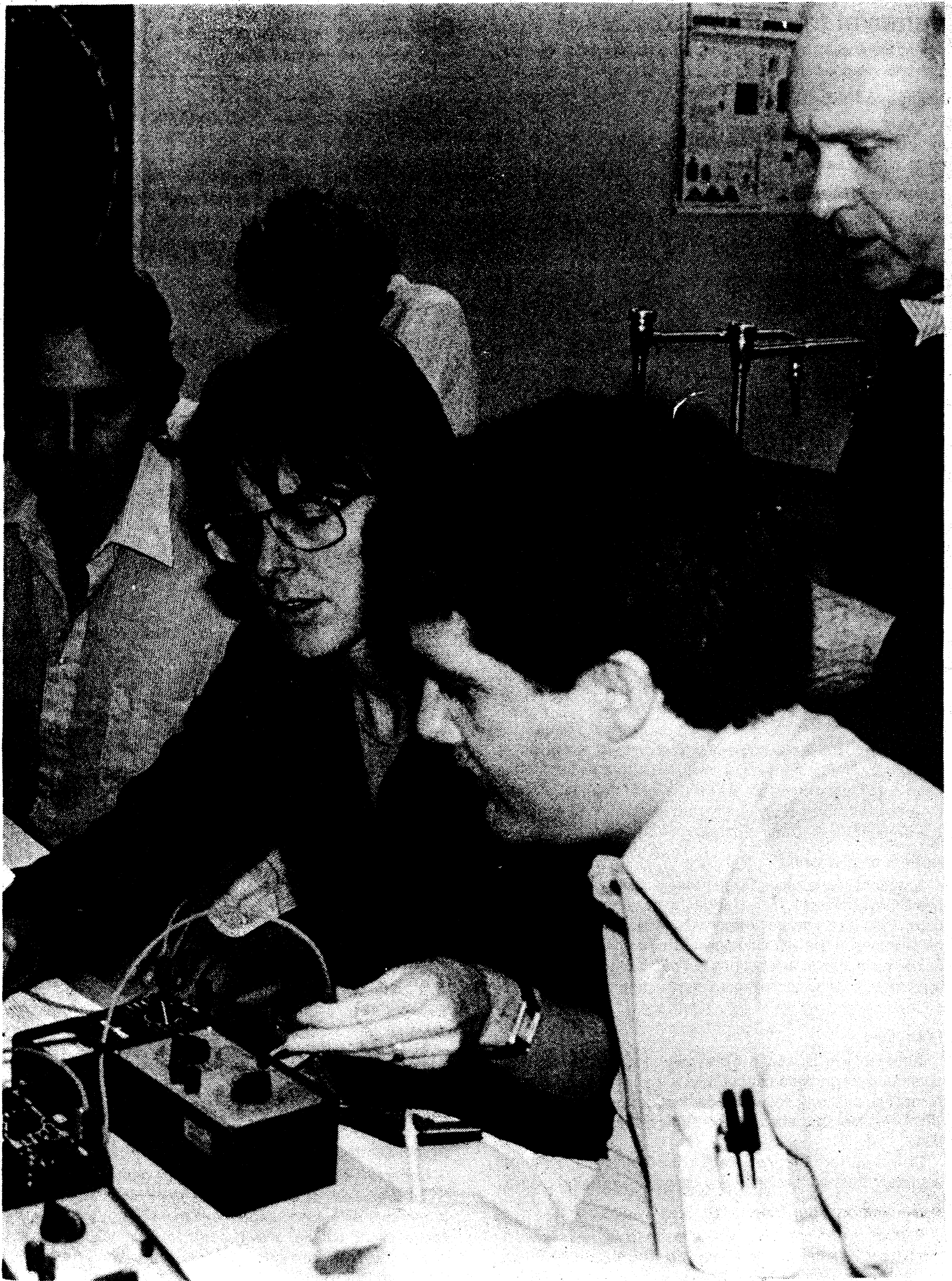
West Los Angeles College encourages academic excellence. Students who have completed at least 12 units in one semester with a grade point average of 3.5 or better are placed on the Deans List and remain there from semester to semester by maintaining a 3.5 grade point average. Part-time students are placed on the Deans List after they have accumulated 20 units of work with a grade point average of 3.5 or better and additionally for the next three increments of 15 units for which a grade point average of 3.5 is maintained. Part-time students must apply for the Deans List. Students who have completed 70 or more units or who have an A.A. or higher degree are not eligible for the Deans List.

Notation of Deans List achievement is made on the student's permanent records. Further recognition is given these students at a reception in their honor and by means of a personal letter from the Deans.

Students of outstanding personality, scholarship and leadership are recognized through the yearly presentation of awards within the various college divisions. Award recipients are determined through divisional procedures.

Alpha Gamma Sigma

A chapter of the Alpha Gamma Sigma honor society exists on the West Los Angeles College campus. The purpose of the organization is to promote and to recognize scholastic achievement, cultural activities and leadership. For specific membership requirements, contact the faculty advisor or Student Activities Center.



EDUCATIONAL PROGRAMS

West Los Angeles College provides educational programs that lead to transfer to four-year colleges and universities as well as career programs that lead to an Associate Degree or Certificate.

Career Certificates and Associate Degrees

The following 27 Associate Degree or Certificate programs are offered for students seeking immediate employment in a new position or upgrading in their current job.

- Accounting
- Administration of Justice*
- Aircraft Electronics Technology
- Aviation Maintenance Technician
- Business
- Business Data Processing
- Business Management
- Business Management (Small Business)
- Business Marketing
- Child Development
- Computer Science — Information Technology
- Dental Hygiene
- Drafting Technology (formerly Engineering Drafting)
- Educational Aide**
- Electronics
- Fashion Merchandising**
- Insurance**
- Nursing, Registered
- Office Administration (General)
- Office Administration (General Secretarial)
- Office Administration (Medical Office Option)
- Office Administration (Medical Secretarial Option)
- Office Administration (Word Processing Option)
- Real Estate**
- Supervision
- Supervision, Government Service Option
- Travel

*Associate Degree program only

**These programs are no longer accepting new students.

Students wishing an Associate Degree may obtain two years of career training along with selected General Education courses in a chosen field. Students desiring only career-oriented courses may choose a Certificate Program as their objective.

Certificate programs are usually one-year educational programs which offer necessary courses needed to prepare students for immediate employment. The Certificate Program is specific, and no course substitution will be permitted unless approved by the department. A "C" (2.0) grade point average or better is required in all work attempted toward the Certificate curriculum. Completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the requirements are completed is also necessary. During the final semester in which completion of requirements takes place, students should petition for a Certificate from the Admissions Office.

Units earned toward a Certificate may be applied toward the Associate Degree of the same major.

For both the Degree and Certificate program, transcripts from all other colleges attended must be on file in the Admissions Office. A 2.0 GPA is required for all certificates as well as graduation.

Transfer Associate Degrees

The following 25 Associate Degree transfer programs are offered by the College:

- Anthropology
- Art
- Biology
- Biology (Health Science Option)
- Business Administration
- Chemistry
- Child Development
- Economics
- Engineering
- English
- French
- Geography
- Geology
- History
- Journalism
- Mathematics
- Music
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Speech

For complete information on transfer Associate Degree requirements, the student should refer to "Graduation Requirements" and to "Transfer Programs" in this section. Lower-division requirements of four-year colleges and universities are found under "Transfer Requirements." Because baccalaureate institutions differ in their majors requirements, it is vitally important for transfer students to consult the Counseling Department before registration to get the best available information about courses they need to take.

Graduation Requirements

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science.

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

30 / EDUCATIONAL PROGRAMS

These requirements apply to students entering for the first time after July 1, 1983. Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer session, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment. A continuing student is one who has completed a minimum of one course per semester, except that completion with a "W" will be accepted for one semester only.

Students who have completed 45 units of credit in the Los Angeles Community College District, with no more than one year's break in attendance, may satisfy either the general education requirements in effect at the time of their initial enrollment or the current requirements. This provision will end in June, 1986.

Students who interrupt their attendance, except as noted above, become subject to any new requirements which are in effect at the time they re-enroll.

- I. **Unit Requirement.** 60 to 64 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
- II. **Scholarship Requirement.** A "C" (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based.
- III. **Competency Requirement.** Students must demonstrate competence in reading, in written expression, and in mathematics. This requirement may be met, until June 1984, by achieving a grade of "C" or better in appropriate courses designated by the college.
- IV. **Residence Requirement.** Completion of at least 12 units of work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.
- V. **Course Requirements.** (Please note: Courses listed under Section V are subject to change after July 1, 1983. Students should see a counselor for final approved lists.)

Students who are majoring in programs of study for which 18-35 units are required in the major shall complete Graduation Plan A.

Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B.

Graduation Plan A

Major Requirements: At least 18 semester units of study taken in a single discipline or related disciplines.

General Education Requirements: Successful completion of at least 30 semester units of general education which shall include not less than the minimum number of units indicated in each of the following areas:

- A. **Natural Sciences** — Minimum 3 semester units.
Anthropology 101; Astronomy 1; Biology 3, 4, 5, 10; Botany 5; Chemistry 1, 3, 10; Environmental Science 1, 2; Geography 1, 3; Geology 1; Meteorology 3 (same as Geography 3); Oceanography 1, 2, 12; Physics 12; Psychology 2
- B. **Social and Behavioral Sciences** — Minimum 9 semester units in the following pattern:
 1. At least 3 units in American Institutions to be met in U.S. History, U.S. Political Science, or

U.S. Ethnic History or Political Science. Choose from:

- History 11, 12, 13, 14, 16, 41, 42; Political Science 1, 30
2. At least 3 units in Behavioral Science. Choose from:
Anthropology 102, 121, 124; Child Development 1; Psychology 1, 6, 8
 3. At least 3 units in Social Science. Choose from:
Anthropology 103, 132, 133; Business 1; Economics 1, 2, 10; Geography 2, 7; History 1, 2, 3, 4; Political Science 2, 4, 7, 8, 14; Sociology 1, 2, 5, 6, 11, 22
- C. **Humanities** — Minimum 3 semester units.
Art 101, 102, 103, 111; English 3, 4, 5, 6, 11, 12, 13, 15; Foreign Language — any 5 unit class; Humanities 30, 31; Music 111, 112, 121, 122; Philosophy 1, 2, 3, 4, 20, 23, 24; Theater Arts 100, 110, 505
- D. **Language & Rationality** — Minimum 12 semester units in the following pattern:
1. English Composition — English 1 (3 units)
 2. Communication and Analytical Thinking — at least 3 semester units. Choose from:
English 2; Speech 1, 32; Journalism 1
 3. Rationality and Logic — at least 3 units. Choose from:
BDP 1, 22, 29, 31; CSIT 1, 27, 37, 39; Linguistics 1; Math 3, 13, 14, 15, 20, 23, 24, 35, 40, 41, 42, 43; Philosophy 6, 7, 8, 9; Speech 11
 4. Additional units if needed from 2 or 3 above to total 12 units
- E. **Health and Physical Education** — Minimum 3 semester units in the following pattern:
1. Health Education — 2 units
 2. Physical Education Activity — 1 unit
or
One combined class — 3 units
Authorized Physical Education activity exemptions include:
 - a. Medical exemption
 - b. Extenuating circumstances

Plan A should be followed by students in these programs:

Career: Accounting, Administration of Justice, Business Management, Drafting Technology

Transfer: Anthropology, Art, Biology (Health Sciences), Economics, English, French, Geography, History, Journalism, Music, Philosophy, Physical Education, Political Science, Psychology, Sociology, Spanish, Speech

Graduation Plan B

Major Requirements: At least 36 semester units of study taken in a single discipline or related disciplines.

General Education Requirements: Successful completion of at least 18 semester units in general education which shall include not less than the minimum number of units indicated in each of the following areas:

- A. **Natural Sciences** — Minimum 3 semester units
Anthropology 101; Astronomy 1; Biology 3, 4, 5, 10; Botany 5, Chemistry 1, 3, 10; Environmental Sci-

- ence 1, 2; Geography 1, 3; Geology 1; Oceanography 1, 2, 12; Physics 12; Psychology 2
- B. *Social & Behavioral Sciences* — At least 3 units from History 11, 12, 13, 14, 16, 41, 42; Political Science 1, 30 or pass American Institutions Competency Examination. If examination is passed choose one course from Anthropology 102, 103, 121, 124, 132, 133; Business 1; Child Development 1, Economics 1, 2, 10; Geography 2, 7; History 1, 2, 3, 4; Political Science 2, 4, 7, 8, 14; Psychology 1, 6, 8; Sociology 1, 2, 5, 6, 9, 11 22.
- C. *Humanities* (minimum 3 semester units)
Art 101, 102, 103; English 3, 4, 5, 6, 11, 12, 13, 15; Foreign Language (any 5 unit class); Humanities 30, 31; Music 111, 112, 121, 122; Philosophy 1, 2, 3, 4, 20, 23, 24; Theater Arts 100, 110, 505
- D. *Language and Rationality* (minimum 6 semester units in the following pattern)
1. English Composition — English 1 (3 units)
 2. At least 3 units in Communication and Analytical Thinking. Choose from:
Speech 1, 11, 32; English 2; BDP 22, 29, 31; CSIT 1, 27, 37, 39; Math 3, 13, 14, 15, 20, 23, 24, 35, 40, 41, 42, 43; Philosophy 6, 7, 8, 9
- E. *Health and Physical Education* — Minimum 3 semester units in the following pattern:
1. Health Education — 2 units
 2. Physical Education Activity — 1 unit
- or
- One combined class — 3 units
Authorized Physical Education activity exemptions include:
- a. Medical exemption
 - b. Extenuating circumstances

Plan B should be followed by students in these programs:

Career: Aircraft Electronics Technology, Aviation Maintenance Technician, Business, Business Data Processing, Business Management (Small Business), Business Marketing, Child Development, Computer Science, Dental Hygiene, Electronics, Registered Nursing, Office Administration (General Office), Office Admin. (General Secretarial), Office Admin. (Medical Office), Office Admin. (Medical Secretarial), Office Admin. (Word Processing), Supervision, Travel

Transfer: Biology, Business Administration, Chemistry, Engineering, Geology, Mathematics, Physics

NOTE: While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. It may be counted again for a different degree requirement as determined by each college.

A course may meet a general education requirement for the Associate Degree and also partially satisfy a general education requirement at the California State University.

Ethnic Studies will be offered in at least one of the required areas.

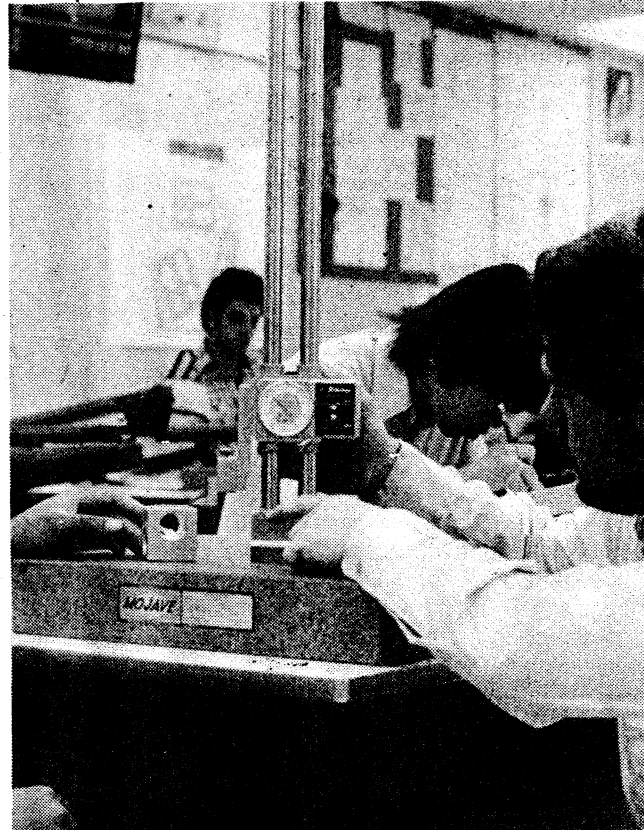
Competency Requirements for all A.A. Degree Candidates

All candidates for an associate degree must demonstrate competency in reading, writing, and mathematics before the degree can be granted. Competency may be demonstrated in the following ways:

(1) *Reading.* This may be met by passing English 46 and Psychology 23 with a grade of C or better or by achieving an equivalent score on the reading portion of the placement test.

(2) *Writing.* This may be met by passing English 1 with a grade of C or better or achieving an equivalent score in the English placement test.

(3) *Mathematics.* Completion of Mathematics 31 with a grade of C or better or placement in either Mathematics 32 or Mathematics 20 in the mathematics placement examination.



Career Programs

Students should refer to the "Graduation Requirements" section for additional information. Check prerequisites before scheduling in courses. Students are encouraged to seek assistance from counselors and faculty. Curricula listed under "Career Programs" are *not* for transfer students.

ACCOUNTING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk and assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are presented. Those intending to earn a B.A. in Accounting at a transfer institution should follow the transfer program in Business Administration.

Associate Degree

REQUIRED COURSES

ACCT 1*	Introductory Accounting I	5
ACCT 2	Introductory Accounting II	5
BDP 1	Principles of Data Processing I	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
LAW 1	Business Law I	3
		22

Certificate

REQUIRED COURSES

(All courses must be completed with a grade of C or better to count towards the accounting certificate.)

ACCT 1*	Introductory Accounting I	5
ACCT 2	Introductory Accounting II	5
ACCT 15	Tax Accounting I	3
ACCT 37	Accounting Machine Practice	1
BUS 1	Introduction to Business	3
LAW 1	Business Law I	3
		20

RECOMMENDED

(9 units from this list)

ACCT 3	Intermediate Accounting	3
ACCT 20	Managerial Accounting	3
BDP 1	Principles of Business Data Processing I	3
ECON 1	Principles of Economics	3
LAW 2	Business Law II	3
MAKT 21	Principles of Marketing	3
MGMT 1	Principles of Management	3
RE 1	Real Estate Principles	3

All courses must be completed with a grade of C or better to count towards the accounting certificate. Upon completion of the requirements, a petition for the accounting certificate needs to be filed in the Office of Admissions and Records.

*Accounting 21 plus Accounting 22 are the equivalent of Accounting 1.

ADMINISTRATION OF JUSTICE — ASSOCIATE IN ARTS DEGREE

Administration of criminal justice includes law enforcement, the courts, and the correctional system at the community, county, state and federal levels. There is an ever-increasing demand in these fields for men and women with a college education with a wide variety of career opportunities offered in public and private law enforcement. Included are police and sheriff's departments, state police, highway patrols and various federal and state investigative agencies. Private security opportunities include hospital, retail, airline, merchant, railroad, bank, shopping center, college, university and hospital security.

Associate Degree

REQUIRED COURSES

AJ 1	Introduction to Administration of Justice	3
AJ 2	Concepts of Criminal Law	3
AJ 3	Legal Aspects of Evidence	3
AJ 4	Principles, Procedures of the Justice System	3
AJ 14	Report Writing	3
AJ 67	Community Relations	3
AJ	Elective	6
PSY 1	General Psychology I OR	3
SOC 1	Introduction to Sociology	3
		27

RECOMMENDED

AJ 5	Criminal Investigation	3
AJ 6	Patrol Procedures	3
AJ 8	Juvenile Procedures	3

AIRCRAFT ELECTRONICS TECHNOLOGY — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

To meet the rapidly growing demand for aircraft electronics technicians, the College offers both an Associate in Science Degree and a Certificate in Aircraft Electronics Technology. To earn the Associate Degree, students complete the 48 units of aircraft electronics technology courses listed below plus 15 units of general education courses. Those working for the certificate take the 48 units of technical courses only. Upon qualifying by examination, students are issued Federal Communications Commission certificates that entitle them to assume the responsibilities of qualified radio and radar technicians.

Associate Degree or Certificate

(A suggested sequence would be)

FIRST SEMESTER		UNITS
AET 1	Scientific Calculator Electronics Mathematics	4
AET 2	Aircraft Direct Current Theory and Laboratory	4
AET 3	Aircraft Alternating Current Theory and Laboratory	4
		12
SECOND SEMESTER		UNITS
AET 4	Aircraft Semiconductor and Integrated Circuit Applications	4
AET 5	Aircraft Electronic Circuit Analysis I	4
AET 6	Aircraft Electronic Circuit Analysis II	4
		12
THIRD SEMESTER		UNITS
AET 7	Aircraft Receiver and Transmitter Principles I	4
AET 8	Aircraft Receiver and Transmitter Principles II	4
AET 9	Radio Communication	4
		12
FOURTH SEMESTER		UNITS
AET 10	Digital Computer Logic, and Auto Pilot Systems	4
AET 11	Aircraft Multiplex Systems	4
AET 12	Aircraft Entertainment and Intercom Systems	4
		12
OR		
AET 51	1st, 2nd, 3rd, and 4th Semester	
AET 52		
AET 53		
OR		
A Combination		
(Note: AET 51, 52 and 53 are offered concurrently.)		

AVIATION MAINTENANCE TECHNICIAN — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

To meet the aerospace industry's demand for well-trained, certificated aircraft mechanics, the College offers an Aviation Maintenance Technician Associate Degree, an Airframe Maintenance Technician Certificate, and an Aircraft Power-

plant Technician Certificate. Upon qualifying by written, oral, and practical examination, students are issued Federal Aviation Administration licenses.

Associate Degree

FIRST SEMESTER

		UNITS
AMT 1	Maintenance Procedures	3
AMT 2	Maintenance Procedures Lab	2
AMT 3	Basic Aircraft Science	3
AMT 4	Basic Aircraft Science Lab	2
AMT 5	Basic Electricity and Auxilliary Systems	3
AMT 6	Basic Electricity and Auxilliary Systems Lab	2

SECOND SEMESTER

		UNITS
AMT 7	Electrical and Instrument Systems	3
AMT 8	Electrical and Instrument Systems Lab	2
AMT 9	Assembly, Rigging and Inspection	3
AMT 10	Assembly, Rigging and Inspection Lab	2
AMT 11	Aircraft Metal Assembly	3
AMT 12	Aircraft Metal Assembly Lab	2

THIRD SEMESTER

		UNITS
AMT 13	Hydraulic, Landing Gear and Fuel Systems	3
AMT 14	Hydraulic, Landing Gear and Fuel Systems Lab	2
AMT 15	Propeller and Powerplant Systems	3
AMT 16	Propeller and Powerplant Systems Lab	2
AMT 17	Ignition and Fuel Metering Systems	3
AMT 18	Ignition and Fuel Metering Systems Lab	2

FOURTH SEMESTER

		UNITS
AMT 19	Reciprocating Powerplant Overhaul	3
	Prerequisites AMT 15 and AMT 17	
AMT 20	Reciprocating Powerplant Overhaul Lab	2
	Prerequisites AMT 16 and AMT 18	
AMT 21	Powerplant Trouble Shooting and Testing	3
	Prerequisite AMT 19	
AMT 22	Powerplant Trouble Shooting and Testing Lab	2
	Prerequisite AMT 20	
AMT 23	Inspection and Evaluation	3
	Prerequisites AMT 1 through AMT 22 or authorization for Written Examinations	
AMT 24	Inspection and Evaluation Lab	2
	Prerequisites AMT 1 through AMT 22 or authorization for Written Examination	

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General Education courses required for graduation should be taken as fits schedule if student wishes to earn Associate Degree.

Certificate — Airframe

		UNITS
AMT 1	Maintenance Procedures	3
AMT 2	Maintenance Procedures Lab	2
AMT 3	Basic Aircraft Science	3
AMT 4	Basic Aircraft Science Lab	2
AMT 5	Basic Electricity and Auxilliary Systems	3
AMT 6	Basic Electricity and Auxilliary Systems Lab	2
AMT 7	Electrical and Instrument Systems	3
AMT 8	Electrical and Instrument Systems Lab	2
AMT 9	Assembly, Rigging and Inspection	3
AMT 10	Assembly, Rigging and Inspection Lab	2
AMT 11	Aircraft Metal Assembly	3
AMT 12	Aircraft Metal Assembly Lab	2
AMT 13	Hydraulic, Landing Gear, & Fuel Systems	3
AMT 14	Hydraulic, Landing Gear, & Fuel Systems Lab	2
AMT 23	Inspection and Evaluation	3
	Prerequisites AMT 1 through AMT 14 or authorization for Written Examinations	
AMT 24	Inspection and Evaluation Lab	2
	Prerequisites AMT 1 through AMT 14 or authorization for Written Examinations	

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Certificate — Powerplant

		UNITS
AMT 1	Maintenance Procedures	3
AMT 2	Maintenance Procedures Lab	2
AMT 3	Basic Aircraft Science	3
AMT 4	Basic Aircraft Science Lab	2
AMT 5	Basic Electricity and Auxilliary Systems	3
AMT 6	Basic Electricity and Auxilliary Systems Lab	2
AMT 7	Electrical and Instrument Systems	3
AMT 8	Electrical and Instrument Systems Lab	2
AMT 15	Propeller and Powerplant Systems	3
AMT 16	Propeller and Powerplant Systems Lab	2
AMT 17	Ignition and Fuel Metering Systems	3
AMT 18	Ignition and Fuel Metering Systems Lab	2
AMT 19	Reciprocating Powerplant Overhaul	3
	Prerequisites AMT 15 and AMT 17	
AMT 20	Reciprocating Powerplant Overhaul Lab	2
	Prerequisites AMT 16 and AMT 18	
AMT 21	Powerplant Trouble Shooting and Testing	3
	Prerequisite AMT 19	
AMT 22	Powerplant Trouble Shooting and Testing Lab	2
AMT 23	Inspection and Evaluation	3
	Prerequisites AMT 1 through AMT 8, 15-22 or authorization for Written Examinations	
AMT 24	Inspection and Evaluation Lab	2
	Prerequisites AMT 1 through AMT 8, 15-22 or authorization for Written Examinations	

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BUSINESS — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The two-year general business curriculum and the Certificate Program are intended for students who have not decided which field of business they would like to enter. A broad background of business knowledge which can be applied in most businesses is provided.

Associate Degree

REQUIRED COURSES

		UNITS
ACCT 1	Introduction Accounting I OR	5
ACCT 21	Bookkeeping & Accounting I AND	3
ACCT 22	Bookkeeping & Accounting II	3
ACCT 37	Accounting Machine Practice	1
BDP 1	Principles of Business Data Processing I	3
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 13	Small Business Management I	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
RE 1	Principles of Real Estate	3

39-40

RECOMMENDED

MGMT 2	Organization and Management Theory	3
RE 18	Real Estate Investments	3

Certificate

		UNITS
ACCT 21	Bookkeeping & Accounting I	3
ACCT 22	Bookkeeping & Accounting II	3
BDP 1	Principles of Business Data Processing I	3
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization and Management Theory OR	3
BUS 32	Business Communications	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
RE 1	Principles of Real Estate	3

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Always review the requirements of the institution to which you plan to transfer. See a counselor for accurate planning and current information.

BUSINESS DATA PROCESSING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The business data processing program prepares students to enter the rapidly growing field of electronic data processing. A student entering this field, as a specialist or technician, should have a comprehensive background in business and accounting with specific emphasis on computer principles and business data processing applications.

Associate Degree

REQUIRED COURSES		UNITS
BDP 1	Principles of Business Data Processing	3
CO SCI 3	Business Computer Programming I	3
CO SCI 7	RPG Programming	3
CO SCI 27	FORTRAN Programmng	3
BDP 29	Fundamentals of COBOL Programming	3
BDP 30	Advanced COBOL Programming	3
BDP 31	Business Data Processing Systems	3
BDP 58	Assembly Language Programming I	3
CO SCI 37	Digital Computer Programming	3
CO SCI 38	Computer Operations	3
		30

Certificate

BDP 1	Principles of Business Data Processing	3
CO SCI 3	Business Computer Programming I	3
CO SCI 7	RPG Programming	3
CO SCI 27	FORTRAN Programmng	3
BDP 29	Fundamentals of COBOL Programming	3
BDP 31	Business Data Processing Systems	3
BDP 58	Assembly Language Programming I	3
CO SCI 37	Digital Computer Programming	3
CO SCI 38	Computer Operations	3
		27

Students may substitute Computer Science-Information Technology/Business Data Processing classes for those not offered within a two year period. Substitute courses are as follows:

- CS 1 for BDP 1
- CS 3 for BDP 22
- CS 7 for BDP 21
- CS 11 for BDP 29
- CS 12 for BDP 30
- CS 17 for BDP 58
- CS 27 for BDP 27
- CS 39 for BDP 55
- CS 19 for BDP 21 or BDP 58

Students who have taken advanced courses in the Department with a B average or better but have not taken BDP 1 may request a waiver and substitute MKTG 21 or MGMT 11. They may also substitute CS 19 or CS 39 for CS 7 or BDP 58.

BUSINESS MANAGEMENT — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The management program is designed to teach businessmen and businesswomen, public servants and professionals in all fields the process of effective decision-making. This is accomplished through understanding human interaction, finances, and other business disciplines. The central concepts of management (planning, organizing, staffing, directing and controlling) are applied. Completion of this program enables a future manager to perform effectively at an entry level in any organization.

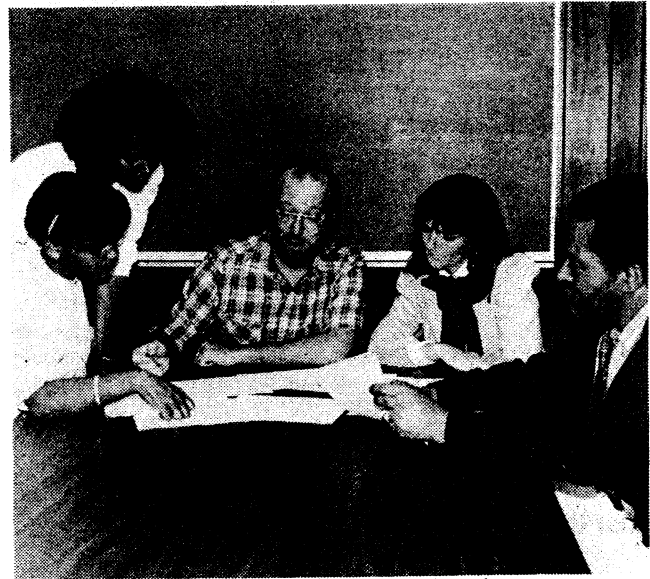
Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
ECON 1	Principles of Economics I	3
BUS 32	Business Communications OR	3
ENG 22	Technical English* OR	3
ENG 1	College Reading and Composition I	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT 11	Management Practice	3
MGMT 33	Personnel Management	3
		32

Certificate

ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
ECON 1	Principles of Economics I	3
ENG 22	Technical English*	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT 11	Management Practice	3
MGMT 33	Personnel Management	3
		29

*Please consult English Department for substitutions.



BUSINESS MANAGEMENT (SMALL BUSINESS) — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The small business management curriculum is for those men and women who someday may go into business for themselves and for those who are already in business for themselves but wish to strengthen their entrepreneurial and managerial skills. Course work is designed so that students understand the financial, managerial, marketing, accounting, legal and practical day-to-day decision-making concerns of those in small business.

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BDP 1	Principles of Business Data Processing I	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization and Management Theory	3
MGMT 11	Management Practice	3
MGMT 12	Managerial Economics	3
MGMT 13	Small Business Management I	3
MGMT 15	Small Business Management II	3
MGMT 33	Personnel Management	3
MKTG 21	Principles of Marketing	3
		41

RECOMMENDED		UNITS
BDP 31	Business Data Processing	3
BUS 32	Business Communications	3
MKTG 1	Principles of Selling	3

Certificate

		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT 13	Small Business Management I	3
MGMT 15	Small Business Management II	3
MKTG 1	Principles of Selling	3
MKTG 31	Retail Merchandising	3
		32

BUSINESS MARKETING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The marketing program prepares individuals for such marketing positions as store manager, division manager, department manager, buyer, credit manager, and retail or industrial sales personnel.

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
BDP 1	Principles of Business Data Processing I	3
LAW 1	Business Law I	3
MGMT 2	Organization & Management Theory	3
MGMT 13	Small Business Management I	3
MKTG 1	Principles of Selling	3
MKTG 11	Fundamentals of Advertising	3
MKTG 21	Principles of Marketing	3
MKTG 31	Retail Merchandising	3
		41

RECOMMENDED		UNITS
ACCT 37	Accounting Machines Practice	1
WORK EXP	Cooperative Education	1-4
MGMT 6	Public Relations	3
MGMT 11	Management Practice	3
MKTG 32	Fashion Merchandising	3

Certificate

		UNITS
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 6	Public Relations	3

MGMT 11	Management Practice	3
MKTG 1	Principles of Selling	3
MKTG 11	Fundamentals of Advertising	3
MKTG 21	Principles of Marketing	3
MKTG 31	Retail Merchandising	3
	Work Experience	1-4
		31-34

Business Certificate Program for Graduates of a Four-year Institution

This program, specifically designed for those men and women with a Baccalaureate degree in a non-business subject, prepares individuals for employment in such areas as financial analysis, market analysis, sales, and general management. The program builds upon the student's previous education.

ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
BDP 1	Principles of Business Data Processing I	3
LAW 1	Business Law I	3
MGMT 2	Organization & Management Theory OR	3
MGMT 13	Small Business Management I	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
	Work Experience	1-4
		30-33

CHILD DEVELOPMENT — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The child development program prepares students for employment as preschool teachers and teachers' aides. Students develop techniques in such creative activities as music, art, language development and story telling.

Associate Degree

REQUIRED COURSES		UNITS
CD 1	Child Growth & Development	3
CD 2	The Child and the School	3
CD 3	Creative Experiences for Children I	3
CD 10	Child Health	3
CD 11	Home, School and Community Relations	3
CD 12	Parent Involvement in Early Childhood	3
CD 21	Child Development Practice	3
CD 22	Laboratory in Child Development	4
CD 30	Infant Studies	3
CD 34	Observing and Recording Children's Behavior	3
CD 41	Organization & Administration of Nursery Schools	3
FCS 20	Contemporary Nutrition OR	3
FCS 21	Nutrition	3
	Work Experience	1-4
		37-40

RECOMMENDED		UNITS
PSYCH 1	General Psychology	3
PSYCH 16	Love & Marriage OR	3
SOC 1	Introduction to Sociology	3
SOC 12	Marriage & Family Life	3
	A course in Spanish	2-5

Always review the requirements of the institution to which you plan to transfer. See a counselor for accurate planning and current information.

Certificate

		UNITS
CD 1	Child Growth & Development	3
CD 2	The Child and the School	3
CD 3	Creative Experiences for Young Children I	3
CD 10	Child Health	3
CD 11	Home, School, Community Relations	3
CD 12	Parent Involvement in Early Childhood	3
CD 21	Child Development Practices	3
CD 22	Laboratory in Child Development	4
CD 41	Organization & Administration of Nursery Schools	3
FCS 20	Contemporary Nutrition OR	3
FCS 21	Nutrition	3
		30

COMPUTER SCIENCE- INFORMATION TECHNOLOGY — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

This curriculum offers instruction to students interested in computer science or information technology as a career. Students entering this area should have a comprehensive background in mathematics, natural science and an applied area such as engineering or accounting.

Associate Degree

REQUIRED COURSES		UNITS
CO SCI 1	Principles of Business Data Processing	3
CO SCI 3	Business Computer Programming I	3
CO SCI 7	RPG Programming	3
CO SCI 11	COBOL Programming	3
CO SCI 17	Assembly Language Programming	3
CO SCI 27	FORTRAN Programming	3
CO SCI 37	Digital Computer Programming	3
CO SCI 38	Computer Operations	3
CO SCI 39	Advanced Computer Programming	3
BDP 31	Business Data Processing Systems	3
		30

Certificate

		UNITS
BDP 31	Business Data Processing Systems	3
CO SCI 1	Principles of Data Processing I	3
CO SCI 3	Business Computer Programming	3
CO SCI 7	RPG Programming	3
CO SCI 17	Assembly Language Programming I	3
CO SCI 27	FORTRAN Programming	3
CO SCI 37	Digital Computer Programming	3
CO SCI 38	Computer Operations	3
CO SCI 39	Advanced Computer Programming	3
		27

Waivers may be obtained for any course not available in Computer Science or BDP for two consecutive semesters. Courses that may be substituted are as follows: BDP I for CS 1, BDP 21 for CS 7, BDP 22 for CS 3, BDP 29 for CS 11, and BDP 58 for CS 17. CS 19 may be substituted for either CS 7 or CS 17.

Students who have taken advanced courses in the Department with an average of "B" or better but have not taken CS 1 may request a waiver and may substitute MKTG 21 or MGMT 11. They may also substitute CS 19 for CS 7 or CS 17. If additional credits are required, approval of faculty for suitable courses must be obtained.

DENTAL HYGIENE — ASSOCIATE IN SCIENCE DEGREE

(Admission by Special Selection)

The dental hygienist, as a member of a modern dental health team, is qualified by education and licensure to provide primary care to patients for the maintenance of oral health and prevention of oral disease.

Under supervision of the dentist, the hygienist removes deposits and stains from teeth, applies agents to help prevent tooth decay, prepares clinical laboratory tests and provides oral health instruction.

The dental hygiene program is accredited by the American Dental Association Council on Dental Education. The California Board of Dental Examiners has certified our College faculty to teach the three newly legislated functions for dental hygiene: local anesthesia, soft-tissue curettage, and nitrous-oxide and oxygen sedation.

Admission to the dental hygiene program is highly selective and by special examination. The admission requirements are available from the counseling office or the dental hygiene department.

In the curriculum below, courses are planned in sequence. Satisfactory completion of all courses, with a C grade or better in a given semester, is required before the student may continue to the next semester in dental hygiene. It is necessary to obtain at least a C grade in all courses in order to continue in the dental hygiene program.

Candidates for graduation must satisfactorily complete the dental hygiene program, according to the State of California Dental Practice Act guidelines for curriculum. With the approval of the dental hygiene department, a candidate may qualify to take the Dental Hygiene National Board Examination, the State Board Examination, and earn an Associate in Science Degree.

Associate Degree

Prerequisites:	Biology 5 or 6
	Chemistry 10
	Microbiology 20
	Anatomy 1
	Physiology 1
	English 1
	Psychology 1
	Sociology 1
	American History
	Speech 1
	*Active Red Cross C.P.R. Card
	*Radiation Safety Certificate

**These items may be obtained after acceptance into the dental hygiene program and before commencement of the fall semester of the first year.*

NOTE: Courses open only to students accepted in dental hygiene program.

FIRST SEMESTER		UNITS
DH 100	Principles of Clinical Dental Hygiene	2
DH 101	Introduction to Clinical Dental Hygiene I	2
DH 102	Radiology I — Introduction to Radiology	1
DH 103	Radiology I — Laboratory	1
DH 104	Tooth Morphology	2
DH 105	General Pathology	2
DH 106	General and Dental Anatomy	3
CHEM 9	Introductory Organic and Biochemistry	4

SECOND SEMESTER

DH 150	Preventive Dentistry	UNITS	1
DH 151	Clinical Dental Hygiene II		3
DH 152	Radiology II — Advanced Radiology		1
DH 153	Radiology II — Laboratory		1
DH 154	Oral Pathology		2
DH 155	Dental Materials		2
DH 156	Head and Neck: Histology and Embryology		3
DH 207	Pain Control		2
FCS 21	Nutrition		3
			18

THIRD SEMESTER

DH 200	Introduction to Dental Pathology	UNITS	1
DH 201	Clinical Dental Hygiene III		4
DH 203	Dental Specialties and Expanded Functions — Lab		1
DH 204	Dental Health Education		1
DH 205	Dental Health Education — Practicum		1
DH 206	Periodontics		2
DH 208	Pharmacology		2
			12

FOURTH SEMESTER

DH 202	Dental Specialties and Expanded Functions	UNITS	2
DH 250	Advanced Periodontal Seminar		1
DH 251	Clinical Dental Hygiene IV		4
DH 252	Essentials of Dental Hygiene Practice		2
DH 253	Community Dental Health		2
DH 254	Community Dental Health — Practicum		1
	Humanities Elective		3
			15

**DRAFTING TECHNOLOGY —
ASSOCIATE IN SCIENCE DEGREE
AND CERTIFICATE PROGRAM**

The drafting technology program is designed to prepare students for entry into jobs preparing drawings for engineering projects. Graduates who have satisfactorily completed the curriculum in drafting technology are qualified for both private and civil service employment. Depending on their technical field of interest and capabilities, students may find employment in any of the following types of jobs: junior draftsman, drafting aide, engineering aide, mechanical draftsman trainee or electrical draftsman trainee.

With experience and further training, graduates may become checkers, senior draftsmen or drafting supervisors in private employment; or they may progress through the draftsman ratings in civil service.

The College provides both the Associate Degree and Certificate in Drafting Technology.

Associate Degree

REQUIRED COURSES

ELEC 28	Electrical & Electronic Circuits Drafting I	UNITS	2
ENGR 1 ✓	Introduction to Science Engineering & Technology		2
ENGR 2 ✓	Introduction to Engineering Drafting		3
ENGR 3 ✓	Engineering Drawing Systems		3
ENGR 4 ✓	Engineering Descriptive Geometry		3
ENGR 6 ✓	Processing of Engineering Materials		3
ENGR 11	Engineering Calculation I		3
ENGR 12	Engineering Calculations II		2
ENGR 30	Metallurgical Materials & Practices		3
ENGR 52 ✓	Elementary Engineering Drafting		3
ENGR 53 ✓	Technical Illustration I		3
ENGR 54 ✓	Technical Illustration II		3
			33

Certificate

ENGR 1	Introduction to Science, Engineering & Technology	UNITS	2
ENGR 2	Introduction to Engineering Drafting		3

Always review the requirements of the institution to which you plan to transfer. See a counselor for accurate planning and current information.

ENGR 3	Engineering Drawing Systems	UNITS	3
ENGR 6	Processing of Engineering Materials		3
ENGR 11	Engineering Calculations I		3
ENGR 30	Metallurgical Materials & Practice		3
ENGR 52	Elementary Engineering Drafting		3
ENGR 53	Technical Illustration		3
ENGR 54	Technical Illustration II		3
			26

**EDUCATIONAL AIDE —
ASSOCIATE IN ARTS DEGREE
AND CERTIFICATE PROGRAM**

The educational aide program prepares students to assist teachers in private and public schools. Courses in these programs also have been designed to improve on-the-job skills for those currently employed as assistants. Individualized instructions and instructional materials are tailored to the career interests of each student through special projects.

Note: This program is no longer accepting new students.

Associate Degree

REQUIRED COURSES

CD 1	Child Growth and Development	UNITS	3
EDUC 1	Introduction to Teaching**		3
EDUC 4	Principles and Practice for Teaching Aides		3
EDUC 10	Principles of Teacher Assisting		3
ENG 1	College Reading & Composition I OR		3
ENG 28	Intermediate Reading and Composition		3
MATH 35	Principles of Mathematics I*		3
PE 716	Games and Rhythms for Elementary Schools I		3
SP 1	Public Speaking I OR		3
SP 32	The Process of Communication		3
SP 15	Story Telling		3
	One Additional English Course		3
			30

*Selected in consultation with advisor
**Education 2 and 3 = Education 1

STRONGLY RECOMMENDED

EDUC 5	Introduction to Instructional Media	UNITS	3
ENG 19	Literature of American Ethnic Groups		3
ENG 34	Afro-American Literature		3
ENG 53	Mexican-American in Literature		3
MUS 321	Elementary Piano		2
PSYCH 16	Love and Marriage OR		3
SOC 12	Marriage & Family Life		3
SPAN 1	Elementary Spanish I		5
SPAN 2	Elementary Spanish II		5
SPAN 3	Intermediate Spanish I		5
SPAN 8	Conversational Spanish		2
SPAN 14	Spanish for Public Service Personnel		3
SP 15	Story Telling***		3
	Work Experience		1-4

***TA 220 may be substituted.



Certificate

CD 1	Child Growth & Development	3
EDUC 1	Introduction to Teaching	3
EDUC 4	Principles and Practice for Teaching Aides	3
EDUC 10	Teacher Assisting	3
ENG 1	College Reading & Composition OR	3
ENG 18	Child Literature OR	3
ENG 28	Intermediate Reading and Composition	3
ENG 35	Special Readings	3
MATH 35	Principles of Mathematics I	3
PE 716	Games & Rhythms for Elementary Schools	3
SP 1	Public Speaking OR	3
SP 32	The Process of Communication	3
		<hr/> 27

RECOMMENDED		UNITS
SPAN 14	Spanish for Public Service Personnel	3
SP 15	Story Telling	3

ELECTRONICS — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

Designed to prepare students for entry level jobs, specialty training, and job skills upgrading, the electronics program emphasizes the use, manufacture, and servicing of electronics equipment. Job opportunities may be found in the manufacturing, aerospace, and consumer markets.

Training in electronics includes work in mathematics, science, the study of solid state devices and their associated circuits, computers, television, and related subjects.

Three specialty areas of training are offered beyond the general electronics technology program to meet the needs of the emerging computer field and the chronic shortage of television and communications service personnel; these are computer technology, television servicing, and communications. The specialty training courses are often attended by people who are employed as technicians who wish to upgrade their skills.

Associate Degree

REQUIRED COURSES:		UNITS
ELEC 2	Introduction to Electronics	3
ELEC 4	Fundamentals of Electronics I	4
ELEC 6	Fundamentals of Electronics II	4
ELEC 10	Mathematics of Electronics I	3
ELEC 12	Mathematics of Electronics II	3
ELEC 20	Electronic Circuits I	4
ELEC 22	Electronic Circuits II	4
ELEC 24	Electronic Circuits III	4
<u>ELEC 28</u>	Electronic & Electro-Mechanical Drafting I OR	2
ENGR 2	Introduction to Engineering Drafting OR	3
ENGR 52	Elementary Engineering-Drafting	3
PHY 12	Physics Fundamentals OR	3
PHY 14	Physics Fundamentals Laboratory OR	1
PHY 29	Physics for Technicians	4
		<hr/> 32-36

RECOMMENDED (Specialty Areas of Training)

COMPUTER TECHNOLOGY		
		UNITS
ELEC 54	Computer Logic	4
ELEC 56	Computer Circuits	3
ELEC 57	Computer Circuits Laboratory	1
COMMUNICATIONS		
		UNITS
ELEC 44	Communications Electronics	3
ELEC 66	Television Circuits I	3
ELEC 67	Television Circuits Laboratory	1

TELEVISION SERVICING

		UNITS
ELEC 66	Television Circuits I	3
ELEC 67	Television Circuits I Laboratory	1
ELEC 68	Television Circuits II	3
ELEC 69	Television Circuits II Laboratory	1

Certificate

ELEC 2	Introduction to Electronics	3
ELEC 4	Fundamentals of Electronics I	4
ELEC 6	Fundamentals of Electronics II	4
ELEC 10	Mathematics of Electronics I	3
ELEC 12	Mathematics of Electronics II	3
ELEC 20	Electronic Circuits I	4
ELEC 28	Electronic & Electro-Mechanical Drafting I OR	2
ENGR 2	Introduction to Engineering Drafting OR	2
ENGR 52	Elementary Engineering Drafting	3
PHY 12	Physics Fundamentals AND	3
PHY 14	Physics Fundamentals Lab OR	1
PHY 29	Physics for Technicians	4
		<hr/> 27-28

ENGINEERING DRAWING

See Drafting Technology.

FASHION MERCHANDISING — ASSOCIATE IN ARTS DEGREE

The fashion merchandising program is designed to provide the student with the basic information required for securing entry level positions in the fashion industry. The program is particularly designed for students wishing a career in retail merchandising of items related to fashion. Occupations pursued by graduates would include assistant buyer, department manager, stock clerk and receiver, display assistant, and numerous other categories.

NOTE: This program is no longer accepting new students.

Associate Degree

REQUIRED COURSES		UNITS
ART 113	History of Costumes	3
BUS 31	Business English	3
FCS 1	Career Opportunities	2
FCS 13	Fashion Analysis	3
FCS 17	Textiles	3
FCS 45	Personal Appearance	2
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
MKTG 31	Retail Merchandising	3
MKTG 32	Fashion Merchandising	3
MKTG 33	Retail Buying	3
MKTG 36	Merchandising Display	3
		<hr/> 34

RECOMMENDED

BUS 38	Business Computations	3
MGMT 6	Public Relations	3
MGMT 13	Small Business Management I	3
MGMT 32	Basic Interviewing	3

INSURANCE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

A career program in insurance is offered in conjunction with the insurance industry to develop employment opportunities. It is possible to elect the certificate program or to choose the Associate Degree pattern, which presents a more general insurance background combined with knowledge and skills of business, marketing, and finance.

NOTE: This program is no longer accepting new students.

*For 1980-81 the certificate option available is LOMA, Life Office Management. Other options will be added in life, casualty and other phases of insurance.

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting-I	5
BUS 1	Introduction to Business OR	3
BDP 1	Principles of Business Data Processing I	3
FIN 2	Investments	3
FIN 31	Insurance Principles	3
INS 1	Fundamentals of Life Insurance	2
INS 2	Life Company Operation	2
INS 3	Legal Aspects of Life Insurance	2
INS 4	Mathematics of Life Insurance	2
MGMT 1	Principles of Management	3
		<hr/> 25

Suggested Electives: Business Communications (Bus. 32), Law 1 or 2, Spanish 14, Management and Supervision courses.

Certificate in LOMA

Successful completion of each of the following courses prepares students to pass the sections of the National examinations as indicated.

		UNITS
ACCT 44	Life Insurance Accounting LOMA 4 Exam	2
ECON 7	Economics and Investments LOMA 5 Exam	2
INS 1	Fundamentals of Life Insurance LOMA 1 Exam	2
INS 2	Life Company Operations LOMA 2 Exam	2
INS 3	Legal Aspects of Life Insurance LOMA 3 Exam	2
INS 4	Mathematics of Life Insurance LOMA 6 Exam	2
MGMT 1	Principles of Management (Specialty Areas) LOMA 8A,B Exam	3
MGMT 3	Office Administration for Life Insurance LOMA 7 Exam	2

NOTE: If investments is the desired specialty, substitute FIN 2 Investments. If accounting is the specialty, substitute ACCT 20 Managerial Accounting.

NURSING, REGISTERED — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

This two-year educational program in nursing is designed to prepare its graduates to function in hospitals and health agencies on a staff nurse level. The College provides a four semester Associate in Arts Degree Program for beginning nursing students (generic program), and a two semester Associate in Arts Degree Career Ladder Program* by which qualified Licensed Vocational Nurses may enter into Level III of the program and advance to completion. A graduate of the Nursing Program is qualified to make application for the California Board of Nurse Examiners' Test to obtain licensure as a Registered Nurse in the state of California, and to receive an Associate in Arts Degree.

*One of four career mobility options available to the qualified L.V.N.

APPLICATIONS:

Applications for the Nursing Program can be obtained from the Office of Admissions and from the Nursing Program Office. They must be submitted by April 1, for the Fall admission to the generic program, and October 30, for Spring admission to the Associate in Arts Degree Career Ladder Program, to Admissions Office-Allied Health Admissions Clerk.

ELIGIBILITY:

All interested persons, male, female, married or single may apply. The following criteria are evaluated to determine eligibility:



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- Evidence of High School graduation or equivalent (G.E.D. or California Proficiency Examination).
- Completion of one year of High School Math *OR* one semester of College Math, with a grade of "C" or better, or passing a proficiency examination.
- Completion of one year of High School Chemistry, including a laboratory, *OR* one semester of College Chemistry including a laboratory, with a grade of "C" or better. Chemistry 3 or 10 are recommended.
- SCAT test administered by the Counseling Office. Appointment for this test are made in the Counseling Office. Points toward admission are awarded.
- Submission of two (2) official transcripts from each High School, College, or Nursing Program attended, even if withdrawal without credit occurred.
- Submission of two (2) letters of reference.
- At least a "C" average in all course work attempted.
- Licensed Vocational Nurses must submit proof of Current California L.V.N. license. Validation will be required.
- Completion of Nursing Department Placement Tests to be used for advisement and placement.
- Completion of the College Courses listed below, which are required by the Nursing Department for the Certificate of Completion in Nursing and the Associate in Arts Degree. These courses need not be completed prior to admission to the first semester of the program. However, points toward admission are awarded for completion of each course according to grade received. No points are awarded for Child Development 1, a required course. +

POINTS AWARDED ACCORDING TO GRADE EARNED

A	B	C
10	8	6
10	8	6
10	8	6
6	5	4
6	5	4
6	5	4
6	5	4
3	2	1
3	2	1
0	0	0

REQUIRED COURSES FOR NURSING

** Anatomy 1
** Physiology 1
** Microbiology 1 or 20***
Psychology 1
Sociology 1 OR Anthropology 102
** Speech 1
** English 1
Government Requirement (see current catalogue)
Humanities (see current catalogue)
+ Child Development 1

- + Must be completed before third semester of Nursing Program (Level III)
 * Biology 5 is a prerequisite
 ** In fulfillment of Board of Registered Nursing Communications Requirement
 *** Micro 1 or equivalent is necessary to transfer to Baccalaureate Program in Nursing (State Colleges or Universities). See Counselor.

CONSIDERATION OF APPLICANTS FOR ADMISSION AND CLASS SELECTION:

All eligibility criteria should be submitted to Admissions Office c/o Allied Health Admissions Clerk by the application deadline. Applicants will not be considered for admission until all official Transcripts, SCAT Test Results and verification of Math and Chemistry have been submitted. Each student is selected on the basis of total points accumulated on the application form. Points are only awarded for courses which have been completed before application deadline. Eligible applicants with the highest number of points are selected. Notification of selection in writing occurs on or about May 1 for Fall semester, or November 20 for Spring semester.

HEALTH REQUIREMENTS:

After acceptance into the Nursing Program, the student will be required to validate mental and physical health by means

of: 1) physical examination 2) laboratory tests, and 3) record of current immunizations. Forms will be provided by Nursing Department.

GENERAL INFORMATION

The nursing curriculum is divided into four levels. Each level is a semester in length and contains short-term modules. Each module is a short-term course with its own unit value and grade. Students are expected to complete all modules in a level before proceeding to the next level.* Course content is arranged in sequential levels I, II, III, IV, progressing from simple to complex.

All modules have an attendance requirement. If a student has a legitimate reason to be absent, that student must file a Nursing Department Petition for Special Requests. The committee reviewing the petition will consider its merits and determine if the lost time can be made up and the objectives of the modules met. Individual recommendations will be made.

Students enrolled in the Nursing Program may be assigned evening hours in some modules. Due to hospital requirements, clinical hours or clinical days may require short notice changes. Students need to provide their own transportation to the extended campus classes. Uniforms and accessories are purchased by the students and must be worn in clinical areas. **NURSING STUDENT MALPRACTICE INSURANCE IS MANDATORY** and can be obtained at a minimal cost through the Student Nurses Association of California.

**Under special circumstances the Nursing Program Admissions Committee may permit a student to enroll in modules or levels out of sequence.*

Nursing students may petition for credit by examination for any required nursing course listed in the catalog, according to college policy.

GRADING STANDARDS:

The College reserves the right to refuse continuation in the program if a grade of "C" or better is not maintained, or if the student is not able to perform safely in the clinical portion of the program. Clinical performance is graded Pass/Fail. Failure in the clinical area means failure in the module regardless of the theory grade. A grade of "C" or better must be attained in each module. If clinical performance is unsatisfactory, or theory grade is below 75%, a grade of "F" will be given.

If a student fails one module he/she may repeat the module. The student will be required to meet with the Nursing Program Admissions Committee for advisement.

A student will be terminated from the program if:

- Student fails the same module 2 times.
- Student fails two (2) different modules one time each.

CAREER MOBILITY:

Career Mobility Options are offered to qualified Nursing Assistants, *Licensed Vocational Nurses, and Medical Corpsmen, and persons in Allied Health Fields. Individual advisement is provided to assess applicants' portfolio. Interested persons should obtain copy of Nursing Department Transfer and Challenge Policies, and Information Sheet for the Option desired.

*There are 4 options available to Licensed Vocational Nurses who wish to become Registered Nurses. Information sheets for each option available. Contact Counseling or Nursing Departments. Option IV — the thirty unit option, fulfills the requirements of Section 1435.5 Laws Relating to Nurse Education — Licensure — Practice. This plan prepares the Licensed Vocational Nurse to make application for the State Board Test Pool Examination for the Registered Nurse.

TRANSFER FROM ANOTHER PROGRAM IN REGISTERED NURSING:

Credit for Nursing Courses taken at other accredited colleges or nursing programs may be obtained, in accordance with West Los Angeles College Transfer and Challenge Policies, following portfolio assessment by Nursing and Counseling Departments. See Nursing Department Policies for Transfer and Challenge.

CURRICULUM:

All the following courses must be satisfactorily completed for a student to receive a Certificate of Completion for the Nursing Program and an Associate in Arts Degree. The Nursing Courses are arranged in course and level sequence. The courses which do not have the prefix "Nursing," may be completed before entering the Nursing Program, or in sequence shown. Sequence may be altered, but prerequisites to Level III (*+) must be completed prior to third semester.

LEVEL I	COURSE	WEEKS	UNITS
Nursing 811	Orientation to Basic Patient Needs	2	1
Nursing 812	Meeting Basic Patient Needs	5	2
Nursing 813	Psycho-Social Needs of Patients	5-6	2.5
Nursing 814	Meeting Needs of Patients with Altered Sensorium	5	2
Nursing 815	Physical and Psychological Safety	20	2
*+ Anatomy 1	Introduction to Human Anatomy	20	4
*+ Physiology 1	Elementary Physiology	20	4
		17.5	
LEVEL II	COURSE	WEEKS	UNITS
Nursing 821	Nature of Disease	2	1
Nursing 822	Disturbances in Nutrition and Elimination	5	2
Nursing 823	Disturbances in Gaseous Exchange	5-6	2
Nursing 824	Care of The Patient with Neoplastic Disorders	5	2
Nursing 825	Understanding Illness	20	2.5
+ Microbiology 20	General Microbiology	20	4
*+ Child Development 1	Child Growth and Development	20	3
		16.5	
SUMMER SESSION	COURSE	WEEKS	UNITS
English 1	Reading and Composition	6	3
Psychology 1	Introduction to Psychology	6	3
		6	
LEVEL III	COURSE	WEEKS	UNITS
Nursing 831	Orientation to Level III	2	1
Nursing 832	Nursing During the Maternity Cycle	5	2
Nursing 833	Psychiatric Nursing	5	2
Nursing 834	Patients with Severe Homeostatic Disturbances	5-6	2.5
Nursing 835	Community Health Concepts	20	2
Speech 1	Public Speaking	20	3
Sociology 1	Introduction to Sociology	20	3
		15.5	
LEVEL IV	COURSE	WEEKS	UNITS
Nursing 841	History and Concurrent Trends	2	1
Nursing 842	Critical Care Nursing	5	2
Nursing 843	Nursing Care of Children	5	2
Nursing 844	Nursing Care Management	5-6	2.5
Nursing 845	Stress Management for Nurses	20	2
General Ed.)	Humanities (see Current Catalog)	20	3
Requirements)	American Government (see Current Catalog)	20	3
		15.5	

*Students planning to transfer to a Baccalaureate Program should see a counselor.

COMPLETION OF PROGRAM AND GRADUATION:

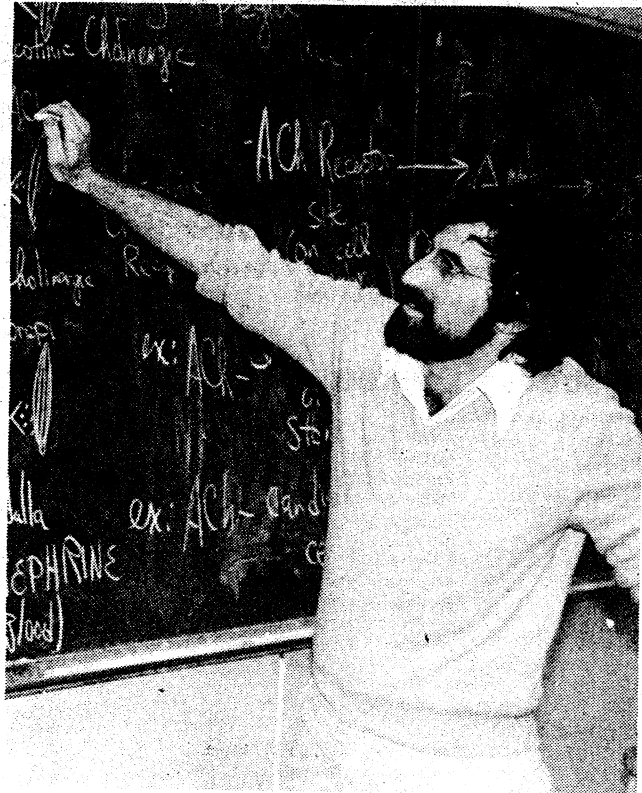
On completion of all the above course work, the student will be awarded both an Associate in Arts Degree and a Certificate of Completion for the Nursing Program. The graduate of this program is eligible to make application for the California Board

Always review the requirements of the institution to which you plan to transfer. See a counselor for accurate planning and current information.

of Nurse Examiners' Test to obtain licensure as a Registered Nurse. On passing this test, the graduate is licensed as a Registered Nurse in the state of California, and eligible for licensure by endorsement with most other states. The Associate in Arts Degree is accepted for transfer to most California Colleges and Universities.

CONTINUING EDUCATION FOR NURSES:

A number of college courses have been approved for Continuing Education for Nurses (BRN Provider #01005). The BVNPT will accept courses for continuing education credit that are approved by this Board and the BRN. Contact the Office of Instruction administrator in charge of continuing education each semester for details on course offerings.



OFFICE ADMINISTRATION (GENERAL OFFICE) — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The office administration curriculum prepares students for office occupations not requiring shorthand, such as receptionist, automated typewriter secretaries and general typists and clerks. Emphasis is placed on training and skills leading to promotions and advanced positions in general office occupations.

Associate Degree

REQUIRED COURSES	UNITS	
BUS 1	Introduction to Business	3
BUS 38	Business Computation	3
OA 1	Typewriting I	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 6	Adding and Calculating Machines	1
OA 7	Machine Transcription	3
OA 31	Business English	3

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OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Word Processing: Concepts in Information Systems	3
OA 37	Secretarial Accounting	3
OA 39	Automated Typewriting	3
		<hr/> 36

Certificate

BUS 38	Business Computations	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Word Processing: Concepts in Information Systems	3
OA 39	Automated Typewriting	3
		<hr/> 26

OFFICE ADMINISTRATION (GENERAL SECRETARIAL) — ASSOCIATE IN ARTS DEGREE

Students who wish to prepare for positions as professional secretaries in any of the major fields of business should follow this office administration program.

Associate Degree

REQUIRED COURSES	UNITS	
OA 1	Typewriting I	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription	3
OA 10	Shorthand I	5
OA 11	Shorthand II	5
OA 12	Shorthand III	5
OA 18	Shorthand Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 39	Automated Typewriting	3
		<hr/> 39

RECOMMENDED

ACCT 37	Accounting Machines Practice	1
BUS 38	Business Computations	3
BDP 1	Principles of Business Data Processing	3
OA 35	Introduction to Word Processing	3
	Work Experience	1-4

Certificate

OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription	3
OA 11	Shorthand II	5
OA 12	Shorthand III	5
OA 18	Shorthand Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
		<hr/> 28

OFFICE ADMINISTRATION (MEDICAL OFFICE OPTION) — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The medical office assistant program prepares students for office positions that do not require shorthand in doctors' offices, clinics, hospitals, etc. Emphasis is placed on acquiring both general office skills and the specialized knowledge needed to succeed in medical office work.

Associate Degree

REQUIRED COURSES

ACCT 37	Accounting Machines Practice	1
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
OA 1	Typewriting I	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription OR	3
OA 46	Machine Transcription for Medical Secretaries	2
OA 20	Medical Office Assistant Procedures	5
OA 34	Business Vocabulary & Spelling	2
OA 35	Introduction to Word Processing	3
OA 37	Secretarial Accounting	3
OA 39	Automated Typewriting	3
OA 44	Medical Terminology I	3
		<hr/> 40-41

RECOMMENDED

AH 2	Medical Science for Allied Health Personnel	3
AH 3	Fundamentals of Clinical Techniques	3
OA 9	Typing Improvement	1
	Work Experience	1-4

Certificate

ACCT 37	Accounting Machines Practice	1
BUS 31	Business English	3
BUS 32	Business Communications	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription OR	3
OA 46	Machine Transcription for Medical Secretaries	2
OA 20	Medical Office Assistant Procedures	5
OA 34	Business Vocabulary & Spelling	2
OA 39	Automated Typewriting	3
OA 44	Medical Terminology I	3
		<hr/> 28-29

OFFICE ADMINISTRATION (MEDICAL SECRETARIAL OPTION) — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The medical secretarial program prepares students for secretarial positions requiring shorthand in doctors' offices, clinics and hospitals.

Associate Degree

REQUIRED COURSES

BUS 31	Business English	3
BUS 32	Business Communications	3
OA 1	Typewriting I	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription OR	3
OA 10	Shorthand I	5
OA 11	Shorthand II	5
OA 12	Shorthand III	5
OA 18	Shorthand Transcription	3
OA 20	Medical Assistant Office Procedures	5
OA 34	Business Vocabulary & Spelling	2
OA 39	Automated Typewriting	3
OA 44	Medical Terminology I	3
OA 46	Machine Transcription (Medical)	2
		<hr/> 46-48

RECOMMENDED

AH 2	Medical Science for Allied Health Personnel	3
AH 3	Fundamentals of Clinical Techniques	3
BUS 38	Business Computations	3
OA 35	Introduction to Word Processing	3
	Work Experience	1-4

Certificate

BUS 31	Business English	UNITS	3
BUS 32	Business Communications		3
OA 3	Typewriting III		3
OA 7	Machine Transcription OR		3
OA 46	Machine Transcription (Medical)		2
OA 11	Shorthand II		5
OA 12	Shorthand III		5
OA 20	Medical Office Assistant Procedures		5
OA 44	Medical Terminology		3
		29-30	

OFFICE ADMINISTRATION (WORD PROCESSING OPTION) — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

This program is designed for the student who desires to follow a career operating text-editing equipment in a word processing environment.

Associate Degree

REQUIRED COURSES		UNITS	
BDP 1	Principles of Business Data Processing		3
BUS 1	Introduction to Business		3
MGT 1	Principles of Management		3
MKTG 1	Principles of Selling		3
OA 3	Typewriting III		3
OA 6	Adding and Calculating Machines		1
OA 7	Machine Transcription		3
OA 31	Business English		3
OA 32	Business Communications		3
OA 34	Business Vocabulary and Spelling		2
OA 35	Introduction to Word Processing		3
OA 37	Secretarial Accounting		3
OA 39	Automated Typewriting		3
OA 59	Supervision of a Word Processing Center		3
OA 79	Word Processing Applications		3
		42	

RECOMMENDED ELECTIVES		UNITS	
MGT 31	Human Relations for Employees		3
MKTG 21	Principles of Marketing		3

Certificate

		UNITS	
OA 3	Typewriting 3		3
OA 6	Adding and Calculating Machines		1
OA 7	Machine Transcription		3
OA 31	Business English		3
OA 32	Business Communications		3
OA 34	Business Vocabulary and Spelling		2
OA 35	Introduction to Word Processing		3
OA 37	Secretarial Accounting		3
OA 39	Automated Typewriting		3
OA 59	Supervision of Word Processing Center		3
OA 79	Word Processing Applications		3
		30	

NOTE: All former Secretarial Science classes are now listed as Office Administration.

REAL ESTATE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The Associate in Arts Degree in real estate is designed for the serious student who seeks a rewarding career as a real estate professional. The degree offers a vigorous academic

Always review the requirements of the institution to which you plan to transfer. See a counselor for accurate planning and current information.

program exploring all facets of the real estate profession. Completion of the degree program fulfills the education requirements for the California Real Estate Broker's License.

NOTE: Real Estate programs are no longer accepting new students.

Associate Degree

REQUIRED COURSES		UNITS	
RE 1	Real Estate Principles		3
RE 3	Real Estate Practice		3
RE 5	Legal Aspects of Real Estate I		3
RE 7	Real Estate Finance I		3
RE 9	Real Estate Appraisal I		3
RE 21	Real Estate Economics		3
RE	Electives		12
		30	

ELECTIVES (Select specialization desired)			
RE 4	Real Estate Office Administration		3
RE 11	Escrow Principles		3
RE 12	Escrow Practices		3
RE 14	Property Management		3
RE 16	Income Tax Aspects of Real Estate		3
RE 18	Real Estate Investments		3
RE 60	Real Estate Mathematics		3
	Work Experience		1-4
MGMT 2	Organization & Management Theory		3
MKTG 1	Principles of Selling		3

Certificate — Real Estate

Students who satisfactorily complete 24 units of the courses listed below are granted a Real Estate Certificate. All of the required courses must be completed for the Certificate. Possession of the Certificate also fulfills the education requirements for the California Real Estate Broker's license.

		UNITS	
RE 1	Real Estate Principles		3
RE 3	Real Estate Practices		3
RE 5	Legal Aspects of Real Estate I		3
RE 7	Real Estate Finance I		3
RE 9	Real Estate Appraisal I		3
RE 21	Real Estate Economics		3
	Real Estate Electives		6
		24	

Holders of the Certificate are eligible for membership in the Real Estate Certificate Institute, an organization which actively supports professional education in this field. As the Institute becomes increasingly visible in the real estate community, members may find enhanced opportunities for employment and/or advancement.



Certificate — Escrow

Students who satisfactorily complete 24 units as listed below qualify for the Escrow Certificate. The escrow field is constantly growing in the Los Angeles area, as the escrow officer holds a very responsible position in every real estate transaction. The holder of an Escrow Certificate is in an excellent position to obtain responsible employment in the field.

		UNITS
RE 1	Real Estate Principles	3
RE 5	Legal Aspects of Real Estate I	3
RE 7	Real Estate Finance I	3
RE 9	Real Estate Appraisal I	3
RE 11	Escrow Principles	3
RE 12	Escrow Practices	3
RE 16	Income Tax Aspects of Real Estate	3
RE 60	Real Estate Mathematics	3
		24

RECOMMENDED

6 Additional units from the following:

		UNITS
MGMT 13	Human Relations for Employees	3
RE 6	Legal Aspects of Real Estate II	3
RE 8	Real Estate Finance II	3
RE 10	Real Estate Appraisal II	3
RE 14	Property Management	3
RE 18	Real Estate Investments	3
RE 32	Real Estate Review	2
RE 35	Today in Real Estate	3
	Work Experience	1-4

Continuing Education in Real Estate

Every real estate licensee in California is required to complete 45 credit hours of Continuing Education every four years prior to license renewal. The following courses qualify for Continuing Education credit.

		HOURS
RE 16	Income Tax Aspects of Real Estate	45
RE 18	Real Estate Investments I	45

Students must enroll in these courses for college credit and take all examinations. Students who attend 90% of the class meetings will receive continuing education certificates attesting to this fact.

Students may not use the same course to satisfy both the broker's license education requirements and the continuing education requirements.

SUPERVISION — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

Seeing supervisors as a vital part of the first line management team, the supervision degree program presents basic principles of management, decision-making, employee relations (including counseling and interviewing), job design, and analysis and quality control. The skills thus developed help supervisors move effectively toward organizational goals.

Associate Degree

REQUIRED COURSES		UNITS
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT 32	Basic Interviewing	3
MGMT 33	Personnel Management	3
MGMT 47	Industrial Organization and Communication	3
MGMT 51	Management Objectives	3
PSYCH 6	Human Behavior	3
SUPV 1	Elements of Supervision	3
SUPV 3	Human Relations	3

SUPV 4	Supervisors' Responsibility for Management of Personnel	3
SUPV 6	Labor-Management Relations	3
SUPV 9	Cost Control for Supervisors	3
SUPV 14	Developing Employees Through Training	3
SUPV 16	Controls & the Supervisor	3
		42

RECOMMENDED

		UNITS
BDP 1	Principles of Business Data Processing	3
ECON 1	Principles of Economics	3
LAW 1	Business Law	3
MATH 14	Introductory Statistics	3
MATH 23	Mathematical Analysis for Business & Social Sciences I	5
MATH 24	Mathematical Analysis for Business & Social Sciences II	4
MATH 54	Elementary Statistics	1
SP 1	Problem Solving	3
SP 3	Public Speaking	3
	Voice and Articulation	1-4
	Work Experience	1-4

Certificate

		UNITS
BUS 1	Introduction to Business	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT	Elective	3
SUPV 1	Elements of Supervision	3
SUPV 4	Supervisors Responsibility for Management of Personnel	3
SUPV 6	Labor Management Relations	3
SUPV 9	Cost Control for Supervisors	3
SUPV 14	Developing Employees through Training	3
SUPV 16	Controls & The Supervisor	3
		30

Certificate — Government Service Option

This career development curriculum is intended for VA employees who wish to upgrade their level of education and qualifications for positions at the VA Regional Office or VA Services Adjudication, Los Angeles. To earn the certificate, students must complete the requirements of both Group I and Group II listed below.

GROUP I		UNITS
All courses required		
BDP 1	Principles of Business Data Processing	3
BUS 31	Business English	3
BUS 32	Business Communications	3
MGMT 2	Organization & Management Theory	3
POL SCI 1	The Government of the United States	3
		15

GROUP II

Select five courses from one of the following option lists for a total of 15 units.

Veterans Supervision Management Option: The following courses are recommended for supervisory personnel and employees who wish to upgrade their qualifications for management positions.

		UNITS
ACCT 1	Introductory to Accounting I	5
MGMT 1	Principles of Management	3
MGMT 32	Basic Interviewing	3
MGMT 33	Personnel Management	3
MGMT 51	Management by Objectives	3
SUPV 1	Elements of Supervision	3
SUPV 2	Basic Psychology for Supervisors	3
SUPV 4	Supervisors Responsibility for Management of Personnel	3
SUPV 6	Labor-Management Relationship	3
SUPV 11	Oral Communications	3
SUPV 14	Developing Employees Through Training	3

Veterans Real Estate Option: The following courses are recommended for employees who wish to upgrade their qualifications for loan guaranty positions.

		UNITS
RE 1	Real Estate Principles	3
RE 5	Legal Aspects of Real Estate	3
RE 7	Real Estate Finance	3
RE 9	Real Estate Appraisal I	3
RE 10	Real Estate Appraisal II	3
RE 11	Escrow Principles	3
RE 21	Real Estate Economics	3

Veterans Services Adjudication Option: The following courses are recommended for employees who wish to upgrade their qualifications for Veterans Services Adjudication position.

		UNITS
ENGL 23	Vocabulary Building	3
FIN 31	Insurance Principles	3
JOURN 43	Public Relations Techniques	3
JOURN 44	Practical Public Relations	3
LAW 1	Business Law	3
LAW 23	Legal Procedures I	3
LAW 24	Legal Procedures II	3
LAW 30	Law for the California Layman	3
OA 44	Medical Terminology	3
PSYCH 1	General Psychology I	3
SOC 2	American Social Problems	3
SP 1	Public Speaking I Workshop	3

Data Processing Option: The following courses are recommended for employees who wish to upgrade their qualifications for data processing positions.

		UNITS
ACCT 1	Introductory Accounting I	5
BDP 21	Business Computer Programming I	3
BDP 22	Programming Business Computers	3
BDP 23	Programming Laboratory	1
BDP 27	FORTRAN Programming OR	3
CO SC 27	FORTRAN Programming	3
BDP 29	Fundamentals of COBOL Programming	3
BDP 55	APL and BASIC Programming	3
BDP 58	Assembly Language Programming I	3
BDP 59	Assembly Language Programming II	3
CO SCI 37	Digital Computer Programming	3
CO SC 38	Computer Operations	3

Certificate Requirement 30 Units

This certificate curriculum replaces the Optional Business Management Program for Veterans Administration Personnel. VA employees who have completed college courses prescribed under the Optional Business Management Program may request substitution credit for the completed courses under one of the four options listed above. All requests of this nature should be submitted to Outreach through the VA Regional Office Training Officer.

TRAVEL — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The growth of the travel industry now requires a specialized educational program for the travel technicians and managers. This curriculum is designed to provide the instruction necessary for those individuals wishing employment in the travel industry or for persons in the travel industry who wish to gain greater competency in their profession.

Always review the requirements of the institution to which you plan to transfer. See a counselor for accurate planning and current information.

Associate Degree

REQUIRED COURSES		UNITS
TRAV 1	Introduction to Travel Industry	3
TRAV 2	Travel Agency Operations	3
TRAV 3	Domestic Airline Ticketing	3
TRAV 4	Advanced Domestic Airline Ticketing	3
TRAV 5	International Airline Ticketing	3
TRAV 6	Advanced International Airline Ticketing	3
TRAV 7	Travel Geography Part I	3
TRAV 8	Travel Geography Part II	3
TRAV 9	Travel Salesmanship	3
TRAV 10	Advanced Travel Agency Operations	3
TRAV 11	Tour Guiding & Tour Packaging	3
TRAV 12	Travel Agency Bookkeeping	3
TRAV 15	Travel Marketing & Sales Management	3
TRAV 17	Travel Agency Ethics & Law	3
		42

RECOMMENDED		UNITS
BDP 1	Principles of Business Data Processing I	3
OA 1	Typewriting I	3

Certificate

BASIC CERTIFICATE

REQUIRED COURSES (no substitutions permitted)		UNITS
TRAV 1	Introduction to the Travel Industry	3
TRAV 2	Travel Agency Operations	3
TRAV 3	Domestic Airline Ticketing	3
TRAV 5	International Airline Ticketing	3
TRAV 7	Travel Geography Part I	3
TRAV 9	Travel Salesmanship	3
		18

ADVANCED CERTIFICATE

Choose any 6 of these 8 courses (no substitutions permitted)		UNITS
TRAV 4	Advanced Domestic Airline Ticketing	3
TRAV 6	Advanced International Airline Ticketing	3
TRAV 8	Travel Geography Part II	3
TRAV 10	Advanced Travel Agency Operations	3
TRAV 11	Tour Guiding & Tour Packaging	3
TRAV 12	Travel Agency Bookkeeping	3
TRAV 15	Travel Marketing & Sales Management	3
TRAV 17	Travel Agency Ethics & Law	3
		18

Cooperative Work Experience Education

Types of Education

A. Cooperative Work Experience Education consists of the following:

1. *General Work Experience Education* — Supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness.

The work experience need not be related to the student's educational goals.

2. *Occupational Work Experience Education* — Supervised employment extending classroom based occupational learning at an on-the-job learning station related to the student's educational or occupational goal.

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B. Participation may be under either of the following formats:

1. *Parallel Plan.* A form of Cooperative Work Experience Education designed to offer students the opportunity to attend college classes and earn college credit for concurrent learning on the job.
2. *Alternate Plan.* A form of Cooperative Work Experience Education designed to offer students opportunities alternately to attend college and work as stipulated in the District Plan.

College Credit

For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours, subject to the following limitations:

A. General Work Experience Education

1. *Parallel Plan.* A maximum of three credit hours per semester may be earned up to a total of six semester credit hours.
2. *Alternate Plan.* A maximum of six semester credit hours may be earned.

B. Occupational Work Experience Education

1. *Parallel Plan.* A maximum of four credit hours per semester may be earned up to a total of 16 semester credit hours.
2. *Alternate Plan.* A maximum of eight credit hours may be earned during one enrollment period up to a total of 16 semester credit hours.

Student Qualifications

A. In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

1. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
2. Have on-the-job learning experiences that contribute to their occupational or educational goals.
3. Have Instructor approval.
4. Meet the following condition if self-employed: Identify a person who is approved by the Instructor to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - a. Assist the student in identifying new or expanded on-the-job learning objectives.
 - b. Assist in the evaluation of the student's identified on-the-job learning objectives.
 - c. Validate hours worked.

B. In addition, a student shall:

1. Be an apprentice as defined by Labor Code Section 3077 who is enrolled in related or supplementary courses required of the apprenticeship programs; or
2. Be enrolled in the Parallel Plan.
 - a. During regular semesters, students must enroll in a minimum of *seven units* including Cooperative Work Experience Education.
 - b. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education; or

3. Be enrolled in the Alternate Plan. Concurrent enrollment will be limited to one other class.

- a. Students must earn *at least 7 units* of other class work before re-enrolling under the Alternate Plan.
- b. Students may not transfer between Parallel and Alternate Plans until they have earned *at least 7 units* of other class work.

Please note: Students must complete all other class work, i.e., the 7 unit requirement at the District College through which they have enrolled in Cooperative Work Experience Education.

Campus Procedure

Register for the class with the proper ticket number. Participation in this program requires that students must:

1. For vocational credit, have a job directly related to their occupational major; the placement office will help.
2. Obtain an Application for Enrollment and a Work Agreement from the Cooperative Education Office.
3. Complete the Application for Enrollment.
4. Complete objectives and sign the Work Agreement.
5. Be interviewed by the instructor of the Work Experience Education class before receiving final approval.
6. Take the Work Agreement to the employer for approval.

Each student is required to attend a lecture section one hour per week for the semester.

Cooperative Education Credit Guide

UNIVERSITY OF CALIFORNIA: APPROVED COOPERATIVE EDUCATION SUBJECT AREAS

University of California policy provides that a maximum of six (6) semester units of Cooperative Education courses completed in the subject areas listed below may be applied toward the University of California 56 unit admission requirement.

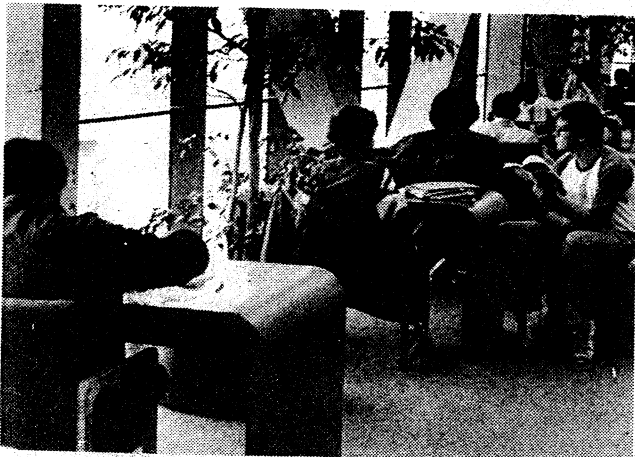
Afro-American Studies	Jewish Studies
Agriculture	Linguistics
Anthropology	Mathematics
Art	Meteorology
Astronomy	Microbiology
Biology	Mineralogy
Botany	Music
Chemistry	Oceanography
Chicano Studies	Philosophy
Economics	Physical Education
Education	Physics
Engineering	Physiology
English	Political Science
Environmental Science (Environmental Studies)	Psychology
Family & Consumer Studies	Recreation
Foreign Languages	Social Science
Geography	Sociology
Geology	Speech
History	Statistics
Humanities	Theater
	Zoology

**CALIFORNIA STATE UNIVERSITY: APPROVED
COOPERATIVE EDUCATION SUBJECT AREAS**

Los Angeles Community College District policy provides that a maximum of eight (8) semester units in Cooperative Education courses completed in the subject areas listed below may be applied toward the California State University 56 unit admission requirement.

Accounting
Administration of Justice
Afro-American Studies
Agriculture
Air Conditioning
 Technology
Aircraft Electronics
 Technology
Animal Husbandry
Anthropology
Architecture
Art
Astronomy
Aviation Maintenance
 Technician
Biology
Botany
Broadcasting
Business
Business Data Processing
Chemistry
Chicano Studies
Child Development
Cinema
Commercial Art
Computer Maintenance
 Technician
Computer Science -
 Information Technology
Computer Technology
Dairy Husbandry
Drafting
Economics
Education
Electronics
Electronics Technician
Electronics Technology
Engineering
English

Environmental Science
 (Environmental Studies)
Family and Consumer
 Studies
Fire Science
Foreign Languages
Geography
Geology
Health
History
Humanities
Industrial Arts
Jewish Studies
Journalism
Law
Linguistics
Management
Mathematics
Mechanical Drafting
Medical Record Science
Merchandise Display
 (Visual Merchandising &
 Display)
Merchandising (Marketing)
Meteorology
Microbiology
Mineralogy
Music
Natural Resources
 Management
Nursing
Oceanography
Office Administration
 (Secretarial Science)
Philosophy
Photography
Photography, Commercial
 (Photography-T)
Physical Education
Physics
Physiology
Political Science
Psychology
Public Service
Real Estate
Recreation
Respiratory Therapy
Restaurant Management
Sign Graphics
Social Science
Sociology
Speech
Statistics
Technical Illustration
Television
Theater
Transportation
Urban Planning
Water Systems
 Technology
Zoology



Transfer Programs

As explained under "Graduation Requirements," the Associate Degree requires at least 18 semester units of study in a discipline or related disciplines. This section details the exact courses required in each major to fulfill this requirement. Students must be sure, however, to fulfill every graduation requirement and to see a counselor for accurate information on four-year institution lower-division requirements.

The Associate Degree program in anthropology is designed for those who wish to complete a Baccalaureate degree in the field at a four year institution or a university. Professional opportunities which such a curriculum could lead to occur in archaeology, linguistics, the social and natural sciences, international affairs, urban renewal, social welfare, museum work, the national park service, conservation programs, and zoological institutions. Anthropology also provides valuable background for those seeking careers in such fields as sociology, psychology, social work, medicine, nursing and mental health, the foreign service and trade, geriatrics, and child development.

ANTHROPOLOGY — ASSOCIATE IN ARTS DEGREE

Associate Degree

REQUIRED COURSES		UNITS
ANTH 101	Human Biological Evolution	3
ANTH 102	Human Ways of Life: Cultural Anthropology	3
AT LEAST SIX UNITS FROM THE FOLLOWING:		
ANTH 103	Archaeology: Reconstructing the Human Past	3
ANTH 121	Anthropology of Religion, Magic, and Witchcraft	3
ANTH 124	Sex Roles in Human Societies	3
ANTH 132	North American Indians	3
ANTH 133	The Peoples and Cultures of Africa	3
AT LEAST THREE UNITS FROM THE FOLLOWING:		
PSYCH 1	General Psychology	3
PSYCH 13	Social Psychology	3
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3
AT LEAST THREE UNITS FROM THE FOLLOWING:		
BIO 3	Introduction to Biology	3
ENV SCI 1	Man and his Environment: Physical Processes	3
ENV SCI 2	Man and his Environment: Biological Processes	3
GEOG 1	Physical Geography	3
GEOL 1	Physical Geology	3
		18
RECOMMENDED COURSES:		
CO SCI 38	Computer Operations	3
HIST 1	Introduction to Western Civilization I	3
HIST 2	Introduction to Western Civilization II	3
PHIL 8	Deductive Logic	3
PHIL 9	Symbolic Logic	3
TA 501	Introduction to Motion Picture Production	3
TA 509	The Film as an Art Form	3

ART — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in art enables a student to transfer to a Baccalaureate program at a four-year institution. The art curriculum has been planned for those intending to enter the fields of design, illustration, art history, and art education.

Associate Degree

CORE PROGRAM		UNITS
Required of all Art majors.		
ART 101	Survey of Art History I	3
ART 102	Survey of Art History II	3
ART 201	Drawing I	3
ART 202	Drawing II	3
ART 501	Beginning Two-Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3
		18

Drawing and Painting Option Requirements

Minimum of 12 units in addition to the above Core Program requirements.

6 units from Art 204, 205, 209

6 units from Art 300, 301, 305, 306, 307

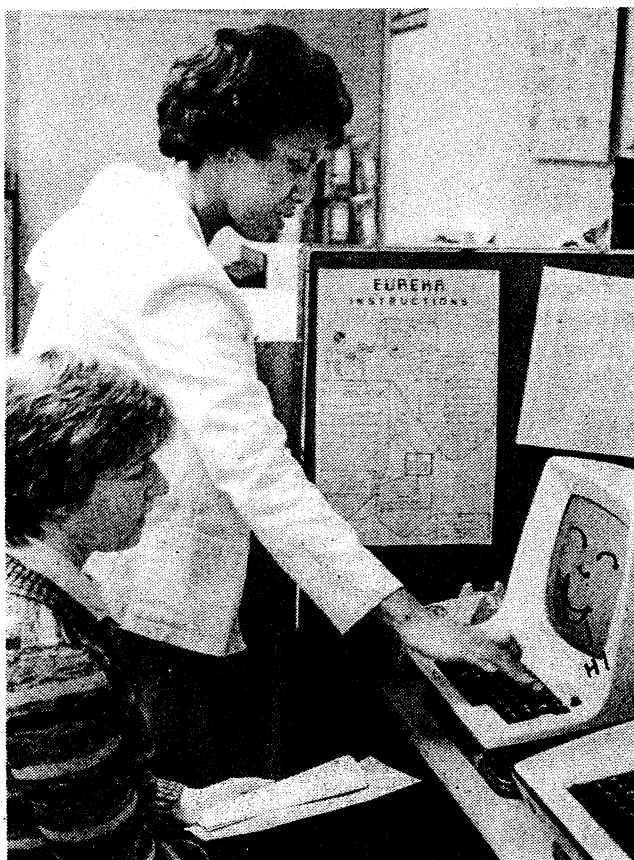
Ceramics Option Requirements

Minimum of 12 units in addition to the above Core Program requirements.

12 units from Art 502, 706, 708, 709, 710, 711

BIOLOGY — ASSOCIATE IN ARTS DEGREE

The Biology Associate Degree program is intended for those students who wish to transfer to a four-year institution and major in a biological science. This curriculum is generally required of pre-dental, pre-medical, pre-optometry, pre-pharmacy, and pre-veterinary students.



Associate Degree

REQUIRED COURSES

		UNITS
BIO 6	General Biology I	5
BIO 7	General Biology II	5
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
PHY 6	General Physics I	4
PHY 7	General Physics II	4
PHY 8	Mechanics, Wave Motion and Heat	5
PHY 9	Electricity Magnetism, Light, Particle and Nuclear Physics	5
		33-34

RECOMMENDED

		UNITS
CHEM 14	Introductory Organic Chemistry	5
CHEM 15	Introductory Biochemistry	5
MATH 40	Introduction to Analysis	5
MATH 41	Calculus I	5

BIOLOGY (HEALTH SCIENCE OPTION) — ASSOCIATE IN ARTS DEGREE

The Health Science option of the Biology Associate Degree program provides an orientation to the health sciences while including the general background required for the fields of nursing, dental hygiene, respiratory therapy, physical therapy, and other health fields.

Associate Degree

REQUIRED COURSES

		UNITS
ANAT 1	Introduction to Human Anatomy	4
BIO 5	Introduction to Human Biology	4
CHEM 3	Introductory Chemistry OR	5
CHEM 10	Introduction to General Chemistry	5
MICRO 20	General Microbiology	4
PHYSIO 1	Elementary Physiology	4
		26



Always review the requirements of the institution to which you plan to transfer. See a counselor for accurate planning and current information.

RECOMMENDED COURSES

CHEM 1	General Chemistry I	5
CHEM 9	Introductory Organic and Biochemistry	4
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
	OR	
SOC 2	American Social Problems	3
	OR	
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3

NOTE: Always review requirements of institution to which you plan to transfer. For instance, Cal State Northridge requires Math 41 for Cellular and Molecular Option and Chemistry 5 for Medical Technology Option.

BUSINESS ADMINISTRATION — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in business administration enables the student to transfer to a Baccalaureate program at a four-year institution. Career opportunities are available in multiple fields, including accounting managers, stockbrokers, financial consultants, insurance brokers, marketing managers and computer specialists. In addition, the prospective professor of business may get a start in the Associate and Baccalaureate programs in business administration.

Associate Degree

REQUIRED COURSES

		UNITS
ACCT 1	Introductory Accounting I	5
ACCT 2	Introductory Accounting II	5
BDP 1	Principles of Business Data Processing I	3
	OR	
BDP 21	Business Computer Programming I	3
CO SCI 7	RPG Programming	3
BDP 55	APL and Basic Programming	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
LAW 1	Business Law I	3
MATH 14	Introductory Statistics	3
	AND	
MATH 54	Elementary Statistics Problem Solving	1
	OR	
MATH 23	Mathematical Analysis for Business and Social Science I	5
		32-33

RECOMMENDED

		UNITS
BDP 22	Programming Business Computer	3
LAW 2	Business Law II	3
MGMT 1	Principles of Management	3
MGMT 2	Organization and Management Theory	3
MATH 24	Mathematical Analysis for Business & Social Science II	4
	Foreign Language	
MKTG 11	Fundamentals of Advertising	3

CHEMISTRY — ASSOCIATE IN ARTS DEGREE

The Associate Degree in chemistry will provide most lower division requirements for the student planning to transfer to a four-year institution with a chemistry major while at the same time establishing a strong basic foundation in this science.

Associate Degree

REQUIRED COURSES

		UNITS
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
CHEM 14	Introductory Organic Chemistry	5
CHEM 15	Introductory Biochemistry	5
MATH 42	Calculus II	5
MATH 43	Calculus III	5

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PHY 8	Mechanics, Wave Motion and Heat	5
PHY 9	Electricity Magnetism, Light, Particle and Nuclear Physics	5
		<hr/> 40

RECOMMENDED		
GERMAN 1 and 2	Elementary German I and II	10

CHILD DEVELOPMENT — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to CSULB, CSULA, CSUN, or CSUSD.

Associate Degree

REQUIRED COURSES		UNITS
CD 1	Child Growth and Development	3
CD 2	The Child and the School	3
CD 3	Creative Experiences for Children	3
CD 10	Child Health	3
CD 11	Home, School and Community Relations	3
CD 12	Parent Involvement in Early Childhood	3
CD 21	Child Development Practice	3
CD 22	Laboratory in Child Development	4
CD 30	Infant Studies	3
CD 34	Observing and Recording Children's Behavior	3
CD 41	Organization and Administration of Nursing Schools	3
FCS 20	Contemporary Nutrition OR	3
FCS 21	Nutrition (strongly recommended)	3
		<hr/> 37

RECOMMENDED		
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
SOC 12	Marriage and Family Life	3
and/or		
PSYCH 16	Love and Marriage	3

ECONOMICS — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to a four-year institution as an economics major. Careers in business, education, writing, and government are open to those with advanced work in this field.

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
MATH 14	Introductory Statistics	3
MATH 23	Mathematical Analysis for Business and Social Sciences I (if Math 23 is elected, add ECON 10*)	5
	OR	
MATH 41	Calculus I	5
MATH 54	Elementary Statistics Problem Solving	1
		<hr/> 20-23

*Economics 10 is equivalent to History 15.

Recommended Courses:

Social science courses beyond the general education requirement, additional mathematics courses, and BDP 22.

ENGINEERING — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to CSULB, CSULA, CSUN, UCLA, or USC.

Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2*	General Chemistry II	5
ENGR 1	Introduction to Science, Engineering & Technology	2
ENGR 2	Introduction to Engineering Drafting	3
ENGR 4	Engineering Descriptive Geometry	3
ENGR 6	Processing of Engineering Materials	3
ENGR 7	Statics	3
MATH 41	Calculus I	5
MATH 42	Calculus II	5
MATH 43	Calculus III	5
PHY 8	Mechanics, Wave Motion & Heat	5
PHY 9	Electricity, Magnetism, Light, Particle and Nuclear Physics	5
PHY 10	Topics for Engineering and Science Majors	4
		<hr/> 53

NOTE: PHYS 8 and 10 are only offered in the spring semesters. PHYS 9 is only offered in the fall semesters.

*Check with the appropriate university catalog to determine the need for CHEM 2.

ENGLISH — ASSOCIATE IN ARTS DEGREE

The English sequence is recommended for those who wish to obtain the Baccalaureate degree in this field. Emphasis is placed on meeting common lower division university requirements.

Associate Degree

REQUIRED COURSES		UNITS
ENG 1	College Reading & Composition I	3
ENG 2	College Reading & Composition II	3
ENG 5	English Literature I	3
ENG 6	English Literature II	3
AND 6 UNITS FROM THE FOLLOWING:		
Foreign Language through Course 4		9
ENG 3	World Literature I	3
ENG 4	World Literature II	3
PHILO 1	Introduction to Philosophy I	3
		<hr/> 18

NOTE: **Always** review requirements of institution to which you plan to transfer.

See a counselor for accurate planning and current information.

FRENCH — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in French enables a student to transfer to a Baccalaureate program at a four-year institution. Professional opportunities which such a curriculum could lead to occur in foreign trade, travel, translating, teaching, and government (especially in the State Department). French also provides valuable background for those pursuing studies in art, music, cinema, and literature.

Associate Degree

REQUIRED COURSES		UNITS
ENGLISH 3	World Literature I	3
ENGLISH 4	World Literature II	3
FRENCH 3	Intermediate French I	5
FRENCH 4	Intermediate French II	5
FRENCH 5	Advanced French I	5
		<hr/> 21
RECOMMENDED		
Linguistics 1		3

GEOGRAPHY — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to CSUDH, CSULB, CSULA, CSUSD, CSUN, UCB, UCLA, or USC.

Associate Degree

REQUIRED COURSES	UNITS
GEOG 1 Physical Geography	3
GEOG 2 Cultural Elements of Geography	3
GEOG 7 World Regional Geography	3
MATH 14 Introductory Statistics	3
MATH 54 Elementary Statistics Problem Solving	1
Foreign Language (2 courses)	10
	<hr/>
	23

GEOLOGY — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in geology emphasizes meeting common lower division requirements for this major.

Associate Degree

REQUIRED COURSES	UNITS
CHEM 1 General Chemistry I	5
CHEM 2 General Chemistry II	5
GEOG 1 Physical Geology	3
GEOG 6 Physical Geology Laboratory	2
MATH 41 Calculus I	5
MATH 42 Calculus II	5
PHYS 8 Mechanics, Wave Motion and Heat	5
PHYS 9 Electricity Magnetism, Light, Particle and Nuclear Physics	5
PHYS 10 Topics for Engineering and Science Majors	4
	<hr/>
	39

HISTORY — ASSOCIATE IN ARTS DEGREE

The history sequence is designed for those who wish to complete a Baccalaureate degree in the field. Emphasis is placed on meeting lower division university requirements.

Associate Degree

REQUIRED COURSES	UNITS
HIST 1 Introduction to Western Civilization I	3
HIST 2 Introduction to Western Civilization II	3
HIST 11* Political & Social History of the U.S. I	3
HIST 12* Political & Social History of the U.S. II	3

AND 6 UNITS FROM THE FOLLOWING:

ANTH 101 Human Biological Evolution	3
OR	
ANTH 102 Human Ways of Life: Cultural Anthropology	3
ECON 1 Principles of Economics I	3
GEOG 1 Physical Geography	3
POL SC 2 Modern World Governments	3
	<hr/>
	18

*For those transferring to UCLA, History 41 and 42 may be substituted for History 11 and 12 respectively.

JOURNALISM — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in journalism enables a student to transfer as a journalism major to a four-year institution.

Always review the requirements of the institution to which you plan to transfer. See a counselor for accurate planning and current information.

Associate Degree

REQUIRED COURSES	UNITS
ENG 1 College Reading and Composition I	3
JOURN 1 Collecting and Writing News	3
JOURN 2 Advanced Newswriting	3
JOURN 5 Mass Communication	3
PSYCH 1 General Psychology I	3
SOC 1 Introduction to Sociology	3
	<hr/>
	18

MATHEMATICS — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to CSUDH, CSULB, CSULA, CSUSD, CSUN, UCB, UCLA, or USC.

Associate Degree

REQUIRED COURSES	UNITS
CHEM 1 General Chemistry I	5
CHEM 2 General Chemistry II	5
MATH 13 Linear Algebra	3
MATH 40 Introduction to Analysis	5
MATH 41 Calculus I	5
MATH 42 Calculus II	5
MATH 43 Calculus III	5
PHY 8 Mechanics, Wave Motion and Heat	5
PHY 9 Electricity, Magnetism, Light, Particle & Nuclear Physics	5
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MUSIC — ASSOCIATE IN ARTS DEGREE

The music curriculum is designed to meet the requirements for students matriculating to a Baccalaureate level program at the four-year colleges and to prepare students for many music vocations and careers.

Associate Degree

REQUIRED COURSES	UNITS
MUS 101 Fundamentals of Music	3
MUS 122 Music History & Literature II	3
MUS 201 Harmony I	3
MUS 202 Harmony II	3
MUS 203 Harmony III	3
MUS 211 Musicianship I	2
MUS 212 Musicianship II	2
MUS 213 *Performance Organization Musicianship III	2
MUS 321 *Performance Organization Elementary Piano I	2
MUS 322 *Performance Organization Elementary Piano II	2
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The piano proficiency requirement may be met by examination if the student has had previous training or by MUS 184.

Enrollment in the elementary voice sequence (MUS 411, 412, 413, 414), and/or the elementary piano sequence (MUS 321, 322, 323, 324) and/or the independent study in applied music (MUS 184) is recommended for music majors who are preparing for performance or music education careers.

*The music performance requirement may be satisfied by enrollment in any of the following: MUS 501, College Choir; MUS 561, Chamber Chorale; MUS 775, Jazz Ensemble, or Music 725 Community Orchestra.

PHILOSOPHY — ASSOCIATE IN ARTS DEGREE

The philosophy sequence is recommended for those who wish to obtain a Baccalaureate degree in this field. Emphasis is placed on meeting common lower division university requirements.

Associate Degree

REQUIRED COURSES		UNITS
PHIL 1*	Introduction to Philosophy I	3
PHIL 2	Introduction to Philosophy II OR	3
PHIL 20*	Ethics OR	3
PHIL 24	An Introduction to the Philosophy of Literature	3
PHIL 8	Deductive Logic OR,	3
PHIL 9	Symbolic Logic I AND	3
Select at least 9 units from the following:		
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ECON 1	Principles of Economics II	3
ENGLISH 3	World Literature I	3
ENGLISH 4	World Literature II	3
HISTORY 1	Introduction to Western Civilization I	3
HISTORY 2	Introduction to Western Civilization II	3
PHIL 3	History of Greek Thought	3
PHIL 4	History of Modern Thought	3

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*For those transferring to CSUN, Philosophy 3 and 4 may be substituted for Philosophy 1 and 20.

PHYSICAL EDUCATION — ASSOCIATE IN ARTS DEGREE

While the physical education program emphasizes preparation for a teaching career, the program also helps qualify graduates for careers in fields such as special education, recreation, and athletic training.

Associate Degree

REQUIRED COURSES		UNITS
ANA 1	Introduction to Human Anatomy	4
PHYS 1	Elementary Physiology	4
AND		8
Select a maximum of 4 units from the following:		
PE 102	Swimming Skills	2-2
PE 200-290	Individual & Dual Activities	2-2
PE 300-325	Team Sports	2-2
PE 431-446	Dance Activities	2-2
PE 503-516	Intercollegiate Sports	2-2
AND		4
Select a maximum of 8 units from the following:		
PE 603-652	Professional and Sports Skills	1
PE 702	Water Safety Instruction	3
PE 710	Officiating Competitive Sports I	2
PE 711	Officiating Competitive Sports II	2
PE 712	Introduction to Physical Education	3
PE 716	Games & Rhythms for the Elementary School I	3
PE 717	Games & Rhythms for the Elementary School II	3
PE 801, 802, 803	Modern Dance I, II, III	3-3-3
PE 805-806	Ballet I, II	2-2
PE 814, 815, 816	Dance Production I, II, III	2-2-3

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PHYSICS — ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree in physics will give the student a basic foundation in this field as well as meeting most lower division requirements for the Baccalaureate degree in this field.

Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
MATH 42	Calculus II	5
MATH 43	Calculus III	5
PHYS 8	Mechanics, Wave Motion and Heat	5
PHYS 9	Electricity Magnetism, Light, Particle and Nuclear Physics	5
PHYS 10	Topics for Engineering and Science Majors	4
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RECOMMENDED

FRENCH OR	5
GERMAN	5

POLITICAL SCIENCE — ASSOCIATE IN ARTS DEGREE

The political science sequence is for those who desire to complete a Baccalaureate degree in this subject area. Emphasis is on satisfying common lower division university requirements in this major.

Associate Degree

REQUIRED COURSES		UNITS
HIST 11	Political and Social History of the United States I OR	3
HIST 12	Political and Social History of the United States II	3
POL SC 1	The Government of the United States and California	3
POL SC 2	Modern World Governments	3
POL SC 7	Contemporary World Affairs	3
AND AT LEAST 6 ADDITIONAL UNITS FROM THE FOLLOWING:		
ANTHRO 101	Human Biological Evolution OR	3
SOC 1	Introduction to Sociology	3
ECON 1	Principles of Economics I	3
HIST 1	Introduction to Western Civilization I OR	3
HIST 2	Introduction to Western Civilization II	3
HIST 13	The United States in the Twentieth Century OR	3
HIST 14	Selected Issues of United States History	3
POL SC 8	The Modern Far East	3
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(see catalog for History course limitations)

PSYCHOLOGY — ASSOCIATE IN ARTS DEGREE

The psychology sequence is designed for those who wish to complete a Baccalaureate degree in the field. Emphasis is placed on meeting lower division university requirements.

Associate Degree

REQUIRED COURSES		UNITS
ANTHRO 101	Human Biological Evolution	3
BIO 3	Introduction to Biology OR	4
BIO 6	General Biology I OR	5
BIO 7	General Biology II	5
CHEM 3	Introductory Chemistry OR	5
CHEM 4	Basic Chemistry	3
MATH 14	Introductory Statistics	3
MATH 54	Elementary Statistics Problem Solving	1
PHYSICS 12	Physics Fundamentals	3
PHYSIO 1	Elementary Physiology	4
PSYCH 1	General Psychology I	3
PSYCH 2	General Psychology II	3
SOC 1	Introduction to Sociology	3

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SOCIOLOGY — ASSOCIATE IN ARTS DEGREE

The sociology curriculum meets common lower division requirements while emphasizing the cultural background and analytic skills required of sociology majors in four-year institutions.

Associate Degree

REQUIRED COURSES		UNITS
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3
AND		
At least ONE course from the following:		
SOC 4	Sociological Analysis	3
MATH 14	Introductory Statistics	3
CO SCI 1	Principles of Business Data Processing I	3
PHIL 6	Logic in Practice	3
PHIL 8	Deductive Logic	3
PHIL 9	Symbolic Logic I	3
AND		
6 units of Sociology electives		
		15

RECOMMENDED		UNITS
ANTH 102	Human Ways of Life: Cultural Anthropology	3
GEOG 2	Cultural Elements of Geography	3
AND		

At least ONE from each of the following groups

- PSYCH 1, 3, 13
- ECON 1, 2, 10, POL SCI 1
- BIOL 4, 5, PSYCH 2, ANTH 101
- HIST 12, 13, 14, 15, 16, 41, 42
- PHIL 1, 2, 4, 20, 23

NOTE: Most CSU institutions and UCLA require Mathematics 14 for transfer students in Sociology.

SPANISH — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in Spanish enables a student to transfer into a Baccalaureate program at a four-year institution. In addition, this curriculum generates and up-

grades professional opportunities in business, industry, education, and government work, as well as providing personal enrichment in understanding Hispanic language and culture.

Associate Degree

REQUIRED COURSES		UNITS
ENGLISH 3	World Literature I	3
ENGLISH 4	World Literature II	3
SPANISH 3	Intermediate Spanish I	5
SPANISH 4	Intermediate Spanish II	5
SPANISH 5	Advanced Spanish I	5
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RECOMMENDED		UNITS
LINGUISTICS 1	Introduction to Language and Linguistics	3

SPEECH — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in speech enables a student to transfer into a Baccalaureate program at a four-year institution.

Associate Degree

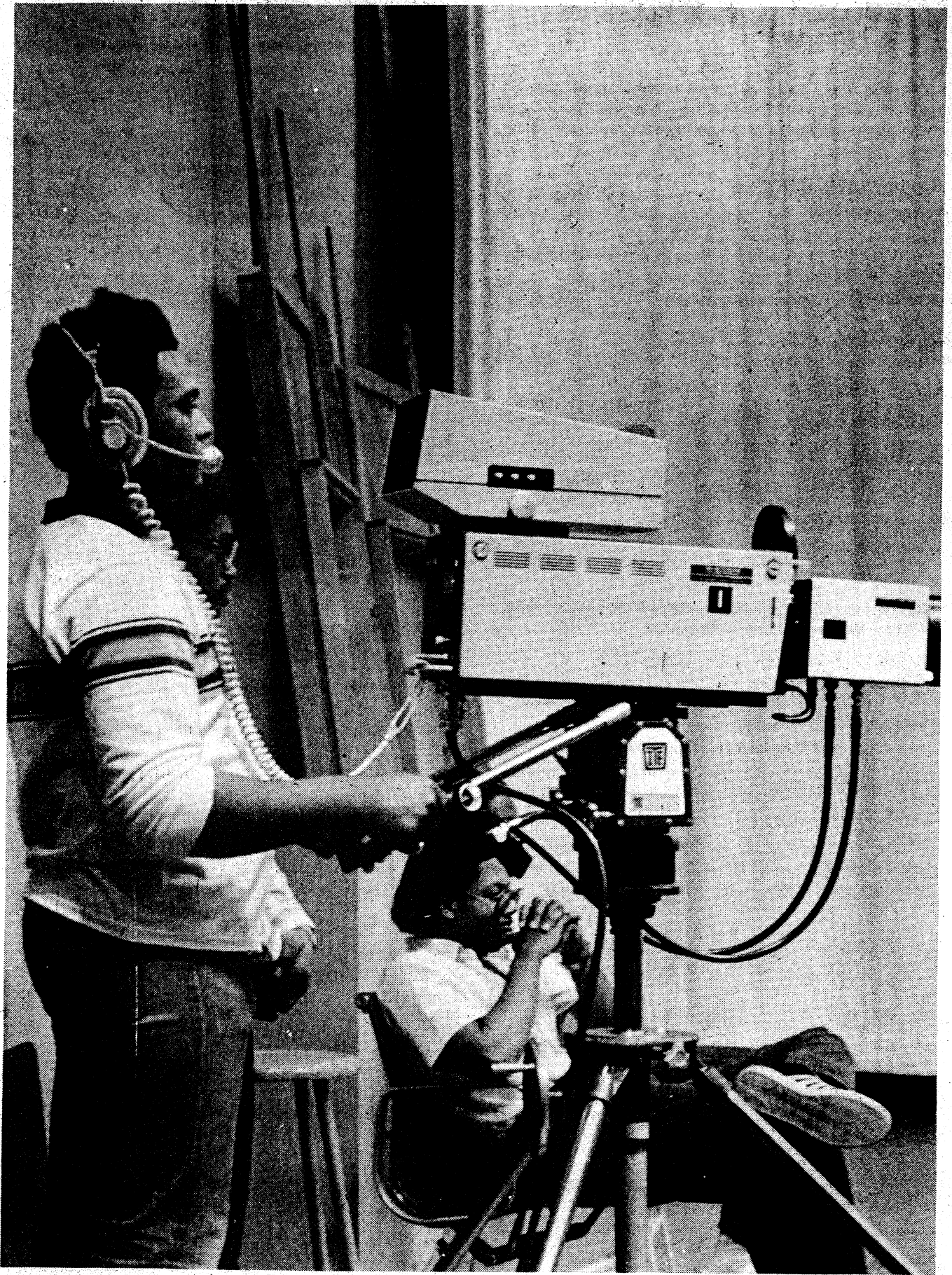
REQUIRED COURSES		UNITS
SPEECH 1	Public Speaking I	3
SPEECH 3	Voice & Articulation OR	3
SPEECH 9	English Speech as a Second Language	3
SPEECH 4	Introduction to Oral Interpretation of Literature	3
SPEECH 11	Argumentation I	3
SPEECH 16	Group Discussion	3
SPEECH 32	The Process of Communication	3

And a minimum of 3 units from the following:

SPEECH 2	Public Speaking II	3
SPEECH 5	Interpersonal Communication	3
SPEECH 6	Business & Professional Speaking	3
SPEECH 12	Argumentation II	3
SPEECH 13	Forensics	2
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Always review the requirements of the institution to which you plan to transfer. See a counselor for accurate planning and current information.



TRANSFER REQUIREMENTS

Students who plan to earn a Bachelor's Degree should take a pattern of courses designed to complete the lower division preparation for their major and the general education pattern of the college to which they will transfer.

West Los Angeles College can provide the lower division preparation for most majors at most universities.

For purposes of classification, students who are paralleling the work of senior colleges and universities are indicated as "transfer students."

Two principal kinds of requirements must be met in order to attain full junior standing at the University of California or other institutions maintaining equivalent standards to which students expect to transfer.

These are the following:

1. Completion of the specific requirements for junior standing in the proposed senior college or university.
2. Completion of the lower division prerequisites for upper division majors and minors. These vary according to the institution of higher education in which students expect to enroll.

NOTE: Students expecting to transfer to such institutions should see a West Los Angeles College counselor and consult the catalog of these institutions regarding specific requirements for upper division standing.

Transfer requirements for UCLA, California State Universities and Colleges, and independent California colleges and universities that can be pursued at West Los Angeles College follow.

TRANSFER REQUIREMENTS UCLA COLLEGE OF LETTERS AND SCIENCES

To transfer, students must complete a minimum of 56 and up to a maximum of 70 university level units with a 2.4 average unless eligibility was previously established in high school. Students must also complete an exact pattern of subjects (A to F requirements) in high school or make up deficiencies in the pattern at the community college. Students must have a high school transcript on file and see a counselor by appointment to determine eligibility. Note that the University will credit no more than 70 semester units from community colleges toward a Bachelor's Degree. All students with 60 or more transferable units must declare a major when they apply to UCLA.

Students must complete general university requirements, general education-breadth requirements and major departmental requirements in accordance with the following.

General University Requirements

1. **SUBJECT A AND ENGLISH COMPOSITION.** The requirement is met by completing English 1 with a grade of C or better.
2. **AMERICAN INSTITUTIONS.** This requirement is met by either of the following:
 - a. *One year* of United States History and/or Government in high school with a grade of B or better, or
 - b. One course from Economics 10; English 7, 8, 19, 53; History 11, 12, 13, 14, 15, 41, 42 or Political Science 1. (These courses may also apply to the appropriate breadth requirement.)

General Education — Breadth Requirements

Effective Fall 1978, students with fewer than 24 semester units completed at UCLA or at other institutions must meet the following breadth requirements. Those who have completed 24 or more semester units may choose to meet either these new requirements or the old requirements as stated in the 1978-79 Catalog.

Students will satisfactorily complete 24 semester units distributed among the three divisions outside the division of the student's major field, with at least two courses (six units minimum) in each division.

Acceptability of courses for these requirements should be checked with a counselor.

Breadth requirements are determined by the student's prospective UCLA major.

Prospective Major at UCLA

Breadth Requirements from These Three Divisions

Physical Sciences Division:

Astronomy, biochemistry, general chemistry, cybernetics, engineering geology, general physics, geology, geophysics and space physics, mathematics, mathematics-applied science, mathematics-computer science, mathematics-system science, meteorology, physics.

Humanities
Life Sciences
Social Sciences

Life Sciences Division:

Bacteriology, biology, kinesiology, psychobiology, psychology, quantitative psychology.

Humanities
Physical Sciences
Social Sciences

Humanities Division:

Ancient near-Eastern civilizations, classics, English, ethnic arts, foreign language, Indo-European studies, Jewish studies, linguistics, near-Eastern studies, study of religion, philosophy.

Life Sciences
Physical Sciences
Social Sciences

Social Sciences Division:

Anthropology, Black studies, business-economics for business teachers, Chicano studies, communication studies, East Asian studies, economics, geography-ecosystems, history, Latin American studies, political science, sociology, urban studies or organizational studies.

Humanities
Life Sciences
Physical Sciences

Courses Meeting Breadth Requirements

The following are acceptable courses in each division for fulfilling Breadth Requirements in the College of Letters and

56 / TRANSFER REQUIREMENTS

Sciences at UCLA. Take as many of them as possible before transfer, but *do not* neglect the courses required for the major. (Many other courses transfer to UCLA but do not fulfill Breadth Requirements.)

Humanities

Art 101, 102, 103

English: All transferable courses except 1, 44, 45

Foreign Language: All transferable courses except French 85, German 85, Spanish 85

Humanities: All transferable courses except 89

Linguistics 1

Music 111, 112, 141

Philosophy: All transferable courses except 23, 85

Speech 1, 2

Theater 110, 130; one course from 505, 507, 509

Life Sciences

Anatomy 1

Anthropology 101

Biology: All transferable courses except 85

Microbiology 1, 20 (maximum credit 1 course)

Oceanography 2, 12

Physiology 1

Psychology 2

Physical Sciences

Astronomy 1

Chemistry: All transferable courses (Maximum one course from 3, 4, 10 or 11. No credit for 3, 4, 10 or 11 following 1)

Geography 1, 3

Geology: All transferable courses except 6 unless taken with 1; 7 unless taken with 2

Mathematics: All transferable courses except 35, 44, 61, 62, 63

Oceanography 1

Physics: All transferable courses except 14 unless taken with 12 (No credit for 12 following 6)

Social Sciences

Anthropology: All transferable courses except 101, 85

Economics: All transferable courses except 4

Environmental Studies 1, 2, 4

Geography: All transferable courses except 1, 3, 4

History: All transferable courses

Philosophy 23

Political Science: All transferable courses except 81, 82, 83, 85, 91-94

Psychology: All transferable courses except 2, 45, 81, 82, 83 (Maximum one course from 3 and 4)

Sociology: All transferable courses except 91, 92

Speech 5, 11, 12, 32

Major Departmental Requirements

In addition to the preceding general requirements, students should complete the lower division courses required by each department or curriculum. Consult the University of California at Los Angeles catalog for complete information on the lower division requirements for the desired major. The Counseling Office assists in determining the appropriate courses at West Los Angeles College which meet the major department requirements.

Completing the above program with a total of 60 units and meeting WLAC graduation requirements as described in this catalog entitles students to the Associate Degree at West Los Angeles College.

TRANSFER REQUIREMENTS UCLA COLLEGE OF FINE ARTS

The College of Fine Arts admits students only once a year in the fall. All students are admitted on a quota basis. Information on preference for admission may be obtained from the West Los Angeles College Counseling Office. Applications for admission must be on file with the UCLA Admissions Office by November 30 of the previous year.

Only majors approved by the UCLA College of Fine Arts are to be listed on the applications. The approved majors are:

Art

History

Design

Motion Picture/Television

Ethnic Arts

*Painting, Sculpture, Graphic Arts

*Dance

*Theater

*Music (Specializations in music: composition and theory, ethnomusicology, history and literature, performance, music education, opera and systematic musicology.) *Audition/portfolio required. Detailed information regarding the audition or portfolio is mailed to the applicant after the application is received. All applications are screened by the major department.

To transfer, students must complete a minimum of 56 and up to a maximum of 70 university level units with a 2.4 grade-point average unless eligibility was previously established in high school. Students must also complete an exact pattern of subjects (A to F requirements) in high school or make up deficiencies in the pattern at the community college.

Students must have a high school transcript on file and see a counselor by appointment to determine eligibility.

Students must meet general college requirements, general university requirements and major departmental requirements.

General College Requirements for Fine Arts, UCLA

A total of 40 units make up the general college requirements as follows:

UNITS SUBJECTS

3 **English 1** — with a grade of C or better (not acceptable on credit/no credit basis). This requirement must be completed before entry into Fine Arts.

3 **English 2** — with a grade of C or better (not acceptable on credit/no credit basis). This requirement must be completed before entry into Fine Arts.

10 **Foreign Language** — Two semesters of college credit in one language. This requirement must be completed by the end of the sophomore year. No high school credit or proficiency exams may be counted. If course 4 only is completed, additional units must be taken in other areas.

Foreign Language

French 1, 2, 3, 4

German 1, 2, 3, 4

Spanish 1, 2, 3, 4

6 **Science/Math** — 1 course in physical or biological science.

1 course in another natural science or mathematics or another physical or biological science course (no laboratory science required).

Physical or Biological Science

Anatomy 1

Astronomy 1

Biology — all courses

Chemistry — all courses

Geography 3

Geology 1, 2

Microbiology 20

Oceanography 1, 2, 12

Physics - all courses

Physiology 1

Other Natural Science or Mathematics

Anthropology 101

Environmental Studies 1, 2

Geography 1

Math 13, 15, 17, 23, 24, 35, 40, 41, 42, 43

Psychology 2

9 **Social Science** — 1 course in history prior to the 17th century.

1 course in history 17th century and after.

1 course in social science (may be another history course).

History Prior to 17th century

History 1, 3

History after 17th century

History 2, 4, 11, 12, 13, 14, 16, 19, 20, 21, 27, 29, 41, 42

Social Science Elective

Anthropology 103, 102, 112, 121, 133, 132, 122, 124, 150

Economics 1, 2, 10

Geography 2, 7, 14

History 15

Political Science 1, 2, 7, 8, 9, 30

Psychology 1, 3, 4, 6, 8, 13, 14

Sociology 1, 2, 4, 9

9 **Humanities** — (Performance or studio courses do not meet this requirement.)

1 course in the arts (history, theory, criticism, appreciation)

1 course in literature.

1 course in philosophy and/or religion.

Courses in the student's major department may not apply on the humanities requirement.

The Arts

Art 101, 102, 103

Music 111, 112, 141

Theater 110, 122

Literature

English 3 thru 19 (15 may not apply for Theater majors)

English 34, 39, 50, 51, 52, 53, 54, 70

Humanities 1, 2, 5

Philosophy/Religion

Philosophy — all courses

NOTE: When "all courses" are listed, this does not include independent study. A "C" average is required for the Fine Arts requirements.

General University Requirements

1. ENGLISH — with a grade of C or better (not acceptable on credit/no credit basis). This requirement must be completed before entry into Fine Arts.

2. AMERICAN HISTORY AND INSTITUTIONS — any course used to meet this requirement may not also apply on the Fine Arts requirements. This requirement must be met in one of the following ways:

A. Completion of two semesters in high school of American History or American Government or a combination, with a B average.

B. Completion of one course chosen from the following with a grade of C or better: (Credit/No Credit is acceptable.)

Economics 10

English 7, 8

History 11, 12, 13, 14, 15, 16, 20, 41, 42

Political Science 1

For additional information on the College of Fine Arts students may call 825-9705.

Major Departmental Requirements

In addition to the preceding general requirements, students should complete the lower division courses required by each department or curriculum. Consult the University of California at Los Angeles catalog for complete information on the lower division requirements for the desired major. The Counseling Office will assist in determining the appropriate courses at West Los Angeles College which meet the major department requirements.

Completion of the above program with a total of 60 units and meeting graduation requirements as described in this catalog entitle students to the Associate Degree at West Los Angeles College.

**CALIFORNIA STATE UNIVERSITY
Certification of General Education
Requirements**

Under agreement with the California State University system, West Los Angeles College can certify up to 39 units toward the general education requirements for the Baccalaureate degree at any one of the campuses of the State University system. Under this certification process the receiving college will accept the units certified toward completion of the general education requirements as the institution prescribes them. The college to which the student transfers would agree not to reduce this number nor to question the units





certified. It is important for the student to follow the required patterns as listed below and to take courses in as many different areas as possible. Students planning to transfer should consult with the counselor concerning these general education requirements as soon as they have determined the college they wish to attend because the requirements are periodically revised.

CSU General Education Requirements

(No course may be used more than once.)

- A. Communication in the English language — 9 units (3 units in each area)
 - A1. **Oral Communication**
Speech 1, 16, 32
 - A2. **Written Communication**
English 1
 - A3. **Critical Thinking**
English 2; Philosophy 8, 9; Speech 11; Linguistics 1
- B. Physical Universe and Its Life Forms — 9 units (at least one course from each area; laboratory must be included in either B1 or B2)
 - B1. **Physical Universe**
Astronomy 1; Chemistry 3*, 4, 10*; Environmental Science 1; Geography 1, 3; Geology 1, 6*; Meteorology 3 (same as Geography 3); Oceanography 1; Physics 5, 12, 14*, 29
 - B2. **Life Forms**
✓ Anthropology 101; Biology 3*, 4, 5*; Botany 5*; Environmental Science 2; Oceanography 2, 11*, 12; Psychology 2
 - B3. **Mathematical Concepts**
Mathematics 3, 14, 23, 24, 35, 40, 41
(*indicates laboratory course)
- C. Humanities — 9 units (at least 3 areas; no more than one course from any area)
 - C1. **History and Appreciation of the Arts**
Art 101, 102, 103, 111; Music 111, 112, 121, 122, 141; Theater 100, 110, 505, 507, 509

C2. Literature

English 3, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 18, 34, 40

C3. Philosophy

Philosophy 1, 2, 3, 4, 20, 23, 24

C4. Foreign Language

Arabic 1, 2; Chinese 1; French 1, 2, 3, 4; German 1, 2, 3, 4; Hebrew 1, 2; Japanese 1, 2; Spanish 1, 2, 3, 4

C5. Creative Participation

Art 201, 501; Journalism 1; Music 501, 561, 725, 731, 775; Physical Education 431, 434, 437, 801, 805, 814; Theater 200, 270

C6. Western Culture

History 22, 23; Humanities 30, 31

C7. Non-Western Culture

Anthropology 132, 133; Japanese 9, 10

- D. Social, Political and Economic Institutions — 9 units (only one course from any area). Note: Courses to satisfy American Institutions requirements cannot also be used to satisfy general education requirements.

D1. Social Institutions

Anthropology 102, 121, 124; Geography 2, 7; Law 1; Psychology 1, 6, 13; Sociology 1

D2. Political Institutions

History 11, 12; Political Science 1, 2, 4

D3. Economic Institutions

Business 1; Economics 1, 2, 10

D4. Contemporary Settings

History 2, 4, 13, 42; Journalism 5; Political Science 7; Sociology 2, 5, 7, 11, 22

D5. Historical Settings

Anthropology 103; History 1, 3, 20, 41

- E. Life Understanding and Self-Development — 3 units (no more than one unit of Physical Education may be used)

E1. Integrated Organism

Family and Consumer Studies 6, 21; Health 9, 10; Psychology 3, 8, 15, 16, 52; Sociology 8, 12

E2. Activity

Physical Education 102, 200, 212, 222, 229, 230, 253, 259, 262, 265, 268, 271, 289, 301, 310, 322, 325, 431, 434, 437, 446

NOTE: The CSU system accepts the following courses in fulfillment of its American Institutions graduation requirement: History 11, 12, 41, 42; Political Science 1.

Liberal Studies

Liberal Studies programs in the California State University are designed for students who desire a broad education in the Liberal Arts, often with a goal of teacher preparation, particularly on the elementary level. Students with the teaching credential objective must complete professional education requirements leading to the multiple subject credential and do so either simultaneously with, or subsequent to, completion of the Liberal Studies degree. Requirements for the B.A. Programs for prospective teachers require a minimum of 84 semester (126 quarter) units with approximately equal distribution among the following four areas:

- 1) English, 2) Mathematics and the Physical and Life Sciences, 3) Social Sciences and 4) Humanities and the Fine Arts.

Students in the Liberal Studies major who have career objectives other than teaching will generally find: 1) greater freedom in the use of electives, 2) opportunities for course substitution within major requirements and 3) possibilities of accomplishing additional objectives, such as completion of a second major or of professional requirements.

All CSUC Liberal Studies programs consist of both lower- and upper-division course work. The distribution between these two levels is not the same in any two campus programs. In some programs upper-division course work is not based on any particular lower-division preparation. In others, certain upper-division courses may require specific lower-division prerequisites. General Education requirements are accommodated in Liberal Studies programs in different ways. However, in all cases it is possible for a student to complete general education and major requirements in such a manner as to eliminate or minimize the loss of transfer units.

Students, prior to transfer, should distribute their course work among all four subject areas listed below:

1. English students should complete course work distributed over the areas of composition, literature and speech, totaling nine to twelve semester units.
2. Mathematics and the physical and life sciences students should complete at least three semester units in mathematics beyond both elementary algebra and plane geometry. Two basic courses in the sciences, one in physical sciences and one in life sciences, should be completed. At least one should be a laboratory course with seven to nine semester units.
3. Nine semester units in social sciences should be completed. Recommended are one course each in U.S. history, political science and psychology, as well as courses in anthropology, economics, geography and sociology.
4. Humanities and the fine arts (including foreign languages) students should complete six to eight semester units divided between art and music. Additionally, one or two courses may be chosen from dance, drama, foreign language, humanities (general), non-European cultures, philosophy and religious studies.

NOTE: Always review requirements of institution to which you wish to transfer. See a counselor for accurate planning and current information.

Other programs are performing arts, dance, economics, environmental studies, foreign language, law, philosophy, physical education, physics, political science, psychology, chemistry, education, geology, humanities, journalism, sociology and speech.

INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate and professional levels for students planning to continue their education beyond community college.

Admission Policies

Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually other courses designated for transfer by the community college.

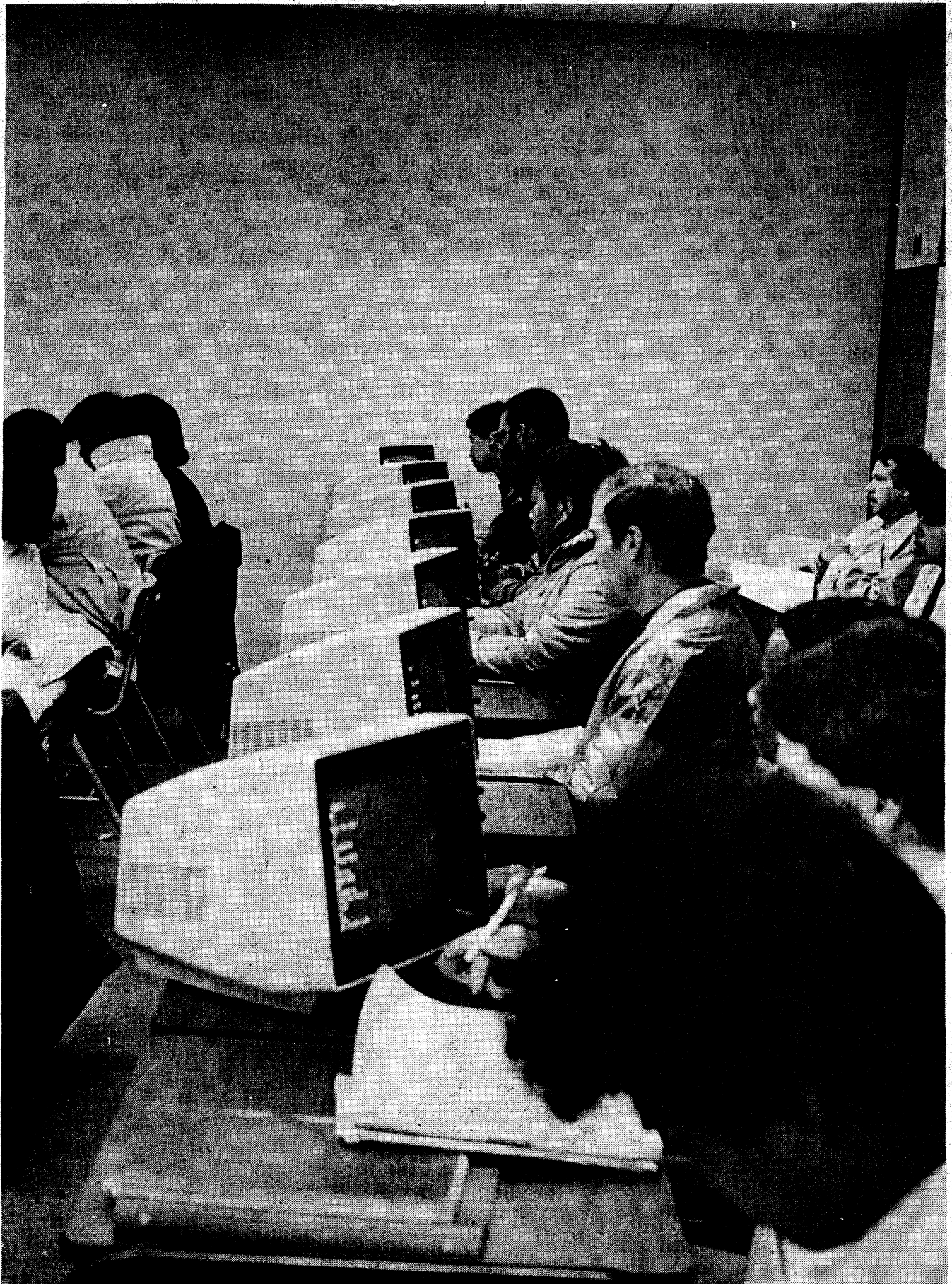
Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs, available upon request from the college's Office of Admissions.

Independent institutions are generous in awarding credit. They invite students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

Financial Aid

The application is simple. Students are to complete the Student Aid Application for California (SAAC) and request a copy to be sent to the college of their choice. Forms are available in the Office of Financial Aids at West Los Angeles College. For further information, students should contact the Office of Financial Aids at the college of their choice.





COURSE DESCRIPTIONS

The courses offered are listed alphabetically with brief course descriptions. The credit value of each course in semester units is indicated by the number in parentheses following the course title. Each unit represents one hour a week for lecture or recitation, or two or more hours per week of laboratory. Some courses may be repeated for credit. For example, **RPT 3** indicates that the course may be taken three times for credit. Prerequisites are stated if the course requires them. If the number of hours in which a class meets differs from the number of units, the course description states the actual number of lecture and/or laboratory hours.

All West Los Angeles College courses are college level courses, and most may be applied toward graduation requirements for the Associate Degree. Transfer courses are acceptable for credit at the University of California and at the California State University according to the following codes:

University of California

UC — Courses so designated are acceptable for credit at all branches of the University of California.

California State University

At the CSU, courses are transferred according to the designation:

CSU — Baccalaureate

Courses designated CSU are certified as being appropriate for baccalaureate degree credit for determining admission eligibility as an undergraduate transfer.

If nothing appears after the course title, then the course is not transferable. For specific course equivalents, see a counselor.

Course Repeatability for Credit

The symbol **RPT** identifies courses which may be taken more than once for credit. The number which follows **RPT** symbol indicates the number of times the course may be taken for credit.

ACCOUNTING

(See *Business* also)

1 Introductory Accounting I (5) UC:CSU

Prerequisite: Business 38, one year high school algebra or Math 31 and consent of instructor. Business Administration majors are advised to take Accounting 1 in their third semester.

This course emphasizes basic accounting theory and practices which include an analysis of records of original entry and their relationship to the general ledger, controlling accounts and their subsidiary ledgers, voucher system, periodic adjustments, worksheet, financial statements and closing the ledger. Students complete a simulated set of books of records for a sole proprietorship form of mercantile firm using business papers.

Acceptable for Management 1A credit, UCLA Note: Same as Accounting 21 with Accounting 22.

2 Introductory Accounting II (5) UC:CSU

Prerequisite: Accounting 1 or Accounting 22 with a grade of C or better or equivalent or consent of instructor.

Accounting principles and procedures relating to partnerships and corporations, accounting for manufacturing, cost accounting, branch and departmental accounting, interpretation of financial statements, supplementary statements, data processing and management controls are covered. Students complete a manufacturing firm practice set.

Acceptable for Management 1B credit, UCLA

3 Intermediate Accounting (3) CSU

Prerequisite: Accounting 2 with a grade of C or better or equivalent and consent of instructor. Lecture 3 hours.

This course covers the theory and practice of recording valuation and presentation of current fixed and intangible assets; current and long-term obligations; paid-in capital and retained earnings; financial statement analysis; cash flow reporting and changes in a financial position statement.

15 Tax Accounting 1 (3) CSU

Prerequisite: Accounting 1 or equivalent and permission of instructor.

Credit allowed for only one of Accounting 15 or Business 10.

Tax laws, accounting procedures, and preparation of returns required for federal and California State individual income taxes are covered.

20 Managerial Accounting (3) CSU

The application of accounting analysis to business decision, planning, and control is presented. The emphasis is on the usefulness and appropriateness of data.

21 Bookkeeping and Accounting I (3) UC:CSU

Prerequisite: Business 38, which may be taken concurrently.

Fundamentals of double entry bookkeeping; preparation of the trial balance; work sheets and simple financial statements; use of controlling accounts; the control of cash and bank reconciliation statements are presented. Students complete a mercantile firm practice set.

Credit allowed only for either Accounting 1 or 21. Accounting 21 and 22 together equal Accounting I and are acceptable for Management 1A credit, UCLA.

22 Bookkeeping and Accounting II (3) UC:CSU

Prerequisite: Accounting 21 or equivalent and permission of instructor.

The voucher system; payroll accounting; accounting of notes, bad debts, inventories, cost of goods sold, fixed assets, depreciation, adjustments and interim statements are dealt with. Students complete a mercantile firm practice set. *Together with Accounting 21, equals Accounting 1.*

37 Accounting Machine Practice (1-1)

Prerequisite: Basic arithmetic skills, Business 38 or high school math.

Laboratory 2 hours.

This laboratory course offers instruction in touch-key operation of ten-key and electronic printing and display calculators. Students are taught to use timesaving features on standard electronic calculators, including memory keys, constant and accumulative modes and decimal controls.

44 Life Insurance Accounting (LOMA 4) (2)

Prerequisite: Insurance 1 and 2.

Lecture 2 hours.

Upon completion of this course, students understand the types of transactions and entries encountered in insurance and investment operations and financial reports as well as the basic elements of automated data processing. This course also prepares students for the national examinations for part 4 of the LOMA program.

Cooperative Work Experience Education

Accounting is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

ADMINISTRATION OF JUSTICE

1 Introduction to Administration of Justice (3) UC:CSU

Philosophy and history of law enforcement, overview of crime and police problems, organization and jurisdiction of local, state and federal law enforcement agencies, survey of professional career opportunities and qualifications required for entry into a career in Administration of Justice are dealt with.

2 Concepts of Criminal Law (3) UC:CSU

Structure, definitions, and the most frequently used sections of the Penal Code and other criminal statutes pertaining to law enforcement are covered.

3 Legal Aspects of Evidence (3) UC:CSU

A careful study of the kinds and degrees of evidence and the rules governing the admissibility of evidence in court is made.

4 Principles and Procedures of the Justice System (3) UC:CSU

Procedures from incident to final disposition including the police, prosecution court and correctional process, principles of constitutional, federal, state and civil laws are considered as they apply to and affect law enforcement. Theories of crime and punishment are included.

5 Criminal Investigation (3) CSU

This course covers the fundamentals of investigation; crime scene search and recording, collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation.

6 Patrol Procedures (3) CSU

Prerequisite: Administration of Justice 1 or employment in law enforcement.

This course is a study of the responsibility, techniques and methods of police patrol. Topics include patrol distribution, selective enforcement, pull-over and approach methods, emergency pursuit driving, search of suspects and buildings, field interrogations, procedures in the handling of calls for police service and special police problems.

8 Juvenile Procedures (3) CSU

Prerequisite: Administration of Justice 1 or equivalent.

This course is a study of the organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

14 Report Writing for Peace Officers (3) CSU

Lecture 3 hours.

This course includes the study of and practice in preparing various types of reports required by the criminal justice system, review of basic writing skills, technical and legal terminology, and the requirements for preparation of legally admissible documents.

16 Recruitment Selection Process (3) CSU

Lecture 2 hours; discussion 1 hour.

This course provides an in-depth coverage of the legal selection process designed to assist students with employment in a law enforcement agency. Written exam techniques, oral exam techniques and the agility exam are covered. The background investigation, psych test and medical exam are explained. Practical ways to assist the candidate through the Academy are also included.

39 Probation and Parole (3) CSU

Community treatment in the correctional process; contemporary usage of presentence investigation and selection, supervision and release of probationers and parolees are examined.

60 Arrest, Search and Seizure (3) CSU

This course covers the history and development of the laws and custom of arrest, search and seizure and the "Exclusionary Rules." Consideration is given to landmark decisions and current case law which directs the applications of procedures and techniques as they relate to law enforcement officers and others in the apprehension of criminals and the procuring of evidence.

67 Community Relations I (3) UC:CSU

An in-depth exploration of the roles of the Administration of Justice practitioners and their agencies is offered. Through interaction and study the student becomes aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis is placed upon the professional image of the system of Justice Administration and the development of positive relationships between members of the system and the public.

72 Correctional Procedures (3) CSU

Current correctional procedures are studied in relation to jail management, receiving prisoners, custody and security, supervision of prisoners, staff services, prisoners' activities, custodial facilities, duties in coordinating inmate appearances in courts, and human relations in correctional facilities.

75 Introduction to Corrections (3) CSU

This basic course deals with the nature of correctional work; aims and objectives of correctional administration; probation and practices; skills, knowledge and attitudes required for employment in this field; types of institutions and services and career opportunities.

Cooperative Work Experience Education

Administration of Justice is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

AIRCRAFT ELECTRONICS TECHNOLOGY

1 Scientific Calculator Electronics Mathematics (4) CSU

Lecture 3 hours; laboratory 3 hours. A review of arithmetic, graphs, algebra and trigonometry as performed on the scientific calculator and their application to aircraft electronics circuits is presented.

2 Aircraft Direct Current Theory and Laboratory (4) CSU

Prerequisite: Aircraft Electronics Technology 1 or equivalent.

Lecture 3 hours; laboratory 3 hours.

A study is made of series, parallel, semi-parallel and complex circuits involving more than one source of EMF voltage dividers, and

the construction of basic meters is stressed. In the laboratory, practice is provided in the application of the basic laws of electricity to aircraft DC equipment.

3 Aircraft Alternating Current Theory and Laboratory (4)

Prerequisites: Aircraft Electronics Technology 2 or equivalent.

Lecture 3 hours; laboratory 3 hours.

A study of inductance, transformers, filters, reactance, resonant circuits, power factors and impedance matching, with motor and generator applications, graphical and vector representations is made. In the laboratory instruction is offered in the construction and testing of aircraft electronics equipment using oscilloscopes, frequency meters, probe measurements, bridges and "Q" meters.

4 Aircraft Semiconductor and Integrated Circuit Applications (4)

Prerequisite: Aircraft Electronics Technology 3 or equivalent.

Lecture 3 hours; laboratory 3 hours.

This course presents basic principles of semiconductors, crystal diodes, metallic rectifiers, transistors, Zener diodes, tunnel diodes and vacuum tubes. Instruction is offered in audio amplifier calculations, analysis of amplifier circuits using vacuum tubes and transistors. In the laboratory experience is provided in construction and testing of voltage and power amplifier and audio and RF amplifiers using vacuum tubes and transistors, including plotting characteristic curves, dynamic measurement, techniques of troubleshooting, gain and signal transfer measurements and distortion measurements.

5 Aircraft Electronic Circuit Analysis (4) CSU

Prerequisite: Aircraft Electronics Technology 4 or equivalent.

Lecture 3 hours; laboratory 3 hours.

A study is offered in the special electronic circuits that include multivibrators, blocking oscillators, integrators, differentiators, clippers, clampers, sweep and counter circuits. In the laboratory practice is offered in the wave form analysis of these circuits and soldering techniques, including solderless connections, wiring bundles, harness construction and repair.

6 Aircraft Electronic Circuit Analysis II (4) CSU

Prerequisite: Aircraft Electronics Technology 5 or equivalent.

Lecture 3 hours; laboratory 3 hours.

A study is offered in the special electronic circuits that include multivibrators, blocking oscillators, integrators, differentiators, clippers, clampers, sweep and counter circuits. In the laboratory practice is offered in the wave form analysis of their circuit.

7 Aircraft Receiver and Transmitter Principles I (4) CSU

Prerequisites: Aircraft Electronics Technology 6 or equivalent.

Lecture 3 hours; laboratory 3 hours.

Instruction is offered in the theory of operation of aircraft AM, FM, and single sideband receive-

ers and transmitters for communication and navigation equipment. In the laboratory practice is provided in testing, alignment and troubleshooting procedures for aircraft communication receivers, transmitters and navigation receivers.

8 Aircraft Receivers and Transmitters Principles II (4) CSU

Prerequisites: Aircraft Electronics Technology 7 or equivalent.

Lecture 3 hours; laboratory 3 hours.

Advanced instruction is offered in the operation and maintenance of aircraft AM, FM, and single sideband receivers and transmitters for communication and navigation equipment. In the laboratory experience is provided in testing, alignment and troubleshooting procedures for aircraft communication receivers, transmitters and navigation receivers.

9 Radio Communications (4) CSU

Prerequisites: Aircraft Electronics Technology 8 or equivalent.

Lecture 3 hours; laboratory 3 hours.

Instruction is offered in FCC regulations, radio broadcast transmitter licensing, operation and maintenance leading to FCC first class radio telephone license. In the laboratory the students will analyze, align, troubleshoot and repair AM, FM, SSB and pulse-modulated radio transmitters.

10 Digital Computer Logic, and Auto Pilot Systems (4)

Prerequisites: Aircraft Electronics Technology 3 or equivalent.

Lecture 3 hours; laboratory 3 hours.

Instruction is offered in symbolic logic for digital and analog computers, basic concepts, operating techniques and circuit components of magnetic amplifiers, as well as closed servo loop data transmission systems. In the laboratory experience is gained in construction of digital circuits, truth tables and troubleshooting techniques, also analysis and troubleshooting servo loops.

11 Aircraft Multiplex Systems (4) CSU

Prerequisites: Aircraft Electronics Technology 4 or equivalent.

Lecture 3 hours; laboratory 3 hours.

Instruction is offered in the theory, operation and maintenance of multiplex systems as applied to modern aircraft. In the laboratory the student analyzes, tests and performs troubleshooting repair and alignment on multiplex systems.

12 Aircraft Entertainment and Intercom Systems (4) CSU

Prerequisites: Aircraft Electronics Technology 8 or equivalent.

Lecture 3 hours; laboratory 3 hours.

This course includes a study of the intercommunication system of pilot to crew and pilot to passengers, as well as music, video, and sky-phones systems. In the laboratory the students will analyze PA systems, AM, FM, and video units.

51 Aircraft Electronic Multiplexing (4)

Prerequisites: Aircraft Electronics Technology 12 or F.C.C. 2nd or equivalent.

Lecture 3 hours; laboratory 3 hours.

This course offers instruction in the theory, operation, testing, alignment, and troubleshooting procedures for airborne communication systems.

52 Avionic Modular Components & Systems (4)

Prerequisites: Aircraft Electronics Technology 12 or F.C.C. 2nd or equivalent.

Lecture 3 hours; laboratory 3 hours.

This course offers instruction in the theory, operation, testing, alignment, and troubleshooting procedures for airborne pulse systems.

53 Current Communication/Navigation Circuit Applications (4)

Prerequisites: Aircraft Electronics Technology 12 or F.C.C. 2nd or equivalent.

Lecture 3 hours; laboratory 3 hours.

This course offers instruction in the theory, operation, testing, alignment, and troubleshooting procedures for airborne navigation systems.

AIRCRAFT PRODUCTION SKILLS

(Requirements for the certificate of completion are met by completing courses 1 through 9, listed below.)

1 Applied Mathematics for Aircraft Production Skills (2)

Lecture 2 hours.

This course presents the mathematics needed for aircraft production.

2 Aircraft Sub-Assembly Blueprint Reading (1)

Laboratory 3 hours.

Blueprint reading is offered as related to aircraft sub-assembly work.

3 Aircraft Basic Tools Procedure (1)

Lecture 1 hour.

The use, care and maintenance of basic tools are offered in this course.

4 Aircraft Structural Units and Materials (1)

Lecture 1 hour.

Instruction is offered in the properties of metals used in aircraft production. Emphasis is placed on structural units.

5 Aircraft Production Measuring Tools (2)

Lecture 2 hours.

The care, use, adjustment and maintenance of production assembly tools and measuring tools are offered in this course.

6 Aircraft Production Methods (1)

Laboratory 3 hours.

The practical applications of production skills are practiced in this course, utilizing the materials of aircraft construction.

7 Aircraft Riveting and Sub-Assembly (2)

Laboratory 6 hours.

Instruction is offered in aircraft sub-assembly and riveting procedures. Emphasis is placed on the development of production riveting skills.

8 Nomenclature and Coding of Aircraft Fasteners and Hardware (2)

Lecture 2 hours.

The course offers basic information in the coding and nomenclature of aircraft fasteners and hardware.

9 Aircraft Fasteners and Hardware Assembly (1)

Laboratory 3 hours.

This course offers instruction in the installation of a variety of fasteners and hardware used in aircraft production.

AMERICAN SIGN LANGUAGE

1 American Sign Language I (4) UC:CSU

Lecture 3 hours; laboratory 2 hours.

This course develops conversational skills in the American Manual Alphabet and Sign Language.

2 American Sign Language II (4) UC:CSU

Prerequisite: American Sign Language I with a grade of C or better.

Lecture 3 hours; laboratory 2 hours.

This course is a continuation of American Sign Language I. In-depth study of the structure of American Sign Language as used by deaf adults is provided. Receptive and expressive skills and sign vocabulary are developed.

ANATOMY

1 Introduction to Human Anatomy (4) UC:CSU

Prerequisite: Biology 5A/5B with grade of C or better; English 28 (concurrent enrollment acceptable). Recommended: Chemistry 3 or 10.

Lecture 3 hours; laboratory 3 hours.

This course acquaints students with the basic structure of the mammalian body. Lecture centers on the gross human structure and its embryological development. In the laboratory, a cat is dissected, and the various body systems are examined. The human skeleton is also studied.

Note: Anatomy 1 and Physiology 1 taken together equal Physiology 6.

206 Life Drawing III (3) UC:CSU*(Formerly Art 25)**Prerequisite: Art 205 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course is a continuation of Art 205. Students are expected to complete an additional 2 hours per week of studio homework.

208 Life Drawing Studio (2)**UC:CSU***(Formerly Art 26)**Prerequisite: Art 503 and 205 with grades of C or better or consent of instructor.*

Studio 4 hours.

This course consists of drawing from the human figure with problems in anatomy, structure, draftsmanship and pictorial space. Various pictorial concepts motivated by the human image are explored. Students are expected to complete an additional 2 hours per week of studio homework.

209 Perspective Drawing I (3)**UC:CSU***(Formerly Art 30)*

Lecture 2 hours; studio 2 hours.

This course helps the drawing and architecture student to better understand three-dimensional form in space. Study is made of one-, two-, and three-point perspective drawing of objects as well as architectural interiors and exteriors. Elementary drafting skills as well as freehand sketching and rendering will be explored. Students are expected to complete an additional 2 hours per week of studio homework.

300 Introduction to Painting (3)**UC:CSU***(Formerly Art 22)**Prerequisite: Art 201 or 501 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course continues the development of draftsmanship and exposure to art concepts related to imagery, paint quality, color and composition. Various media and mixed media in drawing and painting are explored with emphasis upon specific techniques. Students are expected to complete an additional 2 hours per week of studio homework.

*Acceptable for Art 20A credit, UCLA.***301 Watercolor Painting I (3)****UC:CSU***(Formerly Art 23)**Prerequisite: Art 300 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course is an introduction to and an exploration of watercolor media in varied styles, techniques and pictorial methods. Students are expected to complete an additional 2 hours per week of studio homework.

302 Watercolor Painting II (3)**UC:CSU***(Formerly Art 23)**Prerequisite: Art 301 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This is a continuation of Art 301. Students are expected to complete an additional 2 hours per week of studio homework.

303 Watercolor Painting III (3)**UC:CSU***Prerequisite: Art 302 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This is a continuation of Art 302.

304 Acrylic Painting I (3) UC:CSU*Prerequisite: Art 300 or 501 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course is an introduction to fundamental skills in acrylic media, canvas preparation and brush techniques. Composition and color theory are studied as applied to still life, landscape and natural forms. Students are expected to complete an additional 2 hours per week of studio homework.

305 Acrylic Painting II (3)**UC:CSU***Prerequisite: Art 304 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.

This course is a continuation of Art 304. Students are expected to complete an additional 2 hours per week of studio homework.

501 Beginning Two-Dimensional Design (3) UC:CSU*(Formerly Art 11)*

Lecture 2 hours; studio 2 hours.

This course provides an introduction to organization on the two dimensional plane. Scale, shape, texture, motion and color are focused upon. Fundamentals of modulations, modification and variation are explored. Students are expected to complete an additional 2 hours per week of studio homework.

502 Beginning**Three-Dimensional Design (3)****UC:CSU***(Formerly Art 13)**Prerequisite: Art 501 with a grade of C or better or equivalent. Art 503 may be taken concurrently.*

Lecture 2 hours; studio 2 hours.

This course provides an introduction to the organization of forms in three dimensions. Experimental problems in a variety of materials using various spatial constructions are dealt with. Students are expected to complete an additional 2 hours per week of studio homework.

503 Intermediate Design (3)**UC:CSU***(Formerly Art 12)**Prerequisite: Art 501 with a grade of C or better or consent of instructor.*

Lecture 2 hours; studio 2 hours.

This continuation of Art 501 stresses the individual's sensitivity to color enabling the painter, designer or layperson to utilize color for expression. Students are expected to complete an additional 2 hours per week of studio homework.

706 Clay Sculpture I (2) UC:CSU

Lecture 1 hour; studio 3 hours.

Design in three dimensions and in relief and basic sculptural processes in clay are ex-

plored. Students are expected to complete an additional 2 hours per week of studio homework.

708 Introduction to Ceramics (3)**UC:CSU***(Formerly Art 52)**Prerequisite: Art 501 with a grade of C or better or equivalent.*

Lecture 1 hour; studio 5 hours.

Instruction in wheel throwing and hand construction is provided. Simple experiments are conducted in the formulation of clay bodies and glazes. Analysis of form, function and decoration emphasizing the proper use of materials and tools in the basic methods of clay construction is stressed.

709 Ceramics I (3) UC:CSU*(Formerly Art 53)**Prerequisite: Art 708 with a grade of C or better or equivalent.*

Lecture 1 hour; studio 5 hours.

Development of students' technical skills is continued with emphasis on individual growth in creative design abilities. Loading and firing of kilns and study of ceramic raw materials are included.

710 Ceramics II (3) UC:CSU*(Formerly Art 53)**Prerequisite: Art 709 with a grade of C or better or equivalent.*

Lecture 1 hour; studio 5 hours.

This course is a continuation of Art 709.

711 Ceramics III (3) UC:CSU*Prerequisite: Art 710 with a grade of C or better or equivalent.*

Lecture 1 hour; studio 5 hours.

This course is a continuation of Art 710.

712 Ceramics Workshop (2) CSU*(Formerly Art 74)*

Studio 4 hours.

This course provides a studio experience for beginning and advanced potters. A variety of construction methods are undertaken simultaneously, including handbuilding, wheel-throwing and simple mold production. Techniques for surface enrichment, glazing and firing are explored at various levels of ability.

185 Directed Study - Art Honors**(1) UC:CSU****285 Directed Study - Art Honors****(2) UC:CSU****385 Directed Study - Art Honors****(3) UC:CSU***Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ASTRONOMY

1 Elementary Astronomy (3) UC:CSU

All areas of modern astronomy are discussed in this introductory course. Major topics include: the sun, moon and planets; stars and galaxies; telescopes and other instruments; constellations; and the history of astronomy. Telescopic observations of celestial objects are part of the course.

Acceptable for Astronomy 3 credit, UCLA.

AVIATION MAINTENANCE TECHNICIAN

1 Maintenance Procedures (3) CSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 2.

Lecture 3 hours.

Instruction is offered in ground operation, servicing airplanes, maintenance publications, forms, records, and mechanic's privileges and limitations. Aircraft materials and processes are identified with emphasis on inspection procedures.

2 Maintenance Procedures Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 1.

Laboratory 6 hours.

Instruction and practice is offered in the ground operation and servicing of airplanes. Maintenance publications, forms, and records are used in conjunction with inspection and repair procedures. Materials are identified and inspected to specifications.

3 Basic Aircraft Science (3) CSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 4.

Lecture 3 hours.

Instruction is offered in applied mathematics, physics, aircraft drawing, application of aircraft coverings, doping, and corrosion control.

4 Basic Aircraft Science Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 3.

Laboratory 6 hours.

Instruction and practical application is offered in basic mathematics, physics, aircraft drawings and prints. Instruction and practice is also given in wood structures, aircraft coverings, aircraft finishing and corrosion control.

5 Basic Electricity and Auxiliary Systems (3) CSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 6.

Lecture 3 hours.

Instruction is offered in basic electricity, Ohm's law, DC and AC circuits, semi-conductors, metric prefixes, and scientific notation. Communication and navigation systems, cabin atmosphere control, position and warning systems and ice and rain control systems are also covered.

6 Basic Electricity and Auxiliary System Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 5.

Laboratory 6 hours.

This course describes relationships between voltage, current and power and explains how to use testing and measuring equipment in the inspection, checking, servicing and repair of the following systems: air-conditioning, communication and navigation, position and warning, and ice and rain control.

7 Electrical and Instrument Systems (3) GSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 8.

Lecture 3 hours.

Instruction is offered in the function of aircraft electrical systems and components, generators, and aircraft instruments, including flight, navigation, and engine instruments.

8 Electrical and Instrument Systems Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 7.

Laboratory 6 hours.

An analysis is made of series, parallel and complex electrical circuitry in D.C. and in A.C., supplemented by discussion of testing and measuring equipment. Description, operation, and maintenance procedures for aircraft instrumentation are also explained.

9 Assembly, Rigging and Inspection (3) CSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 10.

Lecture 3 hours.

Instruction is offered in assembly and rigging techniques, with weight and balance theory and procedure emphasized, and in the fabrication and installation of fluid lines and fittings.

10 Assembly, Rigging and Inspection Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 9.

Laboratory 6 hours.

Instruction is provided in the skills and techniques needed for the assembly and rigging of airframe structures, including weight and balance computation. Opportunity is provided to fabricate fluid lines and fittings.

11 Aircraft Metal Assembly (3) CSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 12.

Lecture 3 hours.

This course offers a study of metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.



12 Aircraft Metal Assembly Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 11.
Laboratory 6 hours.

Instruction and practice is offered in cutting, bending, forming, welding and fastening metal structures. Plastic enclosures and honeycomb are evaluated. Structural repairs using various fastening and bonding techniques are emphasized.

13 Hydraulic, Landing Gear, and Fuel Systems (3) CSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 14.
Lecture 3 hours.

Instruction is offered in the study of hydraulic, landing gear, and aircraft fuel systems. Emphasis is placed on component design, operation, relationships, and system troubleshooting.

14 Hydraulic, Landing Gear, and Fuel Systems Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 13.
Laboratory 6 hours.

Hydraulic, landing gear, and fuel systems are studied and operated, with components removed and reinstalled. Emphasis is placed on procedure and techniques, troubleshooting, and diagnosis.

15 Propeller and Powerplant Systems (3) CSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 16.
Lecture 3 hours.

Instruction is offered in propellers, powerplant lubrication, cooling, induction, and exhaust systems. Fire protection, including fire detection and extinguishing systems, is included.

16 Propeller and Powerplant Systems Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 15.
Laboratory 6 hours.

Instruction and practice is offered in identifying lubrication; troubleshooting engine lubricating systems; servicing and repairing propellers and control systems; troubleshooting and repairing powerplant cooling, induction and exhaust systems; and inspecting and servicing powerplant fire protection systems.

17 Ignition and Fuel Metering Systems (2) CSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 18.
Lecture 3 hours.

Instruction is offered in the principles and practices of aircraft powerplant ignition systems and fuel metering systems.

18 Ignition and Fuel Metering Systems Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 17.
Laboratory 6 hours.

Instruction and practice is offered in inspecting, checking, servicing, troubleshooting, and repairing aircraft ignition and fuel metering systems.

19 Reciprocating Powerplant Overhaul (3) CSU

Prerequisite: Aviation Maintenance Technician 15 and 17. Must be taken concurrently with Aviation Maintenance Technician 20.
Lecture 3 hours.

Instruction is offered in maintenance, publications, basic engine theory and overhaul procedures of reciprocating engines.

20 Reciprocating Powerplant Overhaul Laboratory (2)

Prerequisite: Aviation Maintenance Technician 16 and 18. Must be taken concurrently with Aviation Maintenance Technician 19.
Laboratory 6 hours.

Instruction and practice is offered in use of maintenance publication records relative to overhaul procedure. Complete engine overhaul procedures and methods and practice are presented.

21 Powerplant Trouble Shooting and Testing (3) CSU

Prerequisite: Aviation Maintenance Technician 19. Must be taken concurrently with Aviation Maintenance Technician 22.
Lecture 3 hours.

Instruction is offered in engine inspection and troubleshooting procedures for reciprocating engines. Course includes turbine engine theory and operation.

22 Powerplant Trouble Shooting and Testing Laboratory (2)

Prerequisite: Aviation Maintenance Technician 20. Must be taken concurrently with Aviation Maintenance Technician 21.
Laboratory 6 hours.

Instruction and practice is offered in the installation, operation, and troubleshooting of aircraft powerplants.

23 Inspection and Evaluation (3) CSU

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams. Must be taken concurrently with Aviation Maintenance Technician 24.
Lecture 3 hours.

Instruction is offered in conducting 100-hour inspections. General airframe and powerplant subjects for the Airframe and/or Powerplant License are reviewed. Emphasis is placed on preparation for Federal Aviation Administration written examinations.

24 Inspection and Evaluation Laboratory (2)

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams. Must be taken concurrently with Aviation Maintenance Technician 23.
Laboratory 6 hours.

Instruction and practice is offered in conducting a 100-hour inspection on an airframe and

powerplant and using the appropriate reference material and correct procedures to determine airworthiness of an airframe or powerplant. Students perform general, airframe, and powerplant practical projects.

25 Federal-Oral and Practical Examinations (3)

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 24 and written exams passed, or Aviation Maintenance Technician 23 through Aviation Maintenance Technician 24 and written exams passed or meet requirements of Federal Air Regulation part 147 or written permission of instructor as per Federal Air Regulation 65.80.
Lecture 3 hours.

Instruction and practice is offered in oral and practical examinations for the airframe and powerplant technician. Using FAA guidelines, oral and practical examinations are conducted by a designated mechanic examiner.

26 Federal-Oral and Practical Examinations (2)

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 24 and written exams passed or Aviation Maintenance Technician 23 through Aviation Maintenance Technician 24 and written exams passed, or written permission of instructor as per Federal Air Regulation 65.80.
Laboratory 6 hours.

Instruction and practice is offered in oral and practical examinations for the airframe and powerplant technician. Using FAA guidelines, oral and practical examinations are conducted by a designated mechanic examiner.

31 Inspection Authorization for Aviation Mechanics (3)

Prerequisite: FAA Mechanic Certificate with Airframe and Powerplant ratings.
Lecture 3 hours.

Instruction is offered on the Certificated Aviation Mechanic reviewing regulations, inspection procedures and preparation for the Federal Aviation Administration Mechanic Inspection Authorization.

53 Aeronautical Ground School I (3) CSU

Lecture 3 hours.

This course fulfills the Federal Aviation Administration requirements of private pilot ground school instruction with the basic study of aeronautics, Federal Aviation Regulations, physiology of flight, fundamentals of flight, meteorology, navigation and flight planning.

61 Science of Aeronautics I (3) CSU

Lecture 3 hours.

Instruction is offered in basic aeronautical navigation procedures of dead reckoning and radio, with emphasis on flight planning and the use of published aids. This course is presented as preparation for the FAA Commercial Pilot Rating.

89 Preventive Maintenance for Pilots (3)

Lecture 3 hours.

Aircraft maintenance that is permitted by pilots is discussed and demonstrated. Part 43 of the Federal Aviation Agency is used as the guiding rule. A complete aircraft is used for demonstration.

BIOLOGY

3 Introduction to Biology (4)

UC:CSU

Lecture 3 hours; laboratory 3 hours.

Biological principles, activities and relationships of living organisms to each other and the world they live in, with emphasis on their correlations to the human organism are surveyed.

4 Heredity and Human Development (3) UC:CSU

Lecture 3 hours.

This is an introductory genetics course for non-science majors. Emphasis is placed on the facts and fictions of heredity including its relationship to evolution, reproduction, genetic counseling and various human conditions and diseases.

5 Introduction to Human Biology (4) UC:CSU

Prerequisite: Eligibility for English 28 and completion of Mathematics 30 or equivalent.

(NOTE: This course is presented in two modules: module A, lecture; module B, laboratory. Concurrent enrollment in the modules is required.)

Lecture 3 hours; laboratory 3 hours.

This course provides a basic introduction to biological principles. In addition, emphasis is given to the study of the basic unit of life, the cell, and animal tissues. This course is the prerequisite for Anatomy 1, Microbiology 20 and Physiology 1. Recommended for non-biology science majors (Formerly Zoology 5.)

6 General Biology I (5) UC:CSU

Prerequisite: Chemistry 1 with a grade of C or better, concurrent enrollment in Chemistry 1 and consent of instructor or consent of instructor.

Lecture 3 hours; laboratory 6 hours.

The principles of molecular biology, cell structure and function, genetics, evolution and organization at the tissue level in plants and animals are studied. Biology 6 and 7 satisfy requirements of lower division zoology and botany for biological science majors.

Acceptable for: Biology 1A and 1B credit, UCLA, when both Biology 6 and 7 are completed.

7 General Biology II (5) UC:CSU

Prerequisite: Biology 6 or its equivalent with a grade of C or better or consent of instructor.

Lecture 3 hours; laboratory 6 hours.

This course covers the principles of organ and organ system physiology in plants and animals, ecology and the course of evolution. A survey of the various plant and animal groups is included.



Acceptable for: Biology 1A and 1B credit, UCLA, when both Biology 6 and 7 are completed.

10 Natural History I (4) UC:CSU

Recommended: Some prior biology experience.

Lecture 2 hours; laboratory 3 hours.

This course surveys the plants and animals of Southern California, their history, ecology, interrelationships and classification, with emphasis on the valley and marine environments of the local Santa Monica and San Gabriel Mountains. Laboratory experience includes field trips to each area.

185 Directed Study - Biology (1) UC:CSU

285 Directed Study - Biology (2) UC:CSU

385 Directed Study - Biology (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Biology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

BROADCASTING

1 Fundamentals of Radio and Television Broadcasting (3) CSU

Required of all Broadcasting majors. Open to others.

Lecture 3 hours.

This course focuses on the basic phases of radio and television broadcasting, including its history, legal aspects, networks, FCC, pro-

gramming, use of motion pictures and videotapes, sales, public service, studio procedure and station personnel.

5 Radio and Television Acting (3) UC:CSU RPT 2

Lecture 3 hours; laboratory 1 hour.

Fundamentals of acting before a microphone or video camera are stressed. Students perform in commercials and scenes using VTR equipment. Through playback, analysis of technique and instructor critique, students develop their acting abilities.

Acceptable for credit: 12 units maximum from Broadcasting 5, 46, and Theatre 42, 44, 45, 46, UC campuses.

26 TV-Film Aesthetics (3) CSU

This course examines television and film art forms and covers the history, genres, production elements, cultural impact, and possible future development of these media. Classic programs on kinescope and videotape are shown to illustrate course material.

46 Fundamentals of Television Production (4) CSU RPT 2

Prerequisite: Completion of, or concurrent enrollment in Broadcasting 1.

Lecture 3 hours; laboratory 3 hours.

The history and development of television as a communications medium are studied. The uses of television and responsibilities of the broadcast media are discussed. Students analyze content and form of current programs. Fundamentals of television production are taught, and instruction is given in the operations and functions of broadcast facilities. A tour of a major network facility is included as part of the course.

See acceptability Broadcasting 5.



BUSINESS

Also listed alphabetically in this catalog: Accounting, Business, Business Data Processing, Finance, Law, Management, Marketing, Office Administration, Real Estate, Supervision.

1 Introduction to Business (3) CSU

(NOTE: Students who are business majors or who are considering a change to this major are advised to take this course as a foundation. It is a survey of the fundamental aspects of all phases of business.)

Forms of business organization, finance, personnel problems, marketing, managerial aids and business-government relations are surveyed. Students are given an overview of all facets of business.

31 Business English (3)

This course offers intensive review of the mechanics of English: spelling, grammar, punctuation, sentence structure and word usage. It develops business vocabulary as well as English skills necessary in business. Same as Office Administration 31.

32 Business Communications (3) CSU

Prerequisite: Business 31 with a grade of C or better (or equivalent) and the ability to type.

This course teaches practical psychology in dealing with people through business correspondence. It affords experience in composing the basic types of letters used in business (inquiry, order, acknowledgement, sales, collection, credit, application and personal business), as well as experience in writing reports. Emphasis is placed upon vocabulary building, correct English usage and fundamentals of clear, direct and meaningful expression. Same as Office Administration 32.

38 Business Computations (3) CSU

This course provides a brief review of the fundamentals of computations followed by applications of non-algebraic mathematics to wage payment methods and payroll preparations; percentage, markon, markup, markdown and turnover, cash and trade discounts; simple interest and applications of compound interest principles to investment, annuity and depreciation problems

Cooperative Work Experience Education

Business Data Processing is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

185 Directed Study - Business (1) CSU

285 Directed Study - Business (2) CSU

385 Directed Study - Business (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Business on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

BUSINESS DATA PROCESSING

For all Business Data Processing and Computer Science-Information Technology courses, a

maximum of 3 courses (9 units) regardless of department are acceptable for transfer to UC campuses.

Offerings in Business Data Processing and Computer Science-Information Technology are cross referenced. Courses which may be substituted are listed below, and either course offering is acceptable for credit in WLAC degree and certificate program. A student may enroll in and receive credit for only one course in each substitution pair.

Acceptable Substitutions:

BDP 1 and CS 1
BDP 21 and CS 7
BDP 22 and CS 3
BDP 29 and CS 11
BDP 30 and CS 12
BDP 58 and CS 17
BDP 55 and CS 39

1 Principles of Business Data Processing I (3) UC:CSU

Principles of data processing as used in business and industry, including punched card data processing, electronic computers and their applications to business systems are covered. Elements and capabilities of electronic computers, programming and systems design and flow charting are introduced. See Computer Science-Information Technology I.

21 (See Computer Science-Information Technology 7)

22 (See Computer Science-Information Technology 3)

29 Fundamentals of COBOL Programming (3) UC:CSU

Prerequisite: Business Data Processing 21 or 22 or equivalent experience with consent of instructor.

COBOL (Common Business Oriented Language) is a language which facilitates the programming of computers for business applications. This course is intended to cover the four divisions, flowcharting and the logic used in COBOL. Students learn the concepts of structured programming featuring modular programming, top-down design technique, GO TO-less programming and other techniques of structured programming. Students develop clear, understandable, programs which are run on the computer. See Computer Science-Information Technology 11.

30 Advanced COBOL Programming (3) UC:CSU

Prerequisite: Business Data Processing 29 or equivalent experience with consent of instructor.

This course covers advanced COBOL programming concepts using the Report Writer Feature, Sort Feature, Mass Storage Devices, Table Handling, Segmentation and other advanced COBOL programming techniques. Students program and test programs on a computer.

31 Business Data Processing Systems (3) UC:CSU

Prerequisite: At least one advanced programming course (Computer Science 27, 37, 39 or Business Data Processing 29, or equivalent experience with consent of instructor).

This course covers initiating, planning, executing and implementing systems in business. Business systems are analyzed from a "total system" concept using techniques such as flowcharting and procedural and simplification studies. The application of computers to complex systems and large clerical operations is considered. Students study the life cycle of a computer-based business system ranging from the problem definition to the processes of system design, development and operation. The design of real-time, on-line and time sharing systems is studied also.

58 Assembly Language Programming I (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or equivalent experience with consent of instructor.

The student learns to program IBM 360/370 Assembly language effectively — including data presentation, component and program organization. The use of registers, addressing, arithmetic (decimal and fixed point) and macro instructions are covered through programming projects. See Computer Science-Information Technology 17.

Cooperative Work Experience Education

Business Data Processing is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

CHEMISTRY

1 General Chemistry I (5) UC:CSU

Prerequisites: 1. Either high school chemistry or Chemistry 10 with a grade of C or better, and a satisfactory score on a chemistry placement examination given in advance of registration. Students should consult the Admissions Office, the Counseling Office or the Chemistry Department for dates of examinations.

2. A minimum of two years of high school mathematics or completion of Mathematics 20 or its equivalent. Both prerequisites must have been completed within the last two years.

Recommended: Completion of English 28 or a more advanced reading and composition course with a grade of C or better; or eligibility for English 1.

Lecture and conference 5 hours; laboratory 4 hours.

This is a basic course emphasizing principles and theories. It includes discussions of chemical stoichiometry, atomic and molecular structure and the periodic table, gases, liquids, solids, solutions, oxidation-reduction, acids and bases, and an introduction to chemical thermodynamics. The laboratory emphasizes basic laboratory skills, chemical principles, and quantitative relationships.



Chemistry 1 and Chemistry 2 are acceptable for Chemistry 11 ABC, BL, CL credit, UCLA. No credit for Chemistry 3 or 10 if taken after Chemistry 1.

One course maximum credit for 3 or 10.

2 General Chemistry II (5) UC:CSU

Prerequisite: Chemistry 1 with a grade of C or better within the last two years.

Lecture and conference 5 hours; laboratory 4 hours.

This course is a continuation of Chemistry 1, with an introduction to chemical kinetics, chemical equilibrium with emphasis on aqueous equilibria, electrochemistry, nuclear chemistry, organic chemistry, and descriptive inorganic chemistry. The laboratory includes both quantitative experiments and qualitative analysis.

Chemistry 1 and 2 are acceptable for Chemistry 11 ABC, BL, CL credit, UCLA. No credit for Chemistry 3 or 10 if taken after Chemistry 1.

3 Introductory Chemistry (5) UC:CSU

Prerequisites: A knowledge of basic arithmetic as taught in Mathematics 30 (Arithmetic for College Students) is essential; Mathematics 31 (Elementary Algebra) or one year of high school algebra is highly recommended.

Also recommended is completion of English 21 or a more advanced reading and composition course with a grade of C or better; or eligibility for English 28.

Lecture and conference, 4 hours; laboratory, 3 hours.

This introductory course emphasizes the principles of chemistry, including inorganic and organic chemistry. It is intended for students in

nursing, home economics, physical education, elementary education, and for liberal arts majors who need a physical science laboratory course. Students intending to take Chemistry 1 should take Chemistry 10 rather than Chemistry 3.

9 Introductory Organic and Biochemistry (4) UC:CSU

Prerequisite: Chemistry 1, 3 or 10, with a grade of C or better.

Lecture 3 hours; laboratory 3 hours.

This course is designed for students who are majoring in dental hygiene, home economics or nursing. Emphasis is placed on organic chemistry and the processes that occur in living tissues. The relationship between organic and biochemistry is presented at the molecular as well as the cellular level.

10 Introduction to General Chemistry (5) UC:CSU

Prerequisite: One year of high school algebra or Mathematics 31 and a satisfactory score on an entrance examination testing background for this course.

Recommended: Completion of English 21 or a more advanced reading and composition course with a grade of C or better; or eligibility for English 28.

Lecture and conference 5 hours; laboratory 2 hours.

This basic chemistry course presents elementary principles of general chemistry, including nomenclature and problem solving. Students whose previous chemistry background is inadequate for Chemistry 1 should take this course in preparation for Chemistry 1. Chemis-

try 10 is also recommended for students who have been away from high school chemistry for more than two years.

Acceptable for Physical Science M2 or Chemistry M2 credit, UCLA.

Maximum of one course from Chemistry 3 or 10. Maximum of 4 credits transferable to UC. No credit for Chemistry 3 or 10 if taken after Chemistry 1.

14 Introductory Organic Chemistry (5) UC:CSU

Prerequisite: Chemistry 2 with a grade of C or better.

Lecture 3 hours; laboratory 6 hours.

The student is introduced to structure, bonding, stereochemistry and functional group chemistry with emphasis on mechanisms. In the laboratory the essential skills of preparation, isolation, purification and identification of organic compounds are presented.

Chemistry 14 and 15 acceptable for Chem. 21, 22, 24 credit, UCLA.

15 Introductory Biochemistry (5) UC:CSU

Prerequisite: Chemistry 14 with a grade of C or better.

Lecture 3 hours; laboratory 6 hours.

An introduction to the structure, properties, and metabolism of carbohydrates, fats, proteins, nucleic acids, vitamins and hormones. Relationships between metabolism and energy are presented. In the laboratory, the preparation and reactions of biologically important compounds, both chemical and enzymatic, are investigated.

Chemistry 14 with 15 acceptable for Chem. 21, 22, 24 credit, UCLA.

30 Chemistry Review (1)

Prerequisite: Concurrent enrollment in Chemistry 3 or 10.

This is a 1-hour-per-week review period in which students who have difficulty with problem-solving are provided opportunities for supervised study and work in chemical calculations.

185 Directed Study - Chemistry (1) UC:CSU

285 Directed Study - Chemistry (2) UC:CSU

385 Directed Study - Chemistry (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

CHILD DEVELOPMENT

1 Child Growth and Development (3) UC:CSU

Lecture 3 hours.

The process of human development from pre-birth to adolescence is studied. Emphasis is



placed on development which enables children to reach physical, mental, emotional and social maturity.

2 The Child and the School (3) CSU

Prerequisite: Verification of annual tuberculosis test.

Lecture 3 hours.

This is a survey course of preschool education. The student becomes aware of various types of schools offering experiences to children between 2 and 5 years of age. The personal characteristics of preschool teachers and opportunities for careers in the field are studied. Curriculum suitable for preschool children is included.

3 Creative Experiences for Children I (3) CSU

Recommended: Child Development 1 and 2.

Lecture 3 hours.

Many types of creative experiences for young children are explored including painting, clay, music, drama, art materials and language development. The student has an opportunity to learn to set up, control and evaluate children's experiences in a classroom setting.

6 The Residential Child Care Worker (3) CSU

Lecture 3 hours.

This is a basic "How-to" training course for staff of children's institutions and group homes and for foster parents dealing with emotionally disturbed, neglected, dependent, retarded and physically handicapped children.

10 Child Health (3) CSU

Recommended: Child Development 1 and 2.

Lecture 3 hours.

This course includes information on the nutritional needs and physical and mental well-being of children from birth to adolescence. Information dealing with special problems/handicaps is included. Habits and attitudes toward health are discussed. Community re-

sources which are available to assist in the physical and mental well-being of the child are explored.

11 Home, School and Community Relations (3) CSU

Recommended: Child Development 1 and 2.

Lecture 3 hours.

A study is made on the effect of children's homes, schools and communities on their development. Special emphasis is placed on the dynamics of human relations in the multi-cultured urban setting. The cooperation between all agencies connected with the young child is studied in depth.

12 Parent Involvement in Early Childhood (3) CSU

Recommended: Child Development 1 and 2.

Lecture 3 hours.

Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences to enable them to relate better to the families of the children in their classrooms. Techniques such as role-playing and personal interviews are utilized to give students confidence in working with parents and their specific problems.

21 Child Development Practices (3) CSU

Prerequisite: Child Development 1 and 2 or consent of instructor. Verification of annual tuberculosis test.

Lecture 2 hours; laboratory 3 hours.

Teaching methods and program planning for preschool students are examined along with the use of materials and equipment in the classroom. Observation and limited participation in the preschool classroom are included as well as discussions on the development of well-adjusted personality during the preschool years.

22 Laboratory in Child Development (4) CSU RPT 2

Prerequisite: Child Development 1, 2 and 21. Verification of annual tuberculosis test.

Lecture 2 hours; laboratory 6 hours.

Work with nursery school children is conducted under the direction of a nursery school staff member and is supplemented by the supervision of the course instructor. Emphasis is placed on developing, implementing and evaluating classroom experiences for young children.

30 Infant Studies (3) CSU

Prerequisite: Child Development 1.

Lecture 3 hours.

A survey of infant-toddler development and current educational programs is provided. Principles of infant-toddler care and environmental and curricular design are studied. An opportunity for observation and participation in field and clinical work is offered.

34 Observing and Recording Children's Behavior (3) CSU

Lecture 2 hours; laboratory 1 hour.

This course includes observing, recording and interpreting children's behavior in a variety of settings. Diaries, anecdotes and other forms of written and oral records are explored and used.

41 Organization and Administration of Nursery Schools (3) CSU

Prerequisite: Child Development 1 and 11 or consent of instructor. Recommended: Child Development 2.

Lecture 3 hours.

The principles and practices of nursery school organization and administration covered include organizational structure, budgeting, personnel policies and practices, records, statistics, reporting and relationship with community resources.

Cooperative Work Experience Education

Child Development is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

CHINESE

21 Fundamentals of Chinese I (3) UC:CSU

Lecture 2 hours; laboratory 1 hour.

This course introduces the fundamentals of pronunciation and grammar structure. Practical material for simple conversation, based on everyday experiences, is offered. Emphasis is placed upon the spoken language. Chinese 21 and Chinese 22 together are equivalent to Chinese 1.

NOTE: Chinese 21 and Chinese 22 equal Chinese I, UC.

22 Fundamentals of Chinese II (3) UC:CSU

Lecture 2 hours; laboratory 1 hour.

This course completes the elementary grammar of Chinese. Practical material for simple

conversation, based on everyday experiences, is offered. Emphasis is placed upon the spoken language.

See NOTE: Chinese 21.

CINEMA

(For classes in Cinema see Theatre 501, 505, 507, 509.)

COMPUTER SCIENCE-INFORMATION TECHNOLOGY

(See also Business Data Processing)

For all Computer Science-Information Technology and Business Data Processing courses, a maximum of 3 courses (9 units) regardless of department is acceptable for transfer to UC campuses.

Offerings in Computer Science-Information Technology and Business Data Processing are cross referenced. Courses which may be substituted are listed below, and either course offering is acceptable for credit in WLAC degree and certificate programs. A student may enroll in and receive credit for only one course in each substitution pair.

Acceptable substitutions:

- CS 1 and BDP 1*
- CS 7 and BDP 21*
- CS 3 and BDP 22*
- CS 11 and BDP 29*
- CS 12 and BDP 30*
- CS 17 and BDP 58*
- CS 39 and BDP 55*

1 Principles of Business Data Processing I (3) UC:CSU

Principles of Data Processing, including a survey of electronic computer systems, components, languages and techniques are covered. Examples of scientific and commercial applications are given. Elements and capabilities of electronic computers, programming, systems designing and flow charting are introduced. Computers and related equipment in the campus data center are used to familiarize the student with the actual operation of typical systems.

See Business Data Processing I.

3 Business Computer Programming I (3) UC:CSU

Prerequisite: Computer Science 1 or equivalent experience with consent of instructor.

This introductory course in programming is for those students who are currently employed in data processing, who need a one semester transfer course or who plan to proceed to more detailed studies of programming techniques. Students are introduced to FORTRAN, COBOL and the ASSEMBLY languages. A computer is available on campus for students to "debug" and run their programs.

7 RPG Programming (3) UC:CSU

Prerequisite: Computer Science-Information Technology 1 or equivalent experience with consent of instructor.

This course provides a specialization in the techniques of data processing with emphasis on the programming of reports using the Report Program Generator (RPG). The basic principles and general concepts of RPG language and programming are covered, providing the student with a basic computer programming course. Students write and test programs on the campus computer.

11 COBOL Programming I (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or 7 or equivalent experience with consent of instructor.

COBOL (Common Business Oriented Language) is a language which facilitates the programming of computers for business applications. The course is intended to cover the four divisions, flowcharting and logic used in COBOL. Students learn the concepts of structured programming, featuring modular programming, top-down design technique, GO TO-less programming and other techniques of structured programming. Students develop a clear, understandable, program to be run on the computer.

17 Assembly Language Programming I (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or equivalent experience with consent of instructor.

This course presents IBM 360/370 ASSEMBLY language programming — including data presentation, component and programming organization. The use of registers, addressing, arithmetic (decimal and fixed point) and macro instructions are covered through programming projects.

See Business Data Processing 58.

19 PASCAL Programming (3) UC:CSU

Prerequisite: At least one advanced programming class (Computer Science 27, 37, 39, Business Data Processing 29).

This course presents the Pascal programming language, emphasizing its structure and application to business and scientific problems along with elements of good programming style and the production of high quality, maintainable programs. Students write Pascal programs on campus microcomputers.

27 FORTRAN Programming (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or equivalent experience with consent of instructor.

Students learn to use the FORTRAN language to program typical, practical problems as would be encountered in scientific, industrial and commercial applications. Students write programs which are run on the campus computer. Emphasis is placed on the computer as a tool. The concepts of structured programming, featuring modular programming and top-down design techniques, are emphasized.

37 Digital Computer Programming (3) UC:CSU

Prerequisite: Computer Science 3 or its equivalent with consent of instructor.

This course provides an introduction to machine language programming. It includes a brief survey of machine hardware and operating system software, and an introduction to the use of symbolic assembly language. The campus computer and its operating system and assembler are used to assemble and execute student programs and to provide experience in operating and programming typical computer systems. On-line systems technology and processing are emphasized.

38 Computer Operations (3) UC:CSU

Prerequisite: Computer Science 3 or its equivalent with consent of instructor.

This course provides an introduction to the operation of modern computer systems. Operating systems and computer system software are described in general. Students learn to operate the computer and its peripheral equipment through job control language and become familiar with the operation and management of a computer center, by using the campus computer. On-line systems technology and processing are emphasized, and microprocessor CP/M is included.

39 Advanced Computer Programming (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or 27 or equivalent experience with consent of instructor.

This advanced course introduces the use of modern microprocessors in computing, with special emphasis on the application of the BASIC language to a wide variety of current problems such as color graphics, dynamic games, high resolution plotting, computerized music and disk file manipulations. Particular attention is paid to the interface between BASIC and the machine language of typical microprocessors and their monitor systems. Students learn to operate, program and understand the application of two very popular microprocessor types, the 6502-based Apple II and the Z80-based CP/M systems, both of which are available on campus.

Cooperative Work Experience Education

Computer Science-Information Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

COOPERATIVE EDUCATION

The following courses provide Cooperative Work Experience Education credit. See Cooperative Work Experience Education in the Educational Program Section of the Catalog. Limits to transfer credit are explained in the Cooperative Education Credit Guide.

191 Work Experience in Major I (1) UC:CSU**291 Work Experience in Major I (2) UC:CSU****391 Work Experience in Major I (3) UC:CSU****491 Work Experience in Major I (4) UC:CSU**

Prerequisite: Employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

192 Work Experience in Major II (1) UC:CSU**292 Work Experience in Major II (2) UC:CSU****392 Work Experience in Major II (3) UC:CSU****492 Work Experience in Major II (4) UC:CSU**

Prerequisite: Completion of course 191, 291, 391 or 491, Work Experience in Major I, and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

193 Work Experience in Major III (1) UC:CSU**293 Work Experience in Major III (2) UC:CSU****393 Work Experience in Major III (3) UC:CSU****493 Work Experience in Major III (4) UC:CSU**

Prerequisite: Completion of course 191, 291, 391 or 491, Work Experience in Major I and course 192, 292, 392 or 492. Work Experience in Major II and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

194 Work Experience in Major IV (1) UC:CSU**294 Work Experience in Major IV (2) UC:CSU****394 Work Experience in Major IV (3) UC:CSU****494 Work Experience in Major IV (4) UC:CSU**

Prerequisite: Completion of course 191, 291, 391 or 491, Work Experience in Major I; course 192, 292, 392 or 492, Work Experience in Major II; course 193, 293, 393 or 493, Work Experience in Major III and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

195 Work Experience - General I (1)**295 Work Experience - General I (2)****395 Work Experience - General I (3)**

Prerequisite: None.

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major, but must be educational.

Limits to transfer credit: See Cooperative Education Credit Guide.

196 Work Experience - General II (1)**296 Work Experience - General II (2)****396 Work Experience - General II (3)**

Prerequisite: Completion of course 195, 295 or 395, Work Experience - General I.

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major, but must be educational.

Limits to transfer credit: See Cooperative Education Credit Guide.

DENTAL HYGIENE

(Courses are open to Dental Hygiene Majors only.)

100 Principles of Clinical Dental Hygiene (2)

Lecture 2 hours.

This course provides beginning dental hygiene students with the scientific knowledge and understanding of the basic principles of dental techniques and procedures for applying complete oral hygiene services.

101 Clinical Dental Hygiene I (2)

Laboratory 6 hours.

This introductory course to clinical dental hygiene is designed to develop the skills and techniques required for performing the oral prophylaxis and orienting students to the role and function of the dental hygienist as a member of the preventive dentistry team.

102 Radiology I - Introduction to Radiology (1)

Lecture 1 hour.

This course includes a study of the theory and development of radiation; radiation safety and the technique of exposing, processing and mounting radiographs. Lectures include the rationale for and interpretation of radiographs as they relate to dental hygiene.

103 Radiology I - Laboratory (1)

Laboratory 3 hours.

Clinical laboratory experience in intraoral radiological techniques; darkroom processing and mounting procedures and interpretation of radiographs for preliminary evaluation are discussed and applied.

104 Tooth Morphology (2)

Lecture 1 hour; laboratory 3 hours.

A detailed study is made of permanent and deciduous dentition including morphology, eruption, function and occlusion. Laboratory sessions include comparison of various extracted teeth and the functional relationships of teeth.

105 General Pathology (2)

Lecture 2 hours.

This course focuses on the major diseases and disorders which students will encounter in practice. Scientific terms and disease mechanisms are introduced by stressing the patient as well as the disease.

106 Anatomy and Embryology for Dental Hygiene (3)

Lecture 2 hours; lecture/demonstration 1 hour.

A detailed study of the Anatomy and Embryology of the human head, neck, face and jaw through lecture and demonstration.

150 Preventive Dentistry (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This course provides the fundamentals for the clinical application of preventive dentistry procedures. Content centers on the use of dental fluorides, caries susceptibility testing, dietary analysis, plaque control therapy and communications skills for effective patient counseling.

151 Clinical Dental Hygiene II (3)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Under supervision in a clinical environment at UCLA, students apply knowledge and basic clinical skills learned in DH 101 and other pre-clinical classes toward proficiency in the care and treatment of the dental hygiene patient.

152 Radiology II - Advanced Radiology (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This course is intended to familiarize students with advanced intra-oral, extra-oral and spe-

cialized radiographic techniques. A knowledge and understanding of panoramic, cephalometric and photographic surveys and equipment are discussed. More advanced interpretive radiographic evaluations as they pertain to dental hygiene are emphasized.

153 Radiology II - Laboratory (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Laboratory 3 hours.

Clinical laboratory experience in extra-oral, specialized intra-oral and preliminary radiographic interpretations are developed.

154 Oral Pathology (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

This course provides an introduction to interpretation of clinical and histological pathologic conditions. Students view oral abnormalities with the use of slides and radiographs.

155 Dental Materials (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

The purpose of this course is to study the properties, composition and manipulation of materials used in the field of dentistry and dental hygiene. The study of dental materials enables the dental hygienist to understand the behavior of these materials and thus subsequent manipulation.

156 Head and Neck: Histology and Embryology (3)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours; laboratory 3 hours.

The embryonic development of the head, neck, face and jaws is discussed with special emphasis on the development of the oral cavity and teeth; microscopic structure of tissues of the oral cavity and head and neck are correlated with gross anatomic structure.

200 Introduction to Dental Pathology (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This course provides an introduction to the understanding, recognition and proper treatment of dental tissue pathology. Lectures and discussion cover the aspects of occlusal dysfunction, dental caries, pulpal pathology, alterations and injuries to tooth tissue, treatment planning and principles of advanced instrumentation.

201 Clinical Dental Hygiene III (4)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Clinic 12 hours.

Under supervision in a clinical environment, students apply specific knowledge and skills learned in pre-clinical and clinical courses, as well as from other clinic related classes. Rotating assignments into various dental specialty clinics provide an opportunity to learn about the role of the dental hygienist in these areas. Care and treatment of the special patient is discussed in a core course with UCLA dental students.

202 Dental Specialties and Expanded Functions (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

This course is designed to enable the dental hygiene student to understand and appreciate the various aspects of dentistry to which dental hygiene is allied. The specialized areas of dental practice are presented to establish a proper perspective of dental hygiene in its relationship to the subdivisions of dentistry.

203 Dental Specialties and Expanded Functions - Laboratory (1)

Laboratory 3 hours.

Expanded functions for the dental hygienist deals with the integration of the hygienist into the dental team as a flexible auxiliary for present and future positions in the oral health delivery system. Areas of study include: placement and removal of rubber dams; myofunctional therapy; sizing of stainless steel crowns; sizing, placement and removal of temporary crowns; mouthguard construction; placement and removal of anterior and posterior matrices; placement and condensation of composite restorations; placement, condensation and finishing of amalgam restorations and design of restorative preparations.

204 Dental Health Education (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This introductory course to dental health education is designed to orient dental hygiene students in the role of the dental health educator. This course applies educational techniques in teaching elementary pre-school aged children and those with special handicaps.

205 Dental Health Education - Practicum (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Practicum 3 hours.

This course is the practical experience which coordinates with the lecture course, Dental Health Education, DH 204.

206 Periodontics (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

This course is designed to provide dental hygiene students with a basic background in periodontics. The role of the dental hygienist in the prevention and treatment of periodontal disease is emphasized. Lectures on anatomy, histology and pathology of the periodontium are correlated with the clinical aspects of periodontal treatment and various therapeutic measures currently in use. Emphasis is placed on root planing and soft tissue curettage.

207 Pain Control (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Management of pain control through the use of local anesthetics nitrous oxide and oxygen sedation is studied through lectures and laboratory practice.

208 Pharmacology (3)

Prerequisite: Enrollment limited to 2nd year Dental Hygiene students.

Lecture 3 hours.

This course presents the general principles of pharmacology including the pharmacodynamics, pharmacokinetics, adverse reactions, and contraindications of drugs. Emphasis will be placed on those drug groups especially relevant to dental practice including the general anesthetics, local anesthetics, sedatives, analgesics, antiseptics, autonomic drugs, and antibiotics.

250 Advanced Periodontal Seminar (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

In seminars, students discuss auxiliary procedures for the periodontally involved patient. Cases are presented and discussed. Emphasis is placed on treatment planning and evaluation of treatment.

251 Clinical Dental Hygiene IV (4)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Clinic 12 hours.

Under supervision in a clinical environment, students apply knowledge and clinical skills learned in pre-clinical and clinical courses, as well as from other clinic related classes toward increasing proficiency in treatment of the dental hygiene patient. Rotating assignments into various dental specialty clinics provide an opportunity to observe and participate as a dental hygienist in these areas.

252 Essentials of Dental Hygiene Practice (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

Through lecture, class discussion and group activities, students focus on the changes which are confronting health care professionals. Areas of discussion are role delineation, legal considerations, ethics and practice management.

253 Community Dental Health (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

This course is an introduction to the principles of dental public health. It includes the history and trends in dental care delivery, the functions of governmental and voluntary health agencies, dental disease prevention, epidemiology and statistics.

254 Community Dental Health - Practicum (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Practicum 2 hours.

The purpose of this course is to introduce students to problems, ideas, concepts and program planning in public health and community dentistry. The major emphasis of the course is the application of systematic planning, implementation and evaluation of community education programs. Through the course project students are directly involved in identifying dental health problems, identifying and analyzing the target group, collecting baseline data, writing program objectives, writing basic health education methodologies and evaluating a dental health education program.

DRAFTING

1 General Drafting I (3) CSU

Prerequisite: None.

Lecture 1 hour; laboratory 5 hours.

This course provides basic training in the preparation of industrial drawings, including the underlying principles of mechanical drawing, the use of drawing instruments, geometric construction, freehand technical sketching, single-view and multi-view drawings, sectioning, and dimensioning.

2 Applied Technical Drafting I (4) CSU

Prerequisite: Drafting 1 or General Engineering 52.

Lecture 1 hour; laboratory 5 hours.

This course continues development of Drafting 1 techniques and includes ANSI and MIL-STD. conventions, auxiliaries, fasteners, tolerancing, assemblies, and detail drawings.

3 Applied Technical Drafting II (4) CSU

Prerequisite: Drafting 2.

Lecture 1 hour; laboratory 5 hours.

Emphasizing advanced detail drawings, this course includes secondary auxiliary drawings, advanced developments and intersections, comprehensive treatment of section views and an introduction to positional and geometrical tolerancing.

185 Directed Study - Drafting (1) CSU

285 Directed Study - Drafting (2) CSU

385 Directed Study - Drafting (3) CSU

Prerequisite: Consent of Instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Drafting on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ECONOMICS

1 Principles of Economics I (3) UC:CSU

This introductory course provides the student with an understanding of the basic economic principles and forces which govern the production and distribution of goods and services. Topics include: forms of business organizations; the role of government in the economic system; value and price in a free enterprise system; labor-management relations and contemporary economic developments.

Acceptable for Economics 1 credit, UCLA.

2 Principles of Economics II (3) UC:CSU

This is an introductory course in the principles of macroeconomics. Topics considered include: the national income, business fluctuations, the financial system, public finance, international economics and application of economic principles to contemporary economic developments.

Acceptable for Economics 2 credit, UCLA.

4 Economics for the Consumer (3) UC:CSU

Students study economics from the consumer viewpoint. The course deals with the consumer's place in the economy, budgeting, family financial management, consumer choice, consumer credit, saving and investment, estate planning, insurance and consumer aids.

10 Economic History of the United States (3) UC:CSU

This course stresses the economic aspects of United States history. Topics considered are colonial commerce and agriculture, economic aspects of the Revolution, rise of the factory system, internal transportation and communication, the agrarian revolution, the con-

solidation of business, the labor movement, business cycles and world economic relations. Same as History 15.

Acceptable for Economics 10 credit, UCLA.

EDUCATION

1 Introduction to Teaching (3)

UC:CSU

Recommended for those interested in or planning to enter the teaching profession.

A general introduction to various fields of educational thought and practice is provided. The nature of teaching and the qualifications which lead to success in the field of education are studied. Vocational opportunities and current practice in the classroom are discussed. Same as Education 2 with Education 3.

A student may receive credit only for Education 1 or for Education 2 and 3. No credit will be given for all three courses or for combinations of Education 1 and 2 or Education 1 and 3.

UCLA: Maximum credit: 3 units for any combination of Education 1, 2 or 3.

2 Introduction to Education I (1)

UC:CSU

Students are provided with an opportunity to ascertain their interest in and aptitude for a career in education. Course assignments include observation of teachers at work.

Education 2 with Education 3 is equivalent to Education 1.

UCLA: Maximum credit: 3 units for any combination of Education 1, 2 or 3.

3 Introduction to Education II (2)

UC:CSU

Prerequisite: Tuberculin Test or Chest X-Ray required before tutoring.

This course provides a survey of current educational trends and includes an analysis of personal qualifications required for success in the field. Opportunities to tutor individual students on the elementary, secondary or community college level are also provided. Additional time is required for tutoring.

Education 2 with Education 3 is equivalent to Education 1.

UCLA: Maximum credit: 3 units for any combination of Education 1, 2 or 3.

4 Principles and Practices for Teacher-Aides (3)

Theory and techniques of teacher-aide involvement in assisting regular teachers in practical ways in the school and the classroom are covered.

5 Introduction to Instructional Media (3)

This course provides an introduction to the innovative field of educational technology and media — including an overview of the area relating educational media to the learning process. Students select, use and evaluate actual media materials in the College Study Center Laboratory. It provides students with options to utilize media for their own purposes or to assist other students in utilizing media. Individual sections of the course may be taken separately (5A-5B-5C) and may be repeated, utilizing different media packages.

10 Principles of Teacher Assisting (3) CSU

This course assists the educational aide in gaining a greater understanding of the teacher-student aid relationship and its effect on the learning environment in the classroom. Development of communication skills and of tutoring techniques is stressed.

Cooperative Work Experience Education

Education is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

ELECTRONICS

Applicable laboratory material fees will be announced by the instructor.

2 Introduction to Electronics (3) CSU

Recommended: Electronics Technology majors should enroll in Electronics 10 concurrently.

Lecture 3 hours.

An overview of the field of applied electronics and its employment opportunities is presented along with an introduction to components, nomenclature and symbols and a familiarization of equipment specifications and physical units.

4 Fundamentals of Electronics I (4) CSU

Prerequisite: One year of high school algebra or Mathematics 31. Day Students: Recommended that Electronics 2 and 10 be taken concurrently.

Evening Students: Recommended that Electronics 10 be taken concurrently.

Lab fee for material used.

Lecture 3 hours; laboratory 3 hours.

The detailed study of direct current theory and applications is made. Topics include DC circuits, Ohm's Law, power sources, magnetism, capacitance, inductance and transient circuits. Emphasis is placed on solving DC circuits using Kirchoff's Laws, mesh and nodal methods, Thevenin's and Norton's Theorems. This course prepares the student for alternating current circuits. Laboratory experience in Ohm's Law, Kirchoff's Laws and instrumentation circuits is given. Laboratory practices include component evaluation and identification, breadboard construction of basic circuits, resistor and capacitor color codes, schematic reading and an introduction to the theory and use of electronic instruments. Students begin measurements with the volt-ohm-milliammeter and digital voltmeter. A scientific pocket calculator is required.

6 Fundamentals of Electronics II (4) CSU

Prerequisite: Electronics 4 or equivalent with at least a grade of C, Electronics 10 with at least a grade of C. Recommended: Electronics 6 and 12 should be taken concurrently.

Lab fee for material used.

Lecture 3 hours; laboratory 3 hours.

A study of the theory and practice of alternating current principles providing a foundation for

understanding transistor circuits is presented. Topics include series and parallel LCR circuits, resonance, transformers, coupling, filters and an introduction to pulse waveform terms and values. The laboratory course includes experiments covering material discussed in the lecture. Extensive use is made of signal generators, the laboratory time-base oscilloscope, the digital voltmeter, Q-meter and the impedance bridge.

A scientific pocket calculator is required.

10 Mathematics of Electronics I (3) CSU

Prerequisite: One year of high school algebra or Mathematics 31.

Lecture 3 hours.

The first course in the mathematics techniques used to solve electronic problems is presented. Scientific notation and units are followed by algebraic operation in fractions, fractional equations, factoring and quadratic equations. A scientific pocket calculator is required. Mathematics 31, Elementary Algebra, may be substituted when Electronics 10 is not offered.

12 Mathematics of Electronics II (3) CSU

Prerequisite: Electronics 10 or Mathematics 31 with a grade of C or better or consent of instructor.

Lecture 3 hours.

This second course in the techniques of electronics mathematics prepares students for Electronics 6. Trigonometry is applied to electronic circuit problems. Triangle solutions, periodic functions, plane vectors and vector algebra are included with calculator applications and logarithms. A scientific pocket calculator is required.

20 Electronic Circuits I (4) CSU

Prerequisite: Electronics 6, concurrent enrollment or consent of instructor.

Lab fee for material used.

Lecture 3 hours; laboratory 3 hours.

This is the first course in linear circuit analysis and design. The lecture develops and analyzes transistor circuits. It includes a study of the theory and the operation of solid state diodes and bipolar and field-effect transistors with a complete analysis of their basic circuitry. Circuits include voltage and power amplifiers, oscillators and power source circuits. Integrated circuits are introduced. The laboratory supports the principles of the solid state circuits studied in the lecture. Students breadboard, test and evaluate power sources, audio, video and DC amplifiers. Extensive use is made of the transistor curve tracer, signal generators and the time-base oscilloscope.

A scientific pocket calculator is required.

22 Electronic Circuits II (4) CSU

Prerequisite: Electronics 20 or consent of instructor.

Lab fee for material used.

Lecture 3 hours; laboratory 3 hours.

A continuation of solid-state linear circuit analysis and design from Electronics 20 includes design details of cascade resistance and direct coupled amplifiers, integrated differential and operational amplifiers, power amplifiers and sine wave oscillators. There is an introduction to feedback and distortion. The laboratory pro-

vides test and evaluation of the circuits and systems studied in lecture. Extensive use of the digital voltmeter time-base oscilloscope and signal generator are continued. A scientific pocket calculator is required.

24 Electronic Circuits III (4) CSU

Prerequisite: Electronics 20 and 22 or consent of instructor.

Lab fee for material used.

Lecture 3 hours; laboratory 3 hours.

This is the third course in the circuit design and analysis sequence of solid state switching circuits, pulse techniques, bistable and monostable multivibrators, blocking and time-base oscillators, waveshaping and sweep circuits. Digital logic circuit introduction is made. The laboratory permits the students to breadboard and test advanced solid-state switching circuits using high performance test equipment. Use of the pulse generator, function generator and delayed time-base oscilloscope are made. A scientific pocket calculator is required.

28 Electronic and Electro-Mechanical Drafting I (2) CSU

Prerequisite: Concurrent enrollment in Electronics 4 or equivalent is desirable.

This is a wide scope drafting course that includes, along with the basic fundamentals, the additional training needed to convert engineering data into a form that can readily be used for documentation or production. Some of the topics covered are current technology standards, industrial terms, format of standard circuits, wiring lists, circuit board layout and charts and graphs. A set of simple drawing equipment is to be supplied by the student.

44 Communications Electronics (3)

Prerequisite: Electronics 20 or consent of instructor.

Lecture 3 hours.

This course includes electronic circuit analysis relative to data/information transmittal and reception and aids students to attain one of various FCC commercial or amateur licenses. Topics of study include electromagnetic waves, propagation, antennas, amplitude and frequency modulation. Emphasis is on the analysis of AM and FM radio receivers and transmitters, including methods of testing, alignment and adjustment. A study is made of radio laws and operating procedures.

54 Computer Logic (4) CSU

Prerequisite: Electronics 20 or consent of instructor. Concurrent enrollment in Electronics 22 is desirable.

Lab fees for material used.

Lecture 3 hours; laboratory 3 hours.

An introduction to electronic computers is made. A brief treatment of programming, number systems and Boolean Algebra is presented. Analysis, design and utilization of principal computer circuits such as logic gates, flipflops and memory networks are presented. Design of binary counters and application of Boolean Algebra to perform binary arithmetic are presented. Laboratory work verifies logic circuit design and includes basic computer circuit breadboarding and analysis methods with fault location techniques.

56 Computer Circuits (3) CSU

Prerequisite: Electronics 22 or consent of instructor. Concurrent enrollment in Electronics 24 is desirable.

Materials charge.

Lecture 3 hours.

Detailed study of the function of digital computers and logic requirements is done along with instruction in logic tables and trees. An introduction to programming and numbering systems is presented. The laboratory includes the application and evaluation of the logic equations and requirements developed in lecture class. Microcomputers, CRT terminals and other hardware are utilized with high performance instrumentation to teach the standard fault location techniques in computer systems.

57 Computer Circuits Laboratory (1) CSU

Prerequisite: Concurrent enrollment in Electronics 56.

Laboratory 3 hours.

The laboratory provides evaluation of digital computer circuits through the use of computer trainers. Stored program concepts are covered using machine programming to develop software diagnostics. The analysis of fault location in computer circuits is also covered.

66 Television Circuits I (3) CSU

Prerequisite: Electronics 22, consent of instructor or concurrent enrollment in Electronics 22. Concurrent enrollment in Electronics 67 is required.

Lecture 3 hours.

A study and analysis of monochrome television circuits and systems is made. Emphasis is placed on video and control information transmission and processing in the receiver system. RF, IF, sweep and gain control circuit analysis are done. Fault location and fix from symptom recognition are made. There is also an introduction to color television.

67 Television Circuits I Laboratory (1)

Prerequisite: Electronics 22, consent of instructor or concurrent enrollment in Electronics 24. Concurrent enrollment in Electronics 66 is required.

Laboratory 3 hours.

The laboratory enables students to trouble shoot television circuits and practice fault recognition and location. Test equipment unique to television trouble-shooting is introduced.

68 Television Circuits II (3)

Prerequisite: Electronics 66, 67, and 22. Concurrent enrollment in Electronics 24, or consent of instructor. Concurrent enrollment in Electronics 69 is required. Lecture 3 hours.

The theory of color television receivers and equipment is presented. The color system and broadcasting are studied. Studio equipment is discussed including video tape recorders. The operation of color circuits is presented.

69 Television Circuits II Laboratory (1)

Prerequisite: Electronics 66, 67, and 22. Concurrent enrollment in Electronics 24, or consent of instructor. Concurrent enrollment in Electronics 68 is required.

Laboratory 3 hours.

The laboratory application of color television receivers and equipment along with practical fault location and equipment adjustment practice is conducted. Unique television troubleshooting equipment usage is continued.

Cooperative Work Experience Education

Electronics is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

ENGINEERING, GENERAL

1 Introduction to Science, Engineering and Technology (2) UC:CSU

This course is a series of lectures for all students in engineering and technology. The lectures acquaint the students with the various branches of engineering and technology and with the employment opportunities in these branches. Professional engineers, specialists and technicians describe their work and the educational requirements of their respective fields.

2 Introduction to Engineering Drafting (3) UC:CSU

Prerequisite: High school drafting, college drafting or General Engineering 52.

Materials Charge.

Lecture 1 hour; laboratory 5 hours.

Intermediate level multi-view and pictorial drawings are covered. Emphasis is placed upon practical application to detail and assembly drawing. Sketching, auxiliary views and linear tolerancing are included.

3 Engineering Drawing Systems (3) UC:CSU

Prerequisite: General Engineering 2.

Materials Charge.

Lecture 1 hour; laboratory 5 hours.

This course consists of making a variety of engineering drawings typical in major fields of engineering. Technical sketching is emphasized. Various tables and handbooks and their uses are considered.

4 Engineering Descriptive Geometry (3) UC:CSU

Prerequisite: General Engineering 2.

Lecture 1 hour; laboratory 5 hours.

This course presents the fundamental principles of engineering descriptive geometry and their application to engineering problems; orthographic projection, including auxiliary views and oblique views; point, line and plane problems; and intersections and developments.

7 Statics (3) UC:CSU

Prerequisite: Chemistry 1 or equivalent.

Lecture 2 hours; laboratory 3 hours.

Force systems and equilibrium conditions are studied, with emphasis on engineering problems covering structures, machines, distributed forces and friction. This course is required of all engineering majors.

52 Elementary Engineering Drafting (3)

Materials Charge.

Lecture 1 hour; laboratory 5 hours.

Instruction is provided in the proper use and care of drawing instruments, in technical lettering, geometric construction, orthographic and pictorial views, sectional views, developments, fasteners and dimensioning.

53 Technical Illustration I (3)

Prerequisite: General Engineering 52 or equivalent High School or College Drafting.

Principles and techniques in isometric projection as they apply to technical publications, production illustration and illustration within engineering departments are covered. A basic study of exploded and cutaway views is included.

54 Technical Illustration II (3)

Prerequisite: General Engineering 53.

Lecture 1 hour; laboratory 5 hours.

This course deals with drawing principles and techniques in dimetric projection, trimetric projection and rotation, as they apply to technical publications, production illustration and illustration within engineering departments. Basic aerospace structures are also included.

Cooperative Work Experience Education

Engineering is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

185 Directed Study - Engineering, General (1) UC:B UC:CSU**285 Directed Study - Engineering, General (2) UC:B UC:CSU****385 Directed Study - Engineering, General (3) UC:B UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Engineering, General on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ENGLISH**1 College Reading and Composition I (3) UC:CSU**

Prerequisite: Satisfactory score on placement test or completion of English 28 with a grade of C or better.

This course develops skills in writing essays and in reading nonfiction materials critically. The prerequisite to these techniques is an understanding of the elements of punctuation, sentence structure, spelling and paragraph development.

Acceptable for English 3 credit, UCLA.

2 College Reading and Composition II (3) UC:CSU

Prerequisite: English 1 with a grade of C or better.

This course extends the reading and writing skills obtained in English 1. Critical reading and interpretation of literary works in the genres of the novel, the short story, the play and the poem are emphasized. Students are required to write critical essays about these literary forms.

Acceptable for English 4 credit, UCLA.

3 World Literature I (3) UC:CSU

Prerequisite: English 1.

This survey of world literature in translation begins with works of the Near and Far East, continues with the Greek epic and drama, follows with Latin and Italian literature and closes with major writings from Spain, France and Germany through the sixteenth century. Critical papers are required.

Acceptable for Humanities 1A credit, UCLA.

4 World Literature II (3) UC:CSU

Prerequisite: English 1.

This course surveys continental and oriental literature which has been translated, from the seventeenth century to the present and emphasizes works from France, Germany, Scandinavia, Russia, Japan and China. Critical papers are required.

Acceptable for Humanities 1B credit, UCLA.

5 English Literature I (3) UC:CSU

Prerequisite: English 2.

This survey of English literature begins with Beowulf and continues to the decline of neoclassicism in the 18th century, with special emphasis on the major figures and works. The writing of critical papers is required.

Acceptable for English 10A credit, UCLA.

6 English Literature II (3) UC:CSU

Prerequisite: English 2.

This survey of English literature includes writings from the Romantic Age to the English writers of the present. The writing of critical papers is required.

English 5, 6 acceptable for English 10 ABC credit, UCLA.

7 American Literature I (3) UC:CSU

Prerequisite: English 1.

This survey of American literature, from the earliest period through the Civil War, includes major literary works which express the social and political concerns of a pluralistic society. The writing of critical papers is required.

8 American Literature II (3) UC:CSU

Prerequisite: English 1.

This survey of the United States' literature, from the Civil War to the present, places special emphasis upon those writers who significantly treat the social, political and philosophical problems of the period. The writing of critical papers is required.

10 The Twentieth Century Novel (3) UC:CSU

Prerequisite: English 1.

This course is a study of the Twentieth Century novel from 1910 to the present. Landmark European, British and American novels are read and discussed, with written critical papers required.

11 Fiction (3) UC:CSU RPT 2

Prerequisite: English 1.

A discussion of selected great novels and novelists from the 18th and 19th century French, German, Russian, English and American literature is conducted. The writing of critical papers is required.

13 Dramatic Literature (3) UC:CSU

Prerequisite: English 1.

An historical survey of dramatic literature is made, with emphasis on the works of major playwrights, such as Sophocles, Shakespeare, Moliere, Shaw, Ibsen, O'Neill and Williams. The writing of critical papers is required.

14 Contemporary Literature (3) UC:CSU

Prerequisite: English 1.

This course concentrates on significant American and British literature since 1900. Some attention is paid to historical, social and cultural influences on this literature. The writing of critical papers is required.

15 Shakespeare I (3) UC:CSU

Prerequisite: English 1.

Poems and plays selected from the works of Shakespeare are studied. Some attention is paid to the background of his times and to the Renaissance theater. The writing of critical papers is required.

18 Children's Literature (3) UC:CSU

Prerequisite: English 1.

This course is a survey of the literature suitable for children of different age levels and is recommended for prospective nursery, kindergarten and elementary teachers. Parents will also find the course material helpful in discovering what reading material is available for a child's home library.

19 The Literature of American Ethnic Groups (3) UC:CSU

Prerequisite: English 28 or equivalent.

This course considers noteworthy fiction and other literature arising from the traditions and contemporary problems of several ethnic groups, each of which offers a unique contribution to American life.

21 English Fundamentals (3)

Prerequisite: Satisfactory performance on English placement exam or completion of English 47 with a grade of C or better.

This course stresses instruction in writing for the student who needs to improve basic communication skills. The primary objective of the course is the mastery of the basic sentence and its variations. The term "mastery of the sentence" implies more than the ability to

choose correct answers in exercise books; it implies competence at writing related clusters of sentences and simple paragraphs.

22 Technical English (3)

Technical English is designed for students in the business, industrial and technical fields. Instruction covers writing, reading and speaking. Emphasis is placed upon the writing of business and technical correspondence, procedures and a variety of reports; the summarizing of trade reports, technical reports and other technical data and the preparation and presentation of oral reports.

23 Vocabulary Building (3) CSU

Prerequisite: Satisfactory score on English placement test or English 1.

This beginning course in the technique of enlarging and enriching the individual's vocabulary looks toward a more adequate understanding and use of words. It includes the history of language and a survey of the varied elements which make up our individual vocabularies. The student is given an introduction to the laws of word formation, derivatives from Latin, Greek and Old English and the application of prefixes and suffixes to the roots of words. This course counts towards the graduation requirement of six units in Communications.

27 Writers' Round Table (3) UC:CSU RPT 3

Prerequisite: English 1 or equivalent.

English 27 deals with the writing of poetry, fiction and drama by introducing the student to the basic elements of each genre through reading and writing assignments. Class discussion of student writing is an important part of the course.

28 Intermediate Reading and Composition (3)

Prerequisite: Completion of English 21 with a grade of C or better or satisfactory score on English placement test.

English 28 is a composition course designed for two types of students: those who need additional help and preparation before continuing with English 1 and those who wish to improve their basic English skills in a terminal writing course. The primary stress in English 28 is on writing — short paragraphs at first, progressing by the end of the course to two or three full-length compositions, a total of ten to fifteen papers. This course satisfies the A.A. Communications requirement.

30 Communications I: Understanding Literature (3)

Prerequisite: Satisfactory score on English placement test or completion of English 47 with a grade of C or better.

This course helps students increase their enjoyment and understanding of literature and provides instruction in sentence-writing techniques. Students analyze the reading selections for characterization, theme, plot, point of view and tone.

33 Basic Vocabulary (3)

This course familiarizes students with the wealth of information contained in dictionaries, and instructs them in their usage as a tool for communication. The student's vocabulary is increased through a systematic study of word

structure, prefixes, suffixes and combining forms. The student becomes aware of the utility and beauty of language.

35 Special Readings (3)

This course is primarily concerned with selected readings and discussions of fictional and non-fictional literature. The material is chosen to broaden the students' interest in themselves as individuals and in their role as members of society. This course counts towards the graduation requirement of 6 units in communications.

40 Literature and the Motion Picture (3) UC:CSU

Prerequisite: English 28 or equivalent.

Lecture 3 hours.

This course is designed to develop skills in analyzing and evaluating the comparative arts of literature and the motion picture. The student will be given the opportunity to view feature length films of cultural and artistic significance and read related works of literature including novels, short stories, plays, and film scripts.

43 College Conversational English as a Second Language (3) UC:CSU RPT 2

Continued practice is provided in conversation and composition based on readings in order to develop vocabulary and fluency in the English language.

Acceptable for credit: 8 units maximum from English 43, 44, 45 and Speech 9 with only 3 units allowable from Speech 9, UC campuses.

44 College English as a Second Language I (5) UC:CSU

Only students whose native language is not English are allowed to take this course. The fundamentals of English as a second language include drill in the construction of sentences and their word order, grammar, idioms, punctuation, capitalization, vocabulary and spelling. Reading for comprehension and practice in writing compositions are included.

See Acceptability English 43.

45 College English as a Second Language II (5) UC:CSU

Prerequisite: English 44 with a grade of C or better or equivalent.

This course is planned for students to whom English is a second language. It continues work on the fundamentals of English, providing drill in grammar, idioms, vocabulary and spelling. Greater emphasis is placed upon writing of essays and reading of textual materials.

See Acceptability English 43.

46 Reading and Study Improvement (3)

Prerequisite: Satisfactory score on English placement test or completion of English 47 with a grade of C or better.

This course is designed to aid the student in increasing reading and study efficiency. Each student is assisted in analyzing reading skills and, by means of intensive practice with a variety of reading equipment, learns how to read more effectively for a variety of purposes: textbook reading, on-the-job reading tasks and other situations where rapid reading and high retention are desirable.

47 Reading Clinic (3) RPT 2

Prerequisite: Appropriate score on English placement test and concurrent registration in Psychology 22. The two courses are the first in the basic skills program. One hour of additional practice is required in the Instructional Center.

English 47 offers the student the opportunity to increase reading and study skills to college level. Emphasis is placed on sight vocabulary, reading comprehension, study techniques and specific weaknesses, as revealed by diagnostic tests.

51 The Short Story (3) UC:CSU

Prerequisite: English 1.

The short story as a literary genre, with emphasis on analysis and class of individual stories, is covered. Technique and meaning of the works are considered in their own right and in relationship to others of the genre. Selections range from authors who are seminal figures in the short story to the most recent writers, and include a sampling of American, European and other authors. The writing of critical papers is required.

64 Reading and Writing: Basic Skills (3) RPT 2

This course provides individual diagnosis and instruction in: reading comprehension skills, grammar and punctuation emphasizing the reading and writing of sentences, phonics for spelling and comprehension improvement. *See English 64 A-B-C.* The course consists of three one-credit modules. Students may register for one or all modules. Each one-credit module provides individual diagnosis and instruction in various skills according to student needs. Module A offers reading comprehension skills. Module B offers grammar and punctuation, which emphasizes the reading and writing of sentences. Module C offers phonics for spelling and comprehension improvements. English 64A, 64B and 64C are the equivalent of English 64. Students who have completed any other English course may elect to take English 64 to reinforce the skills.

67 Writing Laboratory (.5)

Prerequisite: None.

Laboratory: 1 hour.

This course is designed to improve the student's writing abilities by providing supervised instruction. English 67 emphasizes individual conferences and completion of specific assignments based on personal needs and skills required in both English and other college courses.

185 Directed Study - English (1) UC:CSU

285 Directed Study - English (2) UC:CSU

385 Directed Study - English (3) UC:CSU

Prerequisite: A grade of C or better in English 1 and/or consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ENVIRONMENTAL SCIENCE

1 The Human Environment: Physical Processes (3) UC:CSU

This introductory course discusses the effects of humans on their physical environment. Particular emphasis is placed upon modifications of physical processes due to industrialization and urbanization. Energy and pollution are stressed. Topics include energy sources and the environment, air pollution, climatic change, solid waste and water pollution as well as topics of current interest.

2 The Human Environment: Biological Process (3) UC:CSU

A study of the interactions of humans and their environment, this course covers the problems of population, pollution, food production and consumption and energy flow from the biological view point.

FAMILY AND CONSUMER STUDIES

1 Career Opportunities (2) CSU

Lecture 2 hours.

This is an introductory course in Family and Consumer Studies with emphasis on employment in the field, general consumer education and personal development.

2 Consumer Studies and Management (3) CSU

Lecture 3 hours.

This course is designed to improve quality of life by emphasizing definition and clarification of values and goals and stressing the decision-making process. Knowledge of economics and environmental factors which affect everyday life is emphasized. The art of being a consumer is studied, as well as the understanding of the use of life's major resources: time, money and energy — all to improve contemporary living.

6 Challenges of Aging (3) CSU

Prerequisite: None.

Lecture 3 hours.

This introduction to aging explores the developmental changes and specific needs of the older adult. It examines scientific and applied theories of aging and comparative cultural features of the role of the aged. This course is designed for paraprofessionals and others who are interested in working with older adults.

13 Fashion Analysis (3) UC:CSU

Prerequisite: Art 11.

Lecture 2 hours; laboratory 1 hour.

Basic art principles in apparel design and selection are studied. Special consideration is given to line and color with individual application. Experience is gained in making flat patterns, and the influence of historic fashions is studied.

17 Textiles (3) UC:CSU

In this course a study is made of sources and characteristics of man-made and natural fibers and the processes used in the manufacturing and finishing of textile materials. The background for intelligent selection, use, care, and merchandising of textiles is included. It is plan-

ned to meet the needs of art, business, home economics, fashion, and home furnishing majors.

20 Contemporary Nutrition (3) UC:CSU

Prerequisite: None.

Lecture 3 hours.

This is a nontechnical course designed to inform the student of the importance of nutrition and to apply this knowledge in establishing good eating habits. It provides the student with experience with meal planning, food selection, preparations, and understanding food labels.

21 Nutrition (3) UC:CSU

Lecture 3 hours.

This basic survey course is important to all those interested in nutrition. The fundamentals of nutrition which affect human growth and health maintenance, including weight control and dietary requirements, throughout the life cycle are studied. Food compositions and the nutritional aspects of food preparation are explored.

45 Personal Appearance (2)

This course provides training in self-improvement and personality development as expressed in fashion and figure information including diet, beauty care, grooming, social conduct, and wardrobe planning.

Cooperative Work Experience Education

Family and Consumer Studies is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

FINANCE

1 Principles of Finance (3) CSU

Principles of money, banking, corporate organization, stocks, bonds, the marketing of securities, financial policies of corporations, insurance, real estate and the Federal Reserve System are taught.

2 Investments (3) CSU

The principles of investment, the various types of investments, the operations of investment markets and sources of information are covered.

8 Personal Finance and Investments (3) CSU

This course includes lectures, discussions and practice in applying the principles of accounting, banking, finance office methods, management, production and merchandising to one's personal affairs. Family budgeting, consumer credit, home ownership, life and property insurance, investment and savings plans, social security and retirement plans and personal record keeping are stressed.

Cooperative Work Experience Education

Finance is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

FIRE SCIENCE

1 Introduction to Fire Protection (3) CSU

An introduction to the fire service and fire protection, career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public and private fire protection services; specific fire protection functions; fire chemistry, and physics are considered.

2 Fire Company Organization and Procedure (3) CSU

Prerequisite: Fire Science 1, concurrent enrollment in Fire Science 1, employment as a fire fighter or approval of instructor.

This course in practical application of records, reports and company training covers the history and authority of the fire company; equipment and building maintenance; work organization, discipline and morale.

3 Hazardous Materials I (3) CSU

This course covers the basic fundamentals of chemistry used in fire service; types of chemicals and processes and laws at federal, state and local levels pertaining to use, storage and transportation of chemicals.

5 Related Codes and Ordinances (3) CSU

Lecture 3 hours.

Instruction is given in national, state and local ordinances which are applicable to the fire service; electrical, plumbing and building codes; the Health and Safety Code; the functions of the State Fire Marshall and inter-governmental coordination and relations.

6 Fundamentals of Fire Prevention (3) CSU

Prerequisite: Fire Science 1 or concurrent enrollment in Fire Science 1, employment as a fire fighter or approval of instructor.

This course covers fundamentals of fire prevention; techniques, procedures, regulations and enforcement; discussion of hazards in ordinary and special occupancies, supplemented by field trips and lectures from industry and organization and functions of the Fire Prevention Bureau.

9 Fire Fighting Tactics and Strategy I (3) CSU

Lecture 3 hours.

Instruction is given in the art of using manpower, equipment and apparatus on the fire ground. Practical method of how to attach, control and extinguish structural, watershed, waterfront, oil and other types of fires are emphasized. Field exercises are included.

13 Fire Investigation (3) CSU

Lecture 3 hours.

Methods of determining point of fire origin, path of fire travel and fire causes, recognizing and preserving evidence, interviewing witnesses, arson laws and types of arson fires, court testimony and reports and records are topics studied in this course.

14 Rescue Practices I (3) CSU

Lecture 3 hours.

Instruction is given in life-saving practices pertaining to the fire company. Training for resuscitator squads, the use of rescue equipment, the fire department's role in civil defense and other disaster acts are covered. Chemicals and diseases that affect breathing are considered as well as California law on first aid and the uses of breathing apparatus.

21 Fire Protection Equipment and Systems (3) CSU

Lecture 3 hours.

The course includes a study of portable fire extinguishing equipment, sprinkler systems for special hazards and fire alarm and detection systems.

FOREIGN TRADE*(See Transportation 8)***FRENCH****1 Elementary French I (5) UC:CSU**

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France. Same as French 21 with French 22; or French 51 with French 61.

2 Elementary French II (5) UC:CSU

Prerequisite: French 1 with a grade of C or better, two years of high school French or equivalent.

This course completes the basic grammar of the French language. Films and filmstrips are employed to improve comprehension, enrich vocabulary and to serve as topics for oral discussion and written composition. Same as French 52 with French 62.

3 Intermediate French I (5) UC:CSU

Prerequisite: French 2 with a grade of C or better or three years of high school French.

This course provides a review of the fine points of grammar and seeks to perfect fluency, comprehension and cultural knowledge through dramatic films, short novels, poetry, plays, music and magazines. Same as French 53 with French 63.

4 Intermediate French II (5) UC:CSU

Prerequisite: French 3 or four years of high school French.

This course continues to refine speaking, reading and writing comprehension skills through the literary and visual media. Same as French 54 with French 64.

5 Advanced French I (5) UC:CSU

Prerequisite: French 4.

This course continues the study of advanced composition and grammar through literature, film and music. The readings are the basis for regular composition work and student discussion in French.

6 Advanced French II (5) UC:CSU

Prerequisite: French 5.

This course completes the study of advanced composition and grammar through literature, film, and music. The readings are the basis for regular composition work and student discussion in French.

8 Conversational French (2) UC:CSU RPT 4

Prerequisite: French 2 or equivalent with a grade of C or better or consent of instructor.

This course helps students develop the ability to express themselves fluently, idiomatically and correctly in French. Conversational material is selected from magazines, newspapers and selected books.

Acceptable for credit, French 10 ABCD, UCLA for a maximum of 8 units.

10 French Civilization (3) UC:CSU

This course consists of lectures and discussions in English on the geography, history, government and institutions of France; the life and customs of its people; its literature, arts and sciences and its contributions to civilization. It is especially recommended to all students of French. *Same as History 22.*

21 Fundamentals of French I (3) UC:CSU

Lecture 2 hours; laboratory 1 hour.

This course stresses the speaking, reading and writing of simple French. The student is introduced to basic conversational patterns and to the systematic study of practical grammar.

French 21 and French 22 together are equivalent to French 1.

22 Fundamentals of French II (3) UC:CSU

Prerequisite: French 21 or equivalent.

Lecture 2 hours; laboratory 1 hour.

This course is a continuation of French 21. *French 21 and French 22 together are equivalent to French 1.*

61 Elementary Conversation I (2) UC:CSU

This course introduces the fundamentals of the French language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

French 51 and 61 together equal French 1.

62 Elementary Conversation II (2) UC:CSU

Prerequisite: French 1 or equivalent.

This course includes review and further study of the fundamentals of the French language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms,

practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

French 52 and 62 together equal French 2.

185 Directed Study - French (1) UC:CSU**285 Directed Study - French (2) UC:CSU****385 Directed Study - French (3) UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

GEOGRAPHY**1 Physical Geography (3) UC:CSU**

A systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation) and an analysis of their interrelationships and patterns of world distribution are considered.

Acceptable for Geography 1 credit, UCLA.

2 Cultural Elements of Geography (3) UC:CSU

Geography 1 is not a prerequisite for Geography 2.

The cultural elements of geography and their correlation with the physical environment are introduced. Population patterns, cultural diversity, livelihood, settlement, environmental modification and perception are emphasized.

Acceptable for Geography 3 credit, UCLA.

3 Introduction to Weather and Climate (3) UC:CSU

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

Acceptable for Atmospheric Science 3 credit, UCLA. Same as Meteorology 3.

7 World Regional Geography (3) UC:CSU

This introductory course provides information about the major regions of the world including their occupancy and modification by man. It is especially recommended for teaching majors and anyone desiring a general understanding of contemporary world conditions.

GEOLOGY**1 Physical Geology (3) UC:CSU**

This course surveys the materials and structures of the earth and the agents and processes which modify it. A study of rocks and their mineral composition; the work of rivers, winds, glaciers and oceans as agents of erosion; and volcanoes and earthquakes as forces which change the surface of the earth are covered.

The main purpose of the class is to stimulate student interest in the geological aspects of the environment in which they will spend their lives. *Acceptable with Geology 6 (Lab) for Physical Science 3G or Geology 1 credit, UCLA.*

2 Earth History (3) UC:CSU

(Formerly Historical Geology)

Prerequisite: Geology 1 or consent of instructor.

Principles of interpretation of earth history are covered. The evolution of continents, oceans, mountain systems and other features of the earth and the development and evolution of life are dealt with. North American geology is stressed.

Acceptable with Geology 7 (Lab) for Geology 2 credit, UCLA.

6 Physical Geology Laboratory (2) UC:CSU

Prerequisite: Geology 1 or concurrent enrollment in Geology 1.

Laboratory 3 hours.

This course deals with laboratory exercises which aid students in the identification of rock-forming minerals, igneous, metamorphic and sedimentary rocks and the interpretation of topographic and geologic maps.

Acceptable with Geology 1, for Physical Science 3G credit, UCLA.

7 Earth History Laboratory (2) UC:CSU

Prerequisite: Geology 2 or concurrent enrollment in Geology 2, Geology 6 or consent of instructor.

Laboratory 3 hours.

This course deals with laboratory exercises which aid students in the identification of fossils and the use of fundamental principles of historical geology in solving practical geological problems. Field trips are held during class time. *Acceptable with Geology 2 for Geology 2 credit, UCLA.*

185 Directed Study - Geology (1) UC:CSU

285 Directed Study - Geology (2) UC:CSU

385 Directed Study - Geology (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Geology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

GERMAN

1 Elementary German I (5) UC:CSU

This course corresponds with the first two years of high school German. The student learns the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases



and the ability to understand, read, write and speak simple German. The course includes basic facts on the geography, customs and culture of German-speaking nations and an introduction to German songs, poems and proverbs. Emphasis is placed on the spoken language. Same as German 51 with German 61.

2 Elementary German II (5) UC:CSU

Prerequisite: German 1 with a grade of C or better, two years of high school German or equivalent.

This course completes the study of elementary grammar and continues the mastery of basic sentence patterns, vocabulary and useful phrases and idioms, with practice in oral and written expression. It includes readings dealing with literature, art, music and history of German-speaking nations. More songs, poems and proverbs are learned. Emphasis is on the spoken language. Same as German 52 with German 62.

3 Intermediate German I (5) UC:CSU

Prerequisite: German 2 with a grade of C or better or three years of high school German.

This course provides a review of grammar, study of more advanced texts (both practical and literary), practice in speaking and writing and outside reading in German literature. Same as German 53 with German 63.

4 Intermediate German II (5) UC:CSU

Prerequisite: German 3 or four years of high school German.

This course continues a review of grammar, with an emphasis on more advanced language use. Readings from classic and modern literature are included. Same as German 54 with German 64.

51 Grammar, Reading and Writing I (3) UC:CSU

This course stresses practice in understanding, reading and writing simple German and provides an introduction to German civilization through readings. Emphasis is placed upon grammar and the written language.

German 51 and 61 together equal German 1.

52 Grammar, Reading and Writing II (3) UC:CSU

Prerequisite: German 1 or equivalent.

This course includes review and further study of the fundamentals of the German language with emphasis on mastery of vocabulary, useful phrases and idioms, practice in written expression and continued study of German civilization through selected readings. Emphasis is placed upon grammar and the written language.

German 52 and 62 together equal German 2.

53 Grammar, Reading and Writing III (3) UC:CSU

Prerequisite: German 2 or equivalent.

This course provides a review of grammar and practice in the use of idiomatic construction. Intensive and extensive reading and discussion of short stories are included. The course is conducted in German. Emphasis is placed upon grammar, reading and written language skills.

German 53 and 63 together equal German 3.

54 Grammar, Reading and Writing IV (3) UC:CSU

Prerequisite: German 3 or equivalent.

This course provides a review of grammar, practice in the use of idiomatic construction and intensive and extensive reading and discussion of German short stories. The course is

conducted in German. Emphasis is placed upon grammar, reading and written language skills.

German 54 and 64 together equal German 4.

61 Elementary Conversation I (2) UC:CSU

This course introduces the fundamentals of the German language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

German 51 and 61 together equal German 1.

62 Elementary Conversation II (2) UC:CSU

Prerequisite: German 1 or equivalent.

This course includes review and further study of the fundamentals of the German language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

German 52 and 62 together equal German 2.

63 Intermediate Conversation I (2) UC:CSU

Prerequisite: German 2 or equivalent.

This course provides an opportunity for students to review and reinforce basic skills so that they will be able to speak German with a fair degree of accuracy, and to comprehend and express themselves accurately in conversational situations involving German literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

German 53 and 63 together equal German 3.

64 Intermediate Conversation II (2) UC:CSU

Prerequisite: German 3 or equivalent.

This course provides an opportunity for students to review and reinforce basic skills so that they will be able to speak German with a fair degree of accuracy, and to comprehend and express themselves accurately in conversational situations involving German literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

German 54 and 64 together equal German 4.

HEALTH

9 Health for the Mature Individual (3) UC:CSU

This course is designed to meet the personal needs and interests of the mature, older student in the area of protection, preservation and prolongation of physical and emotional health during the later years of life. Emphasis is placed upon those personal methods and public institutional services which can promote greater freedom from the discomforts and anxieties associated with aging. This course does not duplicate Health 10 and meets the graduation requirements.

Maximum 1 course from 9 and 10, UC campuses.

10 Health Education (2) UC:CSU

(Not an activity class.)

Each student is given the opportunity to develop a scientific understanding of personal and community health and to form basic principles of healthful living. No credit is given for students who have completed Health 11. The class fulfills State requirements in health education for all students.

Maximum 1 course from 9 and 10, UC campuses.

12 Safety Education and First Aid (3) UC:CSU

The prevention of accidents, care of common injuries and emergency procedures at the scene of accidents are dealt with. This course meets the certification requirements of both the standard and advanced first aid courses offered by the American Red Cross.

HEBREW

1 Elementary Hebrew I (5) UC:CSU

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple Hebrew are stressed. Emphasis is placed upon the spoken language.

21 Fundamentals of Hebrew I (3) UC:CSU

This course introduces the fundamentals of pronunciation and grammatical structure. *Hebrew 21 and Hebrew 22 together are equivalent to Hebrew I.*

22 Fundamentals of Hebrew II (3) UC:CSU

Prerequisite: Hebrew 21.

This course completes the elementary grammar of Hebrew.

Hebrew 21 and Hebrew 22 together are equivalent to Hebrew I.

23 Fundamentals of Hebrew III (3) UC:CSU

Prerequisite: Hebrew 1 or Hebrew 22.

This course constitutes the first half of Hebrew 2. It continues to develop the fundamentals of Hebrew grammar as applied to the conversational and written idiom. Readings of cultural materials serve to reinforce both aspects of language learning. Hebrew 23 and 24 together are equivalent to Hebrew 2.

24 Fundamentals of Hebrew IV (3) UC:CSU

Prerequisite: Hebrew 1 and Hebrew 23 or equivalent.

This course constitutes the second half of Hebrew 2. It continues to develop the fundamentals of Hebrew grammar as applied to the conversational and written idiom. Readings of cultural materials will serve to reinforce both aspects of language learning.

Note: Hebrew 23 and Hebrew 24 together are equivalent to Hebrew 2.

HISTORY

1 Introduction to Western Civilization I (3) UC:CSU

This course provides a broad historical study of the main cultural, economic and political trends and events, from the rise of civilization in the Near East to the Age of Absolutism.

Acceptable for History 1A credit, UCLA. History 1 with 2 acceptable for History 1ABC credit, UCLA.

2 Introduction to Western Civilization II (3) UC:CSU

This course surveys western civilization from the intellectual and revolutionary ferment of the seventeenth century to contemporary times. Attention is given to the philosophical writers whose ideas have had the greatest impact on American political and cultural institutions.

Acceptable for History 1C credit, UCLA. History 1 with 2 acceptable for History 1ABC credit, UCLA.

3 History of England and Great Britain I (3) UC:CSU

The political, economic and cultural development of the British Isles and the Empire from the earliest times to the eve of the American Revolution is covered.

4 History of England and Great Britain II (3) UC:CSU

This course deals with the history of Great Britain from the American Revolution to the present. It particularly directs the American student to a study of British political and cultural forces that have shaped relevant institutions in the United States.

11 Political and Social History of the United States I (3) UC:CSU

The political, social, economic and constitutional history of the United States from the colonial settlements through the Civil War is surveyed.

Credit not granted for History 11 if credit is obtained for History 14, 16 or 41.

NOTE: One course maximum from 11, 14, 16, 33 and 41 transferable to UC. One course maximum from 12, 13, 16 and 42 transferable to UC.

12 Political and Social History of the United States II (3) UC:CSU

The political, social, economic and cultural history of the United States from the Reconstruction to the present is surveyed.

Credit not granted for History 12 if credit is obtained for History 13, 16 or 42. See NOTE History 11.

13 The United States in the Twentieth Century (3) UC:CSU

The major political, economic, intellectual and cultural movements and events of the twentieth century are surveyed.

Credit not granted for History 13 if credit is obtained for History 16 or 42.

See NOTE: History 11.

14 Selected Issues of United States History (3) UC:CSU

The basic issues in the history of the United States, including a study of the philosophy underlying the Declaration of Independence and the Constitution, the conflicting viewpoints of Hamilton and Jefferson, the causes of the Civil War, the impact of the Industrial Revolution, an evaluation of the Progressive Movement and the New Deal and the significance of America's emergence as a world power are discussed critically.

*Credit not granted for History 14 if credit is obtained for History 11, 16, 33 or 41.
See NOTE: History 11.*

15 Economic History of the United States (3) UC:CSU

Same as Economics 10.

16 History of the Afro-American (3) UC:CSU

A survey of Afro-American history from the colonial period to the present is conducted.
*Credit not granted for History 16 if credit is obtained for History 11, 12, 13, 14, 41 or 42.
See NOTE: History 11.*

20 History of California and the Pacific Coast (3) UC:CSU

A general survey of the History of the Pacific Coast of North America from the period of the explorations to the present.

22 French Civilization (3) UC:CSU

Same as French 10.

23 Latin American Civilization (3) UC:CSU

Same as Spanish 10.

29 Asian Civilization: The Middle East (3) UC:CSU

This course is an introductory survey of the principal social, cultural and political institutions of the Middle East.

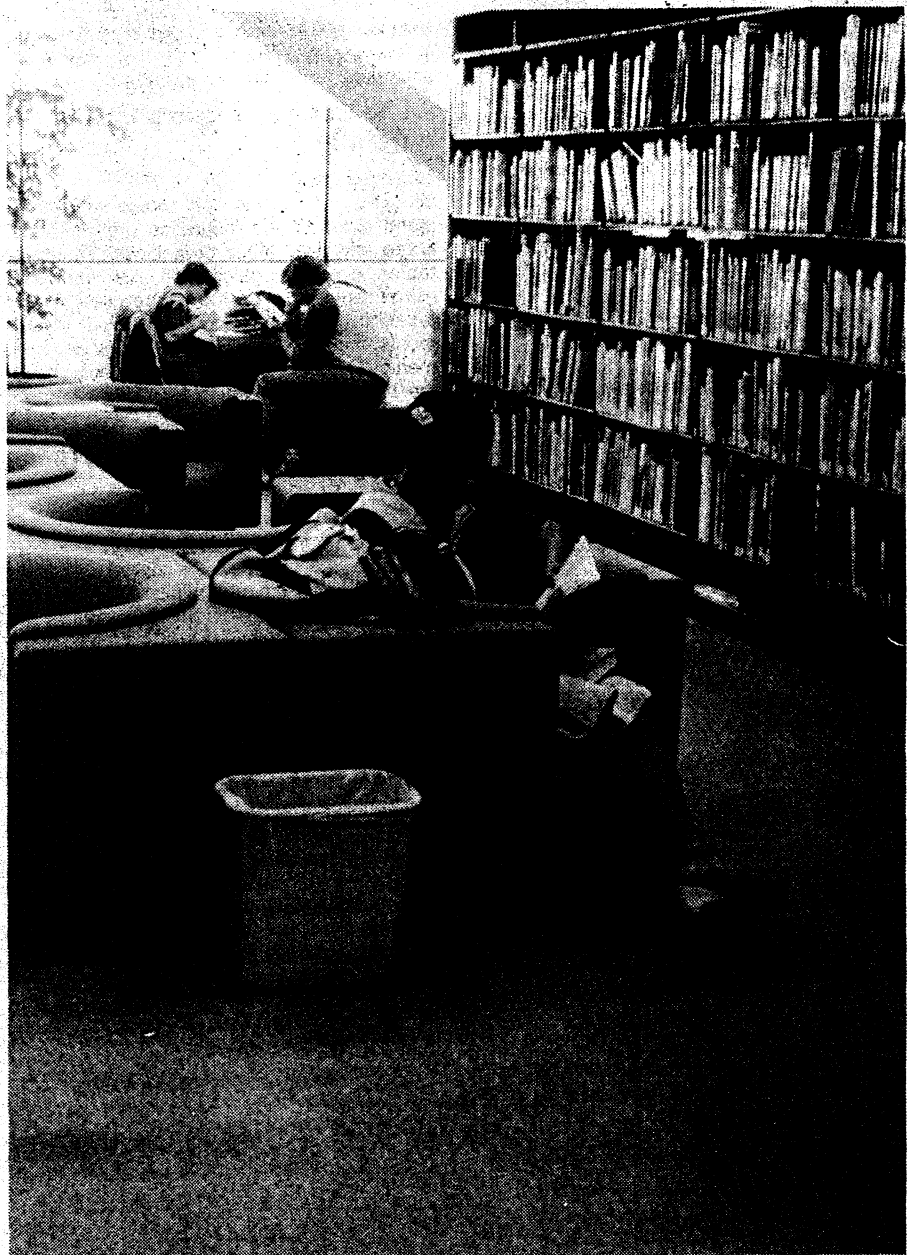
41 The Afro-American in the History of the United States I (3) UC:CSU

This course provides a survey of U.S. History from early Colonial Era through the Civil War, with special emphasis on the contribution of the Afro-American. It provides a background in the political and social development of the United States for students majoring in the Social Sciences and for those who wish to gain a better understanding of the Afro-American in American civilization.

*Credit not granted for History 41 if credit is obtained in History 11, 14, 16, or 33.
See NOTE: History 11.*

42 The Afro-American in the History of the United States II (3) UC:CSU

A survey of U.S. History from the end of the Civil War to the present time, this course provides information about the Afro-American's part in the social and political development of American Civilization.



*Credit not granted for History 42 if credit is obtained in History 12, 113 or 16.
See NOTE: History 11.*

185 Directed Study - History (1) UC:CSU

285 Directed Study - History (2) UC:CSU

385 Directed Study - History (3) UC:CSU

*Prerequisite: Consent of instructor.
Conference 1 hour per unit.
Allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.*

HUMANITIES

1 Cultural Patterns of Western Man (3) UC:CSU

This course is designed to introduce the student to the general concepts or principles of the humanities as evidenced in the ideas of applied aesthetics. Music, literature, painting, sculpture, architecture and other art forms are studied in relation to their background, function, medium, organization and style.

2 Studies in Selected Cultures (3) UC:CSU RPT 2

This course provides an in-depth study of various selected areas and cultures of the world. Historical background, key personalities, contributions and significance of the various arts are presented. Students should check in the schedule of classes each semester for countries, areas or cultures to be studied.

5 Interdisciplinary Studies in the Liberal Arts (3) UC:CSU

This course provides an opportunity for an interdisciplinary study of a particular historical era, its leading themes and definitive issues, or it provides an opportunity for an interdisciplinary study of one or more of the timeless themes of humankind. Art, music, literature, philosophy and science of the age are stressed. The specific age or themes will be announced in the Schedule of Classes.

30 The Beginnings of Civilization (3) UC:CSU

This survey of the cultural heritage of western civilization from ancient Greece to the 17th century presents a history of ideas through emphasis on philosophical, religious, artistic, and literary traditions, using a wide variety of visual materials.

31 Man in Contemporary Society (3) UC:CSU

Presenting a history of ideas, this course surveys the cultural heritage of western civilization from the 17th century to the present, including philosophical, religious, artistic, and literary traditions, as it analyzes the changing relationship with varied visual materials.

72 The Art of Being Human (3) UC:CSU

This course provides a modularized introduction to the humanities as an approach to living. Each unit of study represents a major theme, such as humanism itself, esthetics, myth, Eastern consciousness, morality, love and death.

73 Humanities through the Arts (3) UC:CSU

Through film, drama, music, literature, painting, sculpture and architecture this course surveys the humanities; emphasizing the history, technique, meaning and evaluation of individual works of western art.

185 Directed Study - Humanities (1) UC:CSU**285 Directed Study - Humanities (2) UC:CSU**

Prerequisite: Completion of one humanities course with a grade of B or better and consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Humanities on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

INSURANCE

(See Finance 31, 33, 35, 36.)

1 Fundamentals of Life Insurance (LOMA 1) (2)

Lecture 2 hours.

Students completing this course will have a basic understanding of the nature of modern life insurance, including plans, terms, legal aspects, claims; health insurance, industrial in-

surance; group insurance and annuities. This course prepares students for the national examination for LOMA program Part 1.

2 Life Company Operations (LOMA 2) (2)

Lecture 2 hours.

Students completing this course will understand types of life insurance organizations, home and field office organization, mortality tables, premium calculation, risk selection, reinsurance, governmental regulation and taxation, life insurance companies' investments, financial statements and new developments. This course also prepares students for the national examination for LOMA program Part 2.

3 Legal Aspects of Life Insurance (LOMA 3) (2)

Prerequisite: Insurance 1 and 2.

Lecture 2 hours.

Students who complete the course will understand the formation and validity of the life insurance contract, the contract in operation, the rights of the policyholder and the rights of the beneficiary. This course also prepares students for the national examination for Part 3 of the LOMA program.

4 Mathematics of Life Insurance (LOMA 6) (2)

Prerequisite: Insurance 1 and 2

Lecture 2 hours.

Upon completion of this course, students will understand the mathematics of life insurance, annuities, calculation of premiums, reserves, dividends and nonforfeiture values. The course also prepares students for the national examination for Part 6 of the LOMA program.

JAPANESE**1 Elementary Japanese I (5) UC:CSU**

The fundamentals of pronunciation and grammar, basic vocabulary and the ability to understand, read, write and speak simple Japanese are taught.

2 Elementary Japanese II (5) UC:CSU

Prerequisite: Japanese 1.

This course continues the study of the fundamentals of the Japanese language and provides training in the reading of elementary Japanese texts and in oral and written composition. Emphasis is on the spoken language.

9 Japanese Civilization I (3) UC:CSU

Lecture 3 hours.

This course is a survey of the development of Japanese culture and its relationship to the Asiatic mainland from its beginnings to the Meiji Restoration. Lectures and readings are presented in English.

10 Japanese Civilization II (3) UC:CSU

Lecture 3 hours.

This course continues the survey of the development of Japanese culture from the Meiji Restoration to the present time.

12 Introduction to Japanese I (3) UC:CSU

Lecture 3 hours.

This basic course in spoken Japanese is recommended for those with no previous knowledge of the language. It stresses the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases and the ability to understand and speak simple Japanese. All materials are presented in Romanized Japanese (Romaji) to facilitate mastery of the spoken language.

13 Introduction to Japanese II (3) UC:CSU

Prerequisite: Japanese 12

Lecture 3 hours.

This course continues the presentation of spoken Japanese, pronunciation and intonation, grammar, basic vocabulary and the ability to speak and understand simple Japanese. The written language is introduced after the mid-term to prepare students who wish to continue with Japanese 1.

JOURNALISM**1 Collecting and Writing News (3) UC:CSU**

Prerequisite: Eligibility for English 28.

This introductory course stresses instruction and practice in news gathering and news writing. Extensive practical writing experience is geared to the campus newspaper. It also includes a study of newspaper, radio and television news. Adherence to professional writing style and legal and ethical aspects of the profession are covered.

Acceptable for credit, 6 units maximum from Journalism 1, 2, 16 and 18, UC campuses.

2 Advanced Newswriting (3) UC:CSU

Prerequisite: Journalism 1 with a grade of C or better.

This course provides students with principles and practice in writing specialized types of newspaper stories and increases their mastery of fundamental reporting techniques. Interpretative writing skills, editorial writing and feature writing are included.

Acceptable for credit: 6 units maximum from Journalism 1, 2, 16 and 18, UC Campuses.

4 Feature and Editorial Writing (3) CSU RPT 2

This course emphasizes research for and creativity in the writing of features, editorials and articles for newspapers, magazines and other professional publications. Students study the needs of individual publications and gain experience in writing to meet those demands.

5 Mass Communication (3) UC:CSU RPT 2

This course is a survey and evaluation of the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, public relations and advertising, as well as to their impact on society and the individual. Career opportunities in the fields are discussed.

8 Article Writing (3) CSU RPT 3

This course offers instruction in the writing of material for a magazine, including articles, editorials or reviews suitable for publication as well as practice in editing and in the use of illustrative materials.

16 Copyreading and Headline Writing (3) UC:CSU

Prerequisite: Journalism 1 or permission of instructor.

Lecture 1 hour; laboratory 2 hours.

Rules, principles and techniques of editing copy, rewriting, headline writing, make-up, correcting proof and other details of editing, with practical work on the desk of the College newspaper, are included.

Acceptable for credit: 6 units maximum from Journalism 1, 2, 16 and 18, UC Campuses.

17 Publication Laboratory (2) CSU RPT 4

Prerequisites: Journalism 1 or consent of instructor.

This course stresses constructive criticism of students' writing styles and news evaluation. Publication production plans are developed. The instruction is directed by the campus newspaper adviser, editor and staff members.

18 Practical Editing (3) UC:CSU RPT 4

Prerequisites: Journalism 1 or consent of instructor.

This course provides practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

Acceptable for credit, UCLA: 6 units maximum from Journalism 1, 2, 16 and 18.

20 Magazine Editing (3) CSU RPT 4

This course presents a study of the theory and practice of writing and editing such printed material as magazines, literary publications, yearbooks, handbooks, brochures and catalogs. Artistic design, principles of harmony and unity and creativity in layout are stressed. Writing and editing copy; designing pages; selecting photographs, illustrations and design materials and preparing them for production; arranging production schedules; and other aspects of publishing are included.

43 Public Relations Techniques (3) CSU RPT 2

This course is a comprehensive study of the various public relations techniques which are utilized in campaigns by businesses, educational institutions, public agencies and other organizations. Case histories are used to stimulate student initiative in problem-solving. The social impact of the various communications media and their role in public relations are also stressed.

LAW**1 Business Law I (3) UC:CSU**

Essentials of the law of contracts, in its application to everyday problems pertaining to business and to the individual, are covered.

Elementary safeguards regarding sales and sales contracts are also considered. Case discussion and lecture method are utilized. Credit is not granted for students enrolled in or with credit in Business 5.

Acceptable for credit, UCLA maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

2 Business Law II (3) UC:CSU

This course covers essentials of the law of negotiable instruments, security devices, partnerships, corporations, estates and bankruptcy in their application to everyday problems of business.

Acceptable for credit, maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

23 Legal Procedures I (3)

This course introduces students to the legal terminology of the law office. The student is introduced to the forms and procedures used in the law office and courts. Fundamental typing skill is desirable.

24 Legal Procedures II (3)

Prerequisite: Law 23.

This course further strengthens the student's knowledge of legal terminology. The student develops the ability to understand and evaluate legal papers which are used in the law office and the courts. Fundamental typing skill is desirable.

30 Law for the California Layman (3) UC:CSU

A general viewpoint on the problems of preventative law is given so that students may learn to recognize the legal ramifications of their activities. Consideration is given to the law of contracts, sales, negotiable instruments, consumer protection, torts, real property, business associations, probates, family law, criminal law and other related areas.

Acceptable for credit, maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

Cooperative Work Experience Education

Law is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

LIBRARY/MEDIA TECHNOLOGY**2 Library Resources (3) UC:CSU**

The aim of this course is to help students become knowledgeable in the use of the card catalog, indexes, reference books and other library materials useful for research. Students learn how to look for information, where to look for it and how to assemble and present it properly.

LINGUISTICS**1 Introduction to Language and Linguistics (3) UC:CSU**

Principles of both structural and historical linguistics and their application to language use, language learning and language teaching are considered.

MANAGEMENT

(See Business also)

1 Principles of Management (3) CSU

Prerequisite: Business 1 or equivalent and consent of instructor.

This course provides an introduction to the principles of management. Detailed analysis of basic managerial functions including planning, organizing, staffing, directing and controlling in a business or administrative environment is made.

2 Organization and Management Theory (3) CSU

Prerequisite: Business 1 or equivalent and consent of instructor.

This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior; communications; motivation and leadership and organizational change and manpower development including organizational development, are examined.

3 Office Administration for Life Insurance (LOMA 7) (2)

Prerequisite: Insurance 1 and 2.

Lecture 2 hours.

Students completing this course will understand the life insurance company organization for marketing, sales management, office management, systems and data processing performance standards. The course also prepares students for the national examination for Part 7 of the LOMA program.

6 Public Relations (3) CSU RPT 2

This course covers the basic concepts and fundamentals involved in the organization of a public relations program. Community relations, customer relations, stockholder relations, press relations, public relations and special group relations are emphasized.

11 Management Practice (3) CSU

Prerequisite: Completion of all program requirements or consent of instructor; course to be taken in student's last semester.

This course is designed to be taken in the management student's final semester. It offers a simulated real world environment in which the student integrates knowledge from all business disciplines and engages in a decision-making game.

Offered only Spring of odd-numbered years.

13 Small Business Management I (3) CSU

Prerequisites: Business 1 and Management 1.

This course teaches the student how to organize and operate a small business.

15 Small Business Management II (3) CSU

Prerequisite: Management 1 and 13.

This case-oriented course focuses on problems confronting the small business firm and explores potential ways to resolve each problem effectively. Guest lectures and field trips are included.

31 Human Relations for Employees (3) CSU

Prerequisite: Management 1 or equivalent and consent of instructor.

This course increases the student's leadership effectiveness by developing a better understanding of the human element in the management process. Emphasis is placed on effective communications; understanding one's self-perception; examination of factors affecting motivation, attitudes and behavior patterns within individuals and exposure to the styles of leadership.

Credit not granted to students with credit in Supervision 3.

32 Basic Interviewing (3) CSU

This introductory course acquaints students with elementary concepts and techniques of interviewing and counseling in the employment situation. An opportunity for the student to develop a beginning skill in the areas of discussing employee performance, grievance and disciplinary problems, employment interviewing and interviewing the public is provided.

33 Personnel Management (3) CSU

Prerequisite: Management 1 or equivalent and consent of instructor.

The growth and development of the field of personnel administration; unions and their relationship to business enterprises; employee selection, training, rating, promotion, discharge, hours of work and method of payment; the handling of personnel problems; diagnosing organizational stability and employee service and programs are dealt with.

Offered only Spring of even-numbered years.

51 Management by Objectives (3) CSU

This course explores the benefits and problems of installing a management system based on results of achievement of specific goals. Major emphasis is placed on the action steps managements must take to install, evaluate and maintain such a system which heavily emphasizes management accountability.

Cooperative Work Experience Education

Management is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

MARKETING

(Formerly Merchandising)

1 Principles of Selling (3) CSU

This course emphasizes the practices and principles used in creative selling. Consumer buying behavior, advertising and sales promo-

tion, the nature of personal selling, developing the sales plan, the selling process, industrial selling, retail selling and sales management are covered. Sales presentations, video tapes and case studies are used.

11 Fundamentals of Advertising (3) CSU

The student is given a working knowledge of advertising's place in the American economy. The fundamentals of advertising media and how these activities relate to the operation of the advertising agency are taught.

21 Principles of Marketing (3) CSU

This course introduces students to various activities in the field of marketing. It provides a broad understanding of the principles involved in the distribution of commodities from the producer to the user or consumer. It covers the consumer market, consumerism, packaging and brands, pricing, wholesaling, retailing, sales promotion, personal selling and international marketing. Presentations, case studies and video tapes are used.

31 Retail Merchandising (3) CSU

A study of the fundamental principles of wholesaling and retailing operations including a study of store location, store layout, store organization, merchandise buying, pricing, stock planning and retail sales promotion is made. Personal duties and responsibilities are also studied, including the work of the department manager, store buyer, merchandise manager, publicity director, store superintendent and store controller. Field trips, speakers and video tapes are used.

32 Fashion Merchandising (3) CSU

This course provides detailed information about ready-to-wear merchandise. Technical functions of apparel merchandising such as seasonal buying procedures, specific selling points, consumer buying habits and knowledge concerning fashion trends and the fashion industry are included.

Cooperative Work Experience Education

Marketing is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

MATHEMATICS

In general, prerequisites to mathematics courses should have been completed within the past two calendar years. This means that the student should have a working knowledge of the subject matter of the prerequisite course. Students should contact a mathematics instructor if there are any questions about prerequisites. For all computer courses see Business Data Processing or Computer Science-Information Technology.

3 Trigonometry (3) CSU

Prerequisite: Mathematics 32 and 20 with a grade of C or better or consent of instructor. All others must take a placement examination.

This course of analytical trigonometry includes solutions of triangle problems, radian measure, graphs of trigonometric functions, trigonometric equations, identities, polar coordinates and inverse trigonometric function.

13 Linear Algebra (3) UC:CSU

Prerequisite: Mathematics 43 which may be taken concurrently.

A study of vector spaces, linear transformations and matrices, matrix algebra, determinants and solutions of systems of equations is made.

Mathematics 13 and 15 together are acceptable for Mathematics 33A credit at UCLA.

Mathematics 13, 15, and 43 together are acceptable for Mathematics 32A and 33AB credit at UCLA. Offered fall semester only.

14 Introductory Statistics (3)* UC:CSU

Prerequisite: Mathematics 20 with a grade of C or better within the last 3 years. All others must take a placement examination.

The principles of elementary statistics which are studied include measures of central tendency, measures of dispersion, the normal distribution, probability, the histogram, chi-square test, correlation and prediction, test involving variance, and non-parametric tests. Applications are made of the central limit theorem to the testing of hypotheses.

Acceptable for Mathematics 50A credit, UCLA.

Mathematics 54, when offered, must be taken concurrently with Mathematics 14.

15 Ordinary Differential Equations (3) UC:CSU

Prerequisite: Mathematics 43 (which may be taken concurrently with Mathematics 15).

This study covers first order differential equations and linear differential equations. Special methods for solution of these equations are developed and applied. Laplace Transforms are developed and used for the solution of differential equations and systems of equations. Existence theorems are stated and proofs are outlined. Series solutions and operator methods are included.

Mathematics 13 and 15 together are acceptable for Mathematics 33A credit at UCLA.

Mathematics 13, 15, and 43 together are acceptable for Mathematics 32A and 33AB credit at UCLA. Offered Spring semester only as an evening class.

20 Intermediate Algebra (5) CSU

Prerequisites: Mathematics 31 and 32 with a grade of C or better. All others must take a placement examination.

Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.

23 Mathematical Analysis for Business and Social Sciences I (5) UC:CSU

Prerequisite: Mathematics 20 or equivalent with a grade of C or better. All others must take a placement examination.

This course covers finite mathematics consisting of sets, graphing, linear programming, vectors, matrices, linear systems, combinations, probability, statistics, game theory and Markov chains with emphasis on applications to business and social sciences.

Acceptable for Mathematics 2 credit, UCLA. Maximum of 5 units allowed at UC.

24 Mathematical Analysis for Business and Social Sciences II (4) UC:CSU

Prerequisite: Mathematics 23 or equivalent with a grade of C or better or consent of instructor and Math 20 and 32 or equivalent. All others must take the math placement examination.

Lecture 5 hours.

This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences. Offered Spring semester only.

Acceptable for Mathematics 4A credit, UCLA.

30 Arithmetic for College Students (3)

This course is designed to give the student an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, the student must have a genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

31 Elementary Algebra (5)

Prerequisite: Math 30 with a grade of C or better. All others must take a placement examination.

This is a first course in algebra. It covers the fundamental operations on natural numbers and carries on a logical development through all the real numbers. The course includes the solution of linear and quadratic equations and their graphs.

32 Plane Geometry (5)

Prerequisite: Mathematics 31 with a grade of C or better. All others must take a placement examination.

This is a basic course in the fundamentals of Euclidean plane geometry, stressing the development of logical proof in a mathematical system.

35 Principles of Mathematics I (3) UC:CSU

Prerequisite: Mathematics 31 with a grade of C or better. All others must take a placement examination.

This course helps students understand topics in mathematics, including sets, number bases, number systems, logic and probability.

It is recommended for prospective elementary school teachers.

Acceptable for Mathematics 38A credit, UCLA.

40 Introduction to Analysis (5) UC:CSU

Prerequisite: Mathematics 3 or equivalent with a grade of C or better. All others must take a placement examination.

This course in *pre-calculus mathematics* combines the traditional courses of college algebra and analytic geometry and covers such topics as inequalities, functions, matrices and determinants, the binomial theorem, properties of the straight line, conics, algebraic and transcendental functions and parametric equations in rectangular and polar systems.

41 Calculus I (5) UC:CSU

Prerequisite: Mathematics 40 with a grade of C or better. All others must take a placement examination.

A study is made of the differentiation and integration of algebraic functions; applications of the derivative to maximum-minimum problems; related rates, motion of a particle and curve sketching; applications of the integral to the area between two curves; volumes of solids of revolution and work; the Fundamental Theorem of Integral Calculus.

Acceptable for Mathematics 31A credit, UCLA.

Mathematics 41 and 42 together are acceptable for Mathematics 31AB credit, UCLA.

42 Calculus II (5) UC:CSU

Prerequisite: Mathematics 41 with a grade of C or better or consent of instructor.

The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of integration, curves in polar coordinates and two-dimensional vectors.

Acceptable for Mathematics 31B credit, UCLA.

Mathematics 41 and 42 together are acceptable for Mathematics 31AB credit, UCLA.

43 Calculus III (5) UC:CSU

Prerequisite: Mathematics 42 with a grade of C or better or consent of instructor.

The third course of calculus deals with such topics as multivariable calculus, partial differentiation, three-dimensional vectors, infinite series and differential equations.

Acceptable for Mathematics 32A credit, UCLA.

Mathematics 13, 15, and 43 together are acceptable for Mathematics 32A and 33AB credit at UCLA.

54 Elementary Statistics Problem Solving (1) UC:CSU

Prerequisite: Concurrent enrollment in Mathematics 14

This course is intended for those students enrolled in Math 14. It supplements the statistics course work through problem analysis, problem solving, and the use of hand-held calculators.

87 Geometry Review (1)

This course reviews geometry topics. Emphasized is trigonometry and calculus, including the pythagorean theorem and similar triangles. It does not replace a formal course in geometry.

88 Mathematics Workshop (1)

Recommended: For students concurrently enrolled in any mathematics course.

Laboratory 3 hours

This course is designed to increase comprehension of all levels of mathematics utilizing tutorial assistance, calculations, computers, programmed texts, and other review material. Metric mathematics review included.

Credit/No Credit only.

99 Geometry Review (1)

Prerequisites: Math 31, Math 32 or equivalent.

Lecture 1 hour.

This course is designed to review those geometry topics emphasized in trigonometry and calculus. Geometry review includes pythagorean theorem and similar triangles.

METEOROLOGY

3 Introduction to Weather and Climate (3) UC:CSU

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

(Same as Geography 3.)

MICROBIOLOGY

20 General Microbiology (4) UC:CSU

Prerequisite: Biology 5A/5B with a grade of C or better; English 28 (concurrent enrollment acceptable).

Recommended: Chemistry 3 or 10.

Lecture 3 hours; laboratory 3 hours.

This introduction to the fundamental principles of microbiology includes some aspects of microorganisms, their metabolism and genetics, their relation to disease and immunity and their control and uses.

MUSIC

101 Fundamentals of Music (3) UC:CSU

Basic rudiments of musical notation, scales, keys, intervals, common musical terms and elementary keyboard are studied. This is a preparatory course for Music 201 and Music 211.

Acceptable for Music 1 credit, UCLA.

111 Music Appreciation I (3) UC:CSU

A broad survey of musical masterpieces from the Baroque period to the present is included. The emphasis is on perceptive listening. This course is designed for the non-music major.

Acceptable for Music 2A credit, UCLA.

112 Music Appreciation II (3) UC:CSU

NOTE: Music Appreciation I is not a prerequisite to Music Appreciation II.

A broad survey of musical masterpieces with an emphasis on twentieth century styles and composers. The music is approached through perceptive listening. This course is designed for the non-music major.

Acceptable for Music 2B credit, UCLA.

121 Music History and Literature I (3) UC:CSU

Prerequisite: Music 101 or Music 200, or consent of instructor.

Changes in style and the techniques of composition are traced from Gregorian chant through the development of polyphony in the Middle Ages, the secular and sacred music of the Renaissance and the vocal and instrumental music of the Baroque period.

122 Music History and Literature II (3) UC:CSU

Prerequisite: Music 101 or equivalent.

Styles, techniques and forms of music from 1750 to the present are traced. Special emphasis is placed on the development of the orchestra and its forms. The artistic philosophy of each style period is examined.

Note: Music History and Literature I is not a prerequisite to Music History and Literature II.

141 Jazz Appreciation (3) UC:CSU

A study of jazz from its beginning as a distinct style of music to its most progressive phases is undertaken. The characteristics and developments which have caused jazz to become recognized as unique and musical art form are emphasized. This course is designed for the non-music major.

181 Applied Music I (1) UC:CSU

182 Applied Music II (1) UC:CSU

183 Applied Music III (1) UC:CSU

184 Applied Music IV (1) UC:CSU

Prerequisite: Open to music majors by audition.

This course is designed for both vocal and instrumental students and provides credit for independent study. Fifteen one-hour lessons and a minimum of five hours of weekly independent music practice is required for the semester. The development of vocal/instrumental technique is emphasized. Workshop and recital participation is required.

Acceptable for credit, UC campuses; 12 units maximum from Music 181, 182, 183, 184, 321, 322, 323, 324, 341, 411, 412, 413, 414, 501, 561, 701, 705, 721, 731, 741 and 775.

200 Introduction to Music Theory (4) UC:CSU

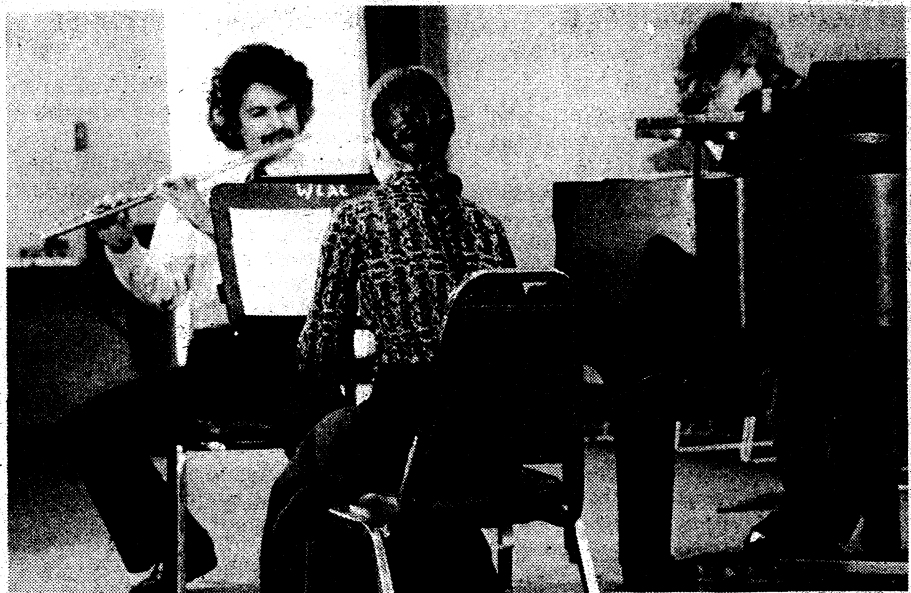
This course prepares the music major for Music 201 and Music 211 through intensive study of the notational structure of music, development of elementary sight singing and ear-training skills and emphasis on keyboard harmony. (Students enrolling in Music 200 should not enroll in Music 101 as this will result in a duplication of subject material.)

201 Harmony I (3) UC:CSU

Required of all music majors.

Prerequisite: Music 101, 200 or equivalent and concurrent enrollment in Music 211. Also some pianistic ability and/or concurrent enrollment in an elementary piano course.

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, har-



monic progression, harmonic structure of the phrase, harmonization of a given part and nonharmonic tones. Harmonic skill is developed through written exercises, analysis of classic examples and keyboard exercises.

202 Harmony II (3) UC:CSU

Prerequisite: Music 201 and concurrent enrollment in Music 212.

This course extends principles initiated in Music 201, including the structure of seventh chords, secondary dominants, altered nonharmonic tones and modulation to closely related keys.

203 Harmony III (3) UC:CSU

Prerequisite: Music 202 and concurrent enrollment in Music 213.

This course extends principles developed in Music 202, including augmented sixth chords; the Neapolitan sixth, altered dominants, diminished seventh chords, chromatic third-relation harmony, modulation to foreign keys and extended chords such as ninths, elevenths and thirteenth.

211 Musicianship I (2) UC:CSU

Required of all music majors.

Prerequisite: Music 101, 200 or equivalent and concurrent enrollment in Music 201.

Correlated with Harmony 1, this course consists of a study of sight reading, one-part melodic dictation, simple harmonic dictation, elementary theory, including scale structure, keys, intervals, musical terminology and notation, and the basic principles of musicianship. *Acceptable for Music 1 credit, UCLA.*

212 Musicianship II (2) UC:CSU

Prerequisite: Music 211 and concurrent enrollment in Music 202.

This course consists of sight reading, ear-training and keyboard application of the subject matter covered in Music 202.

213 Musicianship III (2) UC:CSU

Prerequisite: Music 212 and concurrent enrollment in Music 203.

This course consists of sight reading, ear-training and keyboard application of the subject matter covered in Music 203.

251 Jazz Improvisation Workshop (2) CSU RPT 4

Prerequisites: Proficiency on a musical instrument, Music 201 and 211, or equivalent.

This course is designed for the proficient instrumentalist who desires to develop improvisational skills in the jazz idiom. Topics covered include scales, harmonic progressions, rhythms, phrasing, interpretation and form as related to the Jazz style.

299 Music Honors (1) UC:CSU RPT 4

Prerequisite: Designed for the advanced Music major with consent of department chairperson.

This course provides the gifted student in music with an opportunity for concentrated independent study in selected areas under the direct supervision of an instructor.

321 Elementary Piano I (2) UC:CSU

Student must have access to a piano as daily practice is required.

This course presents an introduction to music reading, scale playing, and the use of the pedals. The artistic performance of appropriate repertoire is emphasized.

See acceptability Music 184.

322 Elementary Piano II (2) UC:CSU

Prerequisite: Music 321 or equivalent.

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts started in Elementary Piano I. *See acceptability Music 184.*

323 Elementary Piano III (2) UC:CSU

Prerequisite: Music 322 or equivalent.

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts developed in Elementary Piano II. *See acceptability Music 184.*

**324 Elementary Piano IV (2)
UC:CSU**

Prerequisite: Music 323 or equivalent.
Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts developed in Elementary Piano III. See acceptability Music 184.

**341 Intermediate Piano (2)
UC:CSU**

Prerequisite: Music 324 or equivalent.

The performance of appropriate repertoire is developed with emphasis on memorization and artistic interpretation. See acceptability Music 184.

**411 Elementary Voice I (2)
UC:CSU**

This course is an introduction to the proper use of the voice including attention to posture, breath control, tone quality, power, diction, range, and stage presence. Repertoire includes simple art songs and arrangements of folk songs and spirituals.

Acceptable for Music 65 credit, UCLA.
See acceptability Music 184.

**412 Elementary Voice II (2)
UC:CSU**

Prerequisite: Music 411 or equivalent.

An extension of principles introduced in Music 411 with a greater emphasis on interpretation. *Acceptable for Music 65 credit, UCLA.*
See acceptability Music 184.

**413 Elementary Voice III (2)
UC:CSU**

Prerequisite: Music 411 and 412 or equivalent.

All aspects of solo singing are stressed, especially English, Italian, French and German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

Acceptable for Music 65 credit, UCLA.
See acceptability Music 184.

**414 Elementary Voice IV (2)
UC:CSU**

Prerequisite: Music 411, 412 and 413, or equivalent.

This course is a continuation of principles and concepts presented in Music 413. The development of the student's ability to analyze and interpret the song repertoire is stressed.

Acceptable for Music 65 credit, UCLA.
See acceptability Music 184.

**501 College Choir (1) UC:CSU
RPT 4**

Open to all students by audition.

This course consists of study and performance of selected choral literature for mixed voices, both accompanied and a cappella. The emphasis is placed on the development of reading skills, basic voice techniques and interpreting the score.

Acceptable for Music 70B credit, UCLA.
See acceptability Music 184.

**561 Chamber Chorale (1) UC:CSU
RPT 4**

Open to all students by audition.

Rehearsal and performance of choral music for small ensembles. The music is chosen from all stylistic periods. Emphasis is placed upon reading skills, interpreting the score and the development of a professional attitude toward public performance.

Acceptable for Music 70C credit, UCLA see acceptability Music 184.

**701 Instrumental Ensemble (1)
UC:CSU RPT 4**

Open to all musicians who play orchestral instruments.

This course provides an opportunity for instrumentalists to develop their technique and to increase their playing experience through the rehearsal and performance of music written for various instrumental ensembles.

See acceptability Music 184.

**725 Community Orchestra (1)
UC:CSU RPT 4**

Open to all students who play orchestral instruments by audition.

Standard orchestral literature is rehearsed and performed.

Acceptable for Music 70H credit, UCLA.

See acceptability Music 184.

**731 Rehearsal Band (1) UC:CSU
RPT 4**

Open to all students who play orchestral instruments without audition.

This course provides the opportunity for inexperienced instrumentalists to have a large ensemble experience through sight-reading and rehearsing standard band literature.

See acceptability Music 184.

**775 Jazz Ensemble (1) UC:CSU
RPT 4**

Open to all instrumentalists by audition.

This course provides the instrumentalist with the opportunity to rehearse and perform music of the past in the "big band" tradition as well as contemporary compositions written for this ensemble.

See acceptability Music 184.

NURSING

The following courses listed under LEVEL I, II, III, and IV are required as part of the basic nursing curriculum. Prior Admission to the Nursing Program is required before a student may enroll in any of these courses. The courses are offered in a modular basis, usually 2-5 weeks duration. The number of hours of lecture and laboratory listed in short-term modules represents an average of the number of hours taught over the entire semester, not the actual number taught during each week of the module. Nursing students may petition to complete any required nursing course listed in the catalog by credit by examination.

809 Pharmacology (3)

Prerequisite: Currently enrolled nursing student; RN or LVN; or completion of Physiology I and Microbiology 1 with a grade of B or better, or consent of Nursing Admissions Committee.

This course presents the basic principles of pharmacology including the pharmacodynamics, pharmacokinetics, adverse reactions, and contraindications of selected drug groups. Emphasis will be placed on those drug groups especially relevant to general nursing including the automatic drugs, analgesics, sedatives, general anesthetics, cardiovascular drugs, antihistamines, corticosteroids, antibiotics and antineoplastic drugs.

LEVEL I (First Semester)**811 Orientation to Basic Patient Needs (1) CSU**

Prerequisite: Admission to Nursing Program.

Lecture 0.5 hours; laboratory 1.5 hours.

Students examine nursing philosophy and trends. Legal, moral and cultural aspects are covered. Expectations of students and faculty are examined and common goals are identified. Anxiety as it manifests itself in students and patients is discussed.

812 Meeting Basic Patient Needs (2) UC:CSU

Prerequisite: Admission to Nursing Program, and Nursing 811.

Lecture 1 hour; laboratory 3 hours.

Students learn basic skills and theoretical principles that allow them to identify patient needs, formulate a nursing diagnosis, develop a plan of care, implement the plan and evaluate the results.

813 Psycho-Social Needs of Patients (2.5) CSU

Prerequisite: Admission to Nursing Program, and Nursing 811 and 812.

Lecture 1 hour; laboratory 4.5 hours.

Using the nursing process students provide care for patients experiencing dysfunction of their sexual and reproductive organs. Students care for pre and post operative GYN and GU patients. Students explore the concept of pain as a human experience, observing physiological and psychological manifestations. Theories of pain etiology, nursing diagnosis and pain management are included.

814 Meeting Needs of Patients with Altered Sensorium (2) CSU

Prerequisite: Admission to Nursing Program, and Nursing 811, 812 and 813.

Lecture 1 hour; laboratory 3 hours.

Using the nursing process, students care for patients with altered sensorium. Included are individuals with eye or ear dysfunction and/or neurological impairment. Emphasis is on psychological and physiological comfort and safety.

815 Physical and Psychological Safety (2) CSU

Prerequisite: Concurrent enrollment in Nursing 811, 812, 813 and 814.

Lecture 1 hour; laboratory 3 hours.

This module has a dual focus. Psychological safety covering communication skills and physical safety covering procedures such as irrigations, instillations, medication administration and medical and surgical asepsis are the two areas focused upon.

LEVEL II (Second Semester)

Prerequisite: Completion of Level I or qualification for Advanced Standing on Advisement of Nursing Admissions Committee or qualified L.V.N. admitted to Career Ladder Option II.

821 Nature of Disease (1) CSU

Prerequisite: Successful completion of all Level 1 Nursing Modules with a grade of C or better, LVN Career Mobility option 2, or consent of Nursing Admissions Committee.

Lecture 0.5 hours; laboratory 1.5 hours. Students study the overall concept of health and disease including the significance of disease for the individual, changing concepts, disease causation and human responses with emphasis on endocrine responses. The holistic approach and therapeutic roles of the nurse are covered.

822 Disturbances in Nutrition and Elimination (2) CSU

Prerequisite: Completion of all Nursing Level I modules with a grade of C or better, LVN Career Mobility Option 2, or consent of Nursing Admissions Committee.

Lecture 1 hour; laboratory 3 hours. Students use the nursing process to meet the needs of patients experiencing disturbances of the digestive system including upper and lower gastro-intestinal tract, liver, biliary tract and pancreas.

823 Disturbances in Gaseous Exchanges (2) CSU

Prerequisite: Completion of all Nursing Level I modules with a grade of C or better, LVN Career Mobility Option 2, or consent of Nursing Admissions Committee.

Lecture 1 hour; laboratory 3 hours. Utilizing the nursing process students provide care for individuals experiencing disturbance in their homeostatic mechanism. Emphasis is on nursing problems resulting from the patient's response to pathophysiology of gaseous exchange, cardio-peripheral-vascular anomalies, chronic obstructive lung disease, and aging.

824 Care of the Patient with Neoplastic Disorders (2) CSU

Prerequisite: Completion of all Nursing Level I modules with a grade of C or better, LVN Career Mobility Option 2, or consent of Nursing Admissions Committee.

Lecture 1 hour; laboratory 3 hours. Using the nursing process, students meet the needs of patients experiencing disturbances of homeostasis resulting from malignant and benign tumors and neoplasms of the blood and blood-forming organs. Students care for select patients who have, are or will be experiencing chemotherapy, radiation therapy, radical surgery and other new or experimental modalities of treatment.

825 Understanding Illness (2.5) CSU

Prerequisite: Concurrent enrollment in Nursing 822, 823, 824.

Lecture 1 hour; laboratory 4.5 hours. In this module, students study predictable responses of individuals within a variety of cultures and how they respond to illness. Concepts of altered body image and the grieving process are explored and integrated into the clinical area. Special focus is on the psychological and physiological responses. Students study predictable responses of individuals to sensory overload and sensory deprivation, in a variety of cultures. A study of sleep deprivation is included.

LEVEL III (Third Semester)

Prerequisite: Completion of all Level I and II Nursing Courses or qualification for Advanced Standing on Advisement of Nursing Program Admissions Committee. Qualified LVN's may apply for Admission to the Nursing Program on this Level.

831 Orientation to Level 3 (1) CSU

Prerequisite: Completion of all Nursing Level I and II modules with a grade of C or better, LVN Career Mobility Option 3, 4, or consent of Nursing Admissions Committee.

Lecture 0.5 hours; laboratory 1.5 hours. This module explores the transition to the role of professional nurse. Students are introduced to nursing process; e.g., assessment diagnosis, planning and implementation of patient care in maternal, child, health and psychiatric settings. An overview of pharmacology and the law in the areas of nursing practice is introduced.

832 Nursing During the Maternity Cycle (2) CSU

Prerequisite: Successful completion of all Level 1 and 2 Nursing Modules with a grade of C or better, LVN Career Mobility Option 3 or 4, or consent of Nursing Admissions Committee.

Lecture 1 hour; laboratory 3 hours. Utilizing the nursing process, students provide care for families during all phases of the maternity cycle.

833 Psychiatric Nursing (2) CSU

Prerequisite: Successful completion of all Level 1 and 2 Nursing Modules with a grade of C or better, LVN Career Mobility Option 3 or 4, or consent of Nursing Admissions Committee.

Lecture 1 hour; laboratory 3 hours. Students study the expanded role of the nurse in a psychiatric setting. Concepts of mental health and etiology of disordered behavior are included.

834 Patients with Severe Homeostatic Disturbances (2.5) CSU

Prerequisite: Successful completion of all Level 1 and 2 Nursing Modules with a grade of C or better, LVN Career Mobility Option 3 or 4, or consent of Nursing Admissions Committee.

Lecture 1 hour; laboratory 4.5 hours. In this module, students assess needs and pro-

vide care for adult patients experiencing moderate to severe disturbances in homeostatic mechanism due to disease process, trauma and/or surgery. Students study problems of the skin including trauma and burns. Students visit a burn center and discuss in small assembly session the physical and emotional needs of an individual who is experiencing major burn trauma.

835 Community Health Concepts (2) CSU

Prerequisite: Concurrent enrollment in Level 3 Nursing Modules or consent of Nursing Admissions Committee.

Lecture 1 hour; laboratory 3 hours. Community Health concepts, including epidemiology, and the role of the nurse as case finder and health teacher are discussed. Using the nursing process, students address problems of groups with varying needs, e.g., the aging, women in the maternity cycle, and persons with chronic illness or disturbances in mental health. This module is correlated with Nursing 832, 833, and 834.

LEVEL IV (Fourth Semester)

Prerequisite: Completion of all Level I, II, III modules with a grade of C or better; or admission to Advanced Standing on Advisement of the Nursing Program Admissions Committee; or completion of Level III modules with a grade of C or better by continuing student in L.V.N. to R.N. Program.

841 History and Current Trends (1) CSU

Prerequisite: Successful completion of all Level 1, 2 and 3 Nursing Modules or consent of Nursing Admissions Committee.

Lecture .5 hours; laboratory 1.5 hours. Students examine their philosophy of nursing in relation to today's world. Current political issues affecting nursing are identified and discussed. Health care delivery systems and how they are meeting society's needs, along with nursing history, are covered.

842 Critical Care Nursing (2) CSU

Prerequisite: As stated under Level IV.

Lecture 1 hour; laboratory 3 hours. Utilizing the nursing process, students care for individuals who are experiencing critical disturbances in their homeostatic mechanism. The module covers the most commonly experienced disorders found in patients in the critical care units.

843 Nursing Care of Children (2) CSU

Prerequisite: Successful completion of all Level 1, 2 and 3 Nursing Modules or consent of Nursing Admissions Committee.

Lecture 1 hour; laboratory 3 hours. Students utilizing the nursing process, provide care for children who are experiencing moderate to severe disturbances in their homeostatic mechanism. Included are developmental tasks of children and child rearing families.

844 Patient Care Management (2.5) CSU

Prerequisite: Successful completion of all Level 1, 2 and 3 Nursing Modules or consent of Nursing Admissions Committee.

Lecture 1 hour; laboratory 4.5 hours. Using the nursing process, students manage the care of groups of patients. Emphasis is on the horizontal and vertical communications and team leadership, and primary nursing.

845 Stress Management for Nurses (2) CSU

Prerequisite: Successful completion of all Level 1, 2 and 3 Nursing Modules or consent of Nursing Admissions Committee.

Lecture 1 hour; laboratory 3 hours. In this module, students are assisted in making appropriate plans for their professional future. Employment and educational opportunities, along with work problems such as reality shock and "burn out," are discussed. Principles of stress management are covered and practiced. In the final portion of this module, students summarize their nursing education experience and critically analyze personal and program strengths and weaknesses. The nurse as an agent for change is discussed.

ENRICHMENT COURSES FOR NURSING STUDENTS

The following are semester length enrichment courses which are not required to receive a certificate of completion for the Nursing Program. They are recommended for those who wish to expand their basic knowledge: Nursing 807, Nursing 809, Nursing 862, Nursing 885. Nursing 809 and 862 meet the criteria for Continuing Education for Nurses (see course description).

807 Calculation & Administration of Drugs and Solutions (3) CSU

Prerequisite: Pre-Nursing Student; Nursing Student; L.V.N.; R.N.

Lecture 3 hours. Measurement of drugs and computation of solutions as they relate to nursing.

809 Pharmacology (3) CSU

Prerequisite: Enrollment in Nursing Program, OR, completion of Physiology I and Microbiology 1 with grades of "B" or better or R.N. or L.V.N.

Lecture 3 hours. This course presents the basic principles of pharmacology including the pharmacodynamics, pharmacokinetics, adverse reactions, and contraindications relevant to general nursing including the autonomic drugs, analgesics, sedatives, general anesthetics, cardiovascular drugs, antihistamines, corticosteroids, antibiotics, and antineoplastic drugs.

862 Physical Assessment Skills (3) CSU

Prerequisite: RN/LVN or senior RN student. This course is approved for Continuing Education units by BRN. Provider #01005. Contact Nursing Director for information.

Lecture: 3 hours. This course focuses on the process of Health Assessment using the tools of history taking, physical examination and diagnostic tests in the data collection process. The major emphasis will be on the normal individual and the normal variations across the age line. Some attention will be given to common abnormali-

ties. The course will include lecture, demonstration and supervised practice of the assessment methodology.

Continuing Education for Nurses

The BVNPTE will accept courses for continuing education credit that have been approved by this board and/or the California Board of Registered Nursing. A number of college courses have been approved for this credit. Contact the Nursing Department for further information.

885 Directed Study - Nursing (1) UC:CSU RPT 3

Conference: 1 hour per week. Allows students to pursue Directed Study in Nursing on a contract basis under the direction of a supervising instructor. *Credit Limit:* A maximum of 3 units in Directed Study may be taken for credit.

OCEANOGRAPHY

1 Introduction to Oceanography (3) UC:CSU

The student is introduced to the general field of oceanography, including a study of the features of the sea floor, the chemical and physical properties of sea water, currents, tides, waves and their effects on marine organisms. Special reference is made to the Southern California environment and the problem of man and the sea.

2 Introduction to Marine Biology (3) UC:CSU

Recommended: Biology 3 or any other biology course.

An opportunity to investigate the intertidal and immediate offshore sea coast habitats is provided. The lectures, laboratory and field trips are directed to give the student a practical working knowledge of seacoast plants and animals, their ecology and morphology. Also included are conservation topics that relate to human influence on the marine wildlife resource.

11 Introduction to Marine Biology: Laboratory (1) UC:CSU

Prerequisite: Concurrent or prior completion of Oceanography 12.

This course offers laboratory experiences to accompany and reinforce topics discussed in Oceanography 12. Micro-technique, identification of marine plants and animals, use of a classification key, investigation of the similarities and differences between various marine groups, and field trips. (This course partially meets life science general education requirements but does not meet biology major requirements.)

12 Lectures in Marine Biology (3) UC:CSU

Not open to students with credit in Oceanography 2.

Intertidal and immediate offshore seacoast habitats are investigated. The study of seacoast plants and animals, their ecology and morphology and the influence of humans on marine wildlife resources is emphasized.

185 Directed Study - Oceanography (1) UC:CSU

285 Directed Study - Oceanography (2) UC:CSU

385 Directed Study - Oceanography (3) UC:CSU

Prerequisite: Consent of instructor. Conference 1 hour per unit.

Allows students to pursue Directed Study in Oceanography on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

OFFICE ADMINISTRATION

1 Typewriting I (3) CSU

Students with one year of high school typewriting or ability to type 35 w.p.m. should enroll in Office Administration 2. (Students who have completed a beginning typewriting course with a grade of "D" should enroll in Office Administration 9)

Five hours weekly.

This course develops mastery of the keyboard and the basic operations of electric typewriters. Emphasis is placed on fundamentals of letter writing, manuscript typing, rules for centering and tabulation and rough draft typing. The student should achieve a minimum 5-minute typing speed of 30 w.p.m.

2 Typewriter II (3) CSU

Prerequisites: Office Administration 1, one year of high school typewriting or ability to type 35 w.p.m.

Five hours weekly.

Skills developed include: correct techniques in the operation of electric typewriters; speed and accuracy in typing letters, business forms, tabulation problems and manuscripts. The student should achieve a minimum 5-minute typing speed of 55 w.p.m. with a maximum of 5 errors.

3 Typewriting III (3) CSU

Prerequisite: Office Administration 2 or the ability to type 45 w.p.m.

Five hours weekly.

Skills developed include: correct techniques; speed and accuracy in typing business letters and memorandums, multiple carbons, special business forms, rough drafts, statistical and business reports. The student should achieve a minimum 5-minute typing speed of 55 w.p.m. with a maximum of 5 errors.

5 Expert Typewriting (3) CSU

Prerequisite: Office Administration 3 or ability to type 55 w.p.m.

Five hours weekly.

Speed and accuracy are further developed through continued emphasis on correct typing techniques. Intensive training is given and practical application of skills is stressed in preparing technical and business reports, financial statements, etc., with special emphasis on timed production. The student should achieve a minimum 5-minute typing speed of 65 w.p.m. with a maximum of 5 errors.

6 Adding and Calculating Machines (1)

(Same as ACCTG 37)

7 Machine Transcription (3)

Prerequisite: Office Administration 2 (with a grade of C or better) or ability to type 45 w.p.m.; Business 31.

Three hours weekly.

Skills developed: Proficiency in operating transcribing machines; production typing of mailable letters and memorandums from machine dictation; review of business letter styles, word division, spelling, punctuation, and capitalization.

9 Typing Improvement (1) RPT 2

Prerequisite: Completion of beginning typing course with a grade of D or better.

Three hours weekly.

This course improves typing procedures, speed and accuracy through timed writings and corrective drills. Students may enroll for two semesters, but the semesters may not be taken consecutively. This course may be taken in addition to Office Administration 2 or Office Administration 3 if the student needs additional speed and/or accuracy building.

10 Shorthand I (5) CSU

Prerequisite: Office Administration 1 and Business 31, which may be taken concurrently. Students who have studied shorthand previously and can take dictation at 50 w.p.m. should enroll in Office Administration 11.

Skills developed: In this beginning course in Gregg Shorthand (Series 90), students learn shorthand theory and learn to take dictation at speeds of 50 to 70 w.p.m. Transcription is also introduced.

11 Shorthand II (5) CSU

Prerequisite: Office Administration 1 and 10, and Business 31, with grades of C or better, and ability to take dictation at 50 w.p.m. for 3 minutes. Concurrent enrollment in Office Administration 18 is suggested.

Students who have studied shorthand previously are requested to enroll in this course where they are tested and reclassified if necessary. Gregg Shorthand (Series 90) is reviewed; students who have learned other shorthand systems may also enroll. Dictation speeds of 70 to 90 w.p.m. are attained. Shorthand is transcribed into mailable copy, and skill in transcribing is developed.

12 Shorthand III (5) CSU

Prerequisite: Office Administration 2, 11, and 18, with grades of C or better. Students who have studied shorthand elsewhere should enroll in Office Administration 11 where they will be tested and reclassified to Office Administration 12, if qualified.

Skills developed include: review of Gregg Shorthand (Series 90); building of business and professional vocabulary; attaining of dictation speeds of 90 to 120 w.p.m.; transcribing rapidly and producing mailable transcripts.

15 Script Shorthand (3) CSU

Three hours weekly.

Prepares the student to utilize Speedwriting Shorthand for office work, civil service tests,

and personal note taking. Uses letters of the alphabet, rather than symbols. Speeds of 80 or 90 words per minute may be developed in one semester.

16 Shorthand Review I (3)

Prerequisites: Office Administration 10 (or equivalent) and ability to type at least 40 w.p.m.

Gregg Shorthand Theory is reviewed. Skill is developed in writing brief forms and phrases. Dictation and transcription speeds are increased. Emphasis is placed upon mailable transcripts of letters, memoranda and enrichment of business and professional vocabularies.

17 Shorthand Review II (3) CSU

Prerequisite: Office Administration 16 and ability to type 40 w.p.m.

This course provides a review of the principles of Gregg Shorthand for those students who have previously studied shorthand and gives intensive speed building practice to enable students to increase their speed in taking dictation and transcribing their notes. Students with a background in other shorthand systems may also enroll.

18 Beginning Transcription (3) CSU

Prerequisites: Ability to type 35 w.p.m. and take shorthand at 50 w.p.m. for 3 minutes; concurrent enrollment in Office Administration 11 or 12.

This course develops the ability to transcribe from shorthand notes with speed and accuracy. The skills of shorthand, typing, punctuation, grammar, spelling and proofreading are emphasized and combined to enable students to produce mailable, well-arranged letters and reports.

20 Medical Assistant Office Procedures (5)

Prerequisite: Office Administration 1 or ability to type 40 w.p.m.

Comprehensive training is given in all types of medical office procedures. Speed and accuracy are developed in the typing of medical copy such as case histories, reports, correspondence and insurance forms. Medical terminology and abbreviations are taught. Telephone techniques, medical record keeping, filing and other office skills are reviewed. Grooming, professional ethics and personal relationships are stressed. No shorthand is required.

23 Legal Secretarial Procedures I (5)

This course introduces students to the legal terminology of the law office. Shorthand outlines for such terminology are presented. Both speed and accuracy in taking and transcribing legal dictation are developed. Students are introduced to the forms used in the law offices and in the courts and to the procedures used in performing the duties of a legal secretary.

24 Legal Secretarial Procedures II (5)

Prerequisite: Office Administration 23.

This course further strengthens students' knowledge of legal terminology and the shorthand outlines for such terminology. Speed and accuracy are developed in taking and tran-

scribing dictated legal materials. Students develop the ability to quickly and accurately prepare legal papers which are used in the law office and which must be prepared for the courts. Emphasis is given to responsibility in the performance of duties by the legal secretary.

26 Court Reporting: Machine Shorthand I (5)

A beginning course in machine shorthand theory which develops skill in the operation of the machine, fluent reading ability from machine shorthand notes, and the ability to take dictation at 60 words a minute.

27 Machine Shorthand II (5)

Prerequisite: Office Administration 26, Typing I, and ability to type 45 w.p.m. for five minutes.

Continuing the work in Machine Shorthand I, this course emphasizes theory and develops skill in dictation of 80-100 words per minute.

30 Office Procedures (3) CSU

Prerequisite: Office Administration 2 (or concurrent enrollment) or ability to type 40 w.p.m.

This course introduces students to basic office routines. Areas included are telephone techniques, filing, appointment procedures, and common office practices and human relations. Personal qualities and character traits which lead to success and advancement in office jobs are discussed.

31 Business English (3)

Recommended: Concurrent enrollment in Office Administration 34.

Lecture 3 hours.

This course is required for Office Administration majors.

Note: Same as Business 31.

32 Business Communications (3) CSU

Prerequisite: Office Administration 31 or equivalent. Ability to type.

Lecture 3 hours.

This course is required for Office Administration majors.

Note: Same as Business 32.

33 Records Management and Filing (2)

Two hours weekly.

This course is designed to familiarize the student with office administration procedures in the area of records management as it relates to the capturing, maintaining, and disposing of information essential to an automated office environment.

34 Business Vocabulary and Spelling (2)

Two hours weekly.

This course is designed to build vocabulary and to improve spelling skills. Emphasis is placed on phonics, spelling rules, confusing words, commonly misspelled words and the formation of plurals. The course allows application of skills through written expression.

35 Word Processing: Concepts in Information Systems (3) CSU

Prerequisite: Ability to type 35 w.p.m.

Three hours weekly.

Basic word processing concepts are taught through a combination of lecture and "hands-on" experiences. Students are taught the significance of word processing in the office arena, the history of word processing, generations of word processing equipment, career opportunities created by word processing, comparison of the traditional and automated office environment and the office of the future. Words processing "buzz words" are taught. Standard and unique features found on word processing equipment are studied. Films, tours, and guest speakers enrich the course.

37 Secretarial Accounting (3)

Three hours weekly.

This course covers the principles and concepts of accounting relevant to office personnel. Basic accounting principles, record keeping and preparation of financial statements are included. Use of electronic calculators and typewriting skills are interrelated in calculating and typing business statements and forms.

39 Word Processing, Keyboarding and Operations (3) RPT 3

Prerequisite: Ability to type 50 w.p.m.

Laboratory 5 hours

O.A. 39 teaches basic keyboarding, revisions, formatting, and machine commands on a variety of word processing systems. Two or more word processing systems may be learned.

44 Medical Terminology (3)

Three hours weekly.

This course develops a comprehensive medical vocabulary applicable to all specialties of medicine through the learning of Greek and Latin prefixes, suffixes, word roots, etc., and provides a basic understanding of anatomy and physiology. Training in the spelling, pronunciation and definition of medical terms is provided, as well as in the use of a medical dictionary.

46 Machine Transcription for Medical Secretaries (2)

Prerequisites: Office Administration I or equivalent, Bus Eng or equivalent, OA 44 or equivalent medical terminology background.

Two hours weekly.

This course develops skill in correct transcription procedures, in operating a variety of transcribing machines and in transcribing medical materials. Production typing on recorded material stressing terminology from medical reports, diagnoses, case histories and correspondence based on various areas of specialization is included. Grammar, punctuation and correct spelling of medical terms are reviewed.

49 Machine Transcription for Legal Secretaries (2)

Prerequisite: Office Administration I or equivalent, Business English or equivalent, Office Administration 23 or equivalent, legal terminology background.

Students learn correct transcription procedures and develop proficiency in transcribing

machines, and transcribing legal correspondence, legal documents and court documents from recorded material. Other areas covered are grammar, punctuation and spelling.

59 Supervision of a Word Processing Center (3)

Prerequisite: Completion of Office Administration 35 or equivalent and permission of the instructor.

Three hours weekly

Students learn how to plan, organize, and administer the operation of a word processing center. Production, quality control, and turnaround time are analyzed and evaluated. Consideration is given to the human factor in WP, conducting a WP study, analyzing and implementing a WP system, WP equipment features, operating procedures, administrative support services, human relations and staffing, techniques of selecting, training, and evaluating WP personnel, work standards and control, evaluating WP output and determining costs, office layout and environment for WP, how WP ties in to larger systems, WP future trends.

79 Word Processing Applications (3)

Prerequisite: Office Administration 39 or equivalent.

Three hours weekly.

This course provides opportunities for reinforcement of basic word processing skills and enables students to generate legal, medical, and statistical documents employing advanced techniques. The principles of telecommunications, electronic mail, and software are discussed. Proofreading skills are reinforced.

Cooperative Work Experience Education

Office Administration is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

ORNAMENTAL HORTICULTURE

8 Botany for Horticulture (4) CSU

Lecture 3 hours; laboratory 3 hours.

Consideration is given to the fundamentals of botany, including a study of the main external parts and functions of flowering plants, the basic plant cell, composition and functions. Plant reproduction, both sexual and asexual, including the basics of plant breeding and selection of new varieties for landscape horticulture are discussed. Recognition, proper utilization and maintenance of ornamental plants are emphasized.

PERSONAL DEVELOPMENT

1 Introduction to College (1)

This course provides students with information concerning college and how to survive as a student. They are assisted in evaluating their ability, aptitude and interests; in planning their

educational and vocational goals and in adjusting effectively to college life. Students are introduced to various support services provided by the college.

Note: Same as Psychology 9.

4 Career Planning (1) CSU

This is a specialized workshop designed to upgrade personal abilities in job seeking skills, resume preparation, and interviewing techniques. Participants will have an opportunity for personal interviewing practice through videotaped sessions. Emphasis will be on the identification of marketable skills essential for successful employment.

PHILOSOPHY

There are no prerequisites to any philosophy course although eligibility for English 1 is recommended for some courses.

1 Introduction to Philosophy I (3) UC:CSU

Recommended: Eligibility for English 1.

A critical analysis of traditional problems of knowledge, metaphysics, philosophy of science and philosophy of religion is made.

2 Introduction to Philosophy II (3) UC:CSU

Recommended: Eligibility for English 1.

A critical analysis of problems in ethics, political philosophy and aesthetics is made.

3 History of Greek Thought (3) UC:CSU

Recommended: Eligibility for English 1.

A critical presentation of western thought from the Greek Classical philosophers to the medieval philosophers is made.

Acceptable for Philosophy 1 credit, UCLA.

4 History of Modern Thought (3) UC:CSU

Recommended: Eligibility for English 1.

A critical presentation of western thought from the Renaissance to the present is made.

6 Logic in Practice (3) UC:CSU

Application of the logical principles of sound thinking to morals, politics and everyday life is made with emphasis upon the analysis of language as an aid to sound thinking.

8 Deductive Logic (3) UC:CSU

Elements of formal and modern symbolic logic are introduced with consideration of the application of logical principles in the improvement of thinking.

9 Symbolic Logic I (3) UC:CSU

This course provides an introduction to formal logic, including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

20 Ethics (3) UC:CSU

Recommended: Eligibility for English 1.

An introduction to the study of human values, the grounds of reasonable choice and the standards of right and wrong is provided.

23 The World's Great Religions**(3) UC:CSU**

An historical and philosophical study of major faiths and their ethical and theological principles is conducted.

24 An Introduction to the Philosophy of Literature (3) UC:CSU

Recommended: Eligibility for English 1.

A philosophical inquiry is made into such themes as freedom, guilt, love, self-knowledge, God, Evil, reality, death, and the meaning of life by examination of the great literary works in the western tradition.

PHOTOGRAPHY**9 Introduction to Cameras and Composition (3) UC:CSU**

(Formerly Journalism 21)

Prerequisite: Must have use of a 35mm camera.

This course emphasizes composition of news and feature pictures for use in mass communications media. Use of the photograph as an art form in telling the story, familiarity with the cameras used for news photography and procedures and techniques in darkroom processing are covered.

10 Beginning Photography (3) UC:CSU

Lecture 3 hours; laboratory 2 hours.

This is an introductory course designed for students without prior photographic training who do not wish to major in photography. Basic camera and laboratory photo techniques are studied to enable the student to communicate visual images as creative photographic statements.

PHYSICAL EDUCATION**Water Activities (1) UC:CSU**

RPT 4 except as noted

Activity 2 hours.

Materials fee for some classes. Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

- 102 Swimming - Skills
- 142 Sailing (3 units, Not Repeatable)

Individual and Dual Activities (1)

UC:CSU RPT.4

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

- 200 Archery - Skills
- 212 Tennis - Skills
- 222 Racquetball - Skills
- 225 Yoga - Skills
- 228 Body Conditioning
- 229 Body Dynamics
- 230 Weight Training - Skills
- 238 Self-Defense - Skills
- 253 Wrestling - Skills
- 259 Golf - Skills

- 262 Track and Field - Skills
- 265 Jogging - Skills
- 268 Bicycling - Skills
- 271 Ice Skating - Skills
- 289 Bowling - Skills

Team Sports (1) UC:CSU RPT 4

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

- 301 Baseball - Skills
- 304 Basketball - Skills
- 310 Flag-Touch Football - Skills
- 322 Volleyball - Skills
- 325 Ice Hockey - Skills
- 328 Softball - Skills

Dance Activities (1) UC:CSU

RPT 4

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

- 401 International Folk Dance - Skills
- 431 Modern Dance - Skills
- 434 Ballet Techniques - Skills
- 437 Modern Jazz Dance - Skills
- 440 Social Dancing - Skills
- 443 Square Dancing - Skills
- 446 Tap Dancing - Skills

Intercollegiate Sports (2) UC:CSU

RPT 2

Activity 10 hours in the sports season.

- 503 Baseball
- 504 Basketball
- 506 Cross Country
- 508 Football
- 514 Tennis
- 515 Track and Field
- 516 Volleyball

Professional Sports Skills (1)

UC:CSU

These classes meet the required credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.

Activity 3 hours for 10 weeks.

Theory and practice in the beginning, intermediate and advanced levels as they relate to the following activities:

- 603 Baseball
- 605 Basketball
- 609 Football

Acceptable for credit: CSUN, P.E. 242, 243, 244, 245, 246, 247, 248.

Physical Education Major's Classes UC:CSU

These classes may or may not meet the required credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.

702 Water Safety Instruction (3)

This class meets the required credit for Physical Education activity.

A qualifying swimming test is required.

Lecture 2 hours; plus 2 hours related swimming.

This class grants the Red Cross Water Safety Instruction Certificate to students who successfully complete the requirements.

710 Officiating Competitive Sports I (2)

This class does not meet the required credit for Physical Education activity.

Lecture 1 hour; laboratory 2 hours.

This course provides the theory, practice and techniques of officiating softball, baseball, track and field and other athletic activities normally conducted during the spring semester.

Acceptable for credit: CSUN, P.E. 710 or P.E. 711 accepted as P.E. 288(W) or P.E. 289.

711 Officiating Competitive Sports II (2)

This class does not meet the required credit for Physical Education activity.

Lecture 1 hour; laboratory 2 hours.

This course provides the theory, practice and techniques of officiating volleyball, football, basketball, and other athletic activities normally conducted during the fall semester.

Acceptable for credit: CSUN, P.E. 710 or P.E. 711 accepted as P.E. 288(W) or P.E. 289.

712 Introduction to Physical Education (3)

This class does not meet the required credit for Physical Education activity.

Lecture 3 hours.

This introductory course is designed to offer the major examples of the requirements of a physical education teacher.

Acceptable for credit: CSUN, P.E. 241.

716 Games and Rhythms for the Elementary School I (3)

This class does not meet the required credit for Physical Education activity. Recommended for Elementary Education majors.

Lecture 2 hours; laboratory 2 hours.

This course covers the physical, social and psychological characteristics of the elementary school child. Practice is provided in teaching games and rhythms suitable for playground, elementary schools and camps.

Dance Major's Classes UC:CSU

These classes may or may not meet the required credit for Physical Education activity. Required for the Dance major.

801 Modern Dance I (3)

Lecture 1 hour; laboratory 5 hours.

Analysis of movement in terms of how and where it is produced anatomically is stressed.

802 Modern Dance II (3)

Prerequisite: P.E. 801, P.E. 432, or consent of instructor.

Lecture 1 hour; laboratory 5 hours.

This course is a continuation of P.E. 801. It differs only in the student's ability to execute moves on a higher performance level, each successive semester.

803 Modern Dance III (3)

Prerequisite: P.E. 802 or consent of instructor.

Lecture 1 hour; laboratory 5 hours.

Techniques geared to students theoretically equipped with skills in modern dance basics are covered.

805 Ballet I (2)

Lecture 1 hour; laboratory 3 hours.
Ballet techniques and principles, including terminology, history and appreciation of ballet are studied.

806 Ballet II (2)

Prerequisite: P.E. 805.
Lecture 1 hour; laboratory 3 hours.
A continuation of P.E. 804, ballet techniques and principles are studied. Terminology, history, and appreciation of ballet are included.

814 Dance Production I (2) RPT 2

Lecture 1 hour; activity 2 hours.
This course provides laboratory experience in developing the skills involved in dance production: choreography, set design, lighting, directing and costume design.

815 Dance Production II (2) RPT 2

Prerequisite: P.E.814.
Lecture 1 hour; activity 2 hours.
This course is a continuation of P.E. 814.

816 Dance Production III (3) RPT 2

Laboratory 9 hours.
This course consists of rehearsal for spring performance.

PHYSICS**5 Allied Health Physics (3) CSU**

Prerequisite: One year of high school algebra or Mathematics 31.
Lecture 3 hours.
This specialized course is designed to meet the need for the understanding of selected physics principles which are vital in the proper training and job performance of an individual in health care delivery, particularly in the field of nursing.

6 General Physics I (4) UC:CSU

Prerequisite: Mathematics 3, equivalent trigonometry or concurrent enrollment with consent of instructor.
Lecture 3 hours; recitation 1 hour; laboratory 2 hours.
Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. The areas of physics involved in this course are mechanics, energy, fluid mechanics, mechanical waves, thermal behavior, kinetic theory and the laws of thermodynamics.
Acceptable for Physics 3ABC and 3AL-BL and CL credit, UCLA, when both Physics 6 and 7 are completed. See NOTE: Physics 12.

7 General Physics II (4) UC:CSU

Prerequisite: Physics 6.
Lecture 3 hours; recitation 1 hour; laboratory 2 hours.
Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. This course is a continuation of Physics 6, covering electricity, magnetism, electromagnetism, alternating currents, electromagnetic waves, optics, the atom, quantum physics and relativity.

Acceptable for Physics 3ABC and 3AL-BL and CL credit, UCLA, when both Physics 6 and 7 are completed. See NOTE: Physics 12.

8 Mechanics, Wave Motion and Heat (5) UC:CSU

Prerequisite: Mathematics 41 or equivalent with a grade of C or better. A student with a grade of B or better in a high school calculus course may take Mathematics 41 concurrently with the consent of the physics instructor.
Lecture and demonstration 4 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include vectors, motion in one and two dimensions including some special relativity, particle dynamics, linear momentum, work and energy, gravitation, rotational kinematics, introduction to rotational dynamics, statics, fluids, simple harmonic motion, wave motions, thermal behavior and an introduction to kinetic theory.
Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence. Physics 8 and 9 satisfies the UCLA Physics 6ABC sequence. Students should plan to complete the sequence at WLAC. Transfer when part of the sequence is completed will be difficult and loss of credit is likely. See NOTE: Physics 12.

9 Electricity, Magnetism, Light, Particle and Nuclear Physics (5) UC:CSU

Prerequisite: Physics 8 and Mathematics 42.
Students who had mathematical analysis in high school and took Mathematics 41 concurrently

with Physics 8 may take Mathematics 42 concurrently with Physics 9 if they received grades of B or better in Mathematics 41 and Physics 8.

Lecture and demonstration 4 hours; laboratory 3 hours.

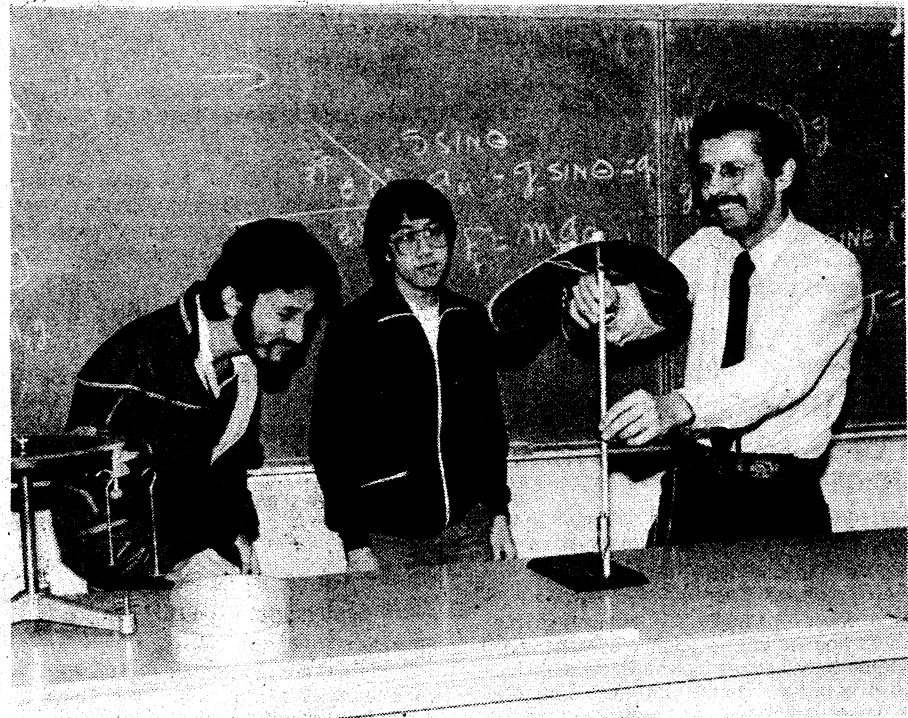
This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include: the basic concepts of electrostatics, basic direct and alternating currents, DC circuits, series AC circuits, electromagnetic waves, magnetism, geometrical and physical optics, introduction to quantum physics and nuclear reactions.

Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence. Physics 8 and 9 satisfies the UCLA Physics 6ABC sequence. Students should plan to complete the sequence at WLAC. Transfer when part of the sequence is completed will be difficult and loss of credit is likely. See NOTE: Physics 12.

10 Topics for Engineering and Science Majors (4) UC:CSU

Prerequisite: Physics 9 and Mathematics 42.
Lecture and demonstration 3 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include: special relativity, expansion of rotational dynamics, expansion of AC circuits to include networks, expansion of the Kinetic Theory of gases, damped and forced vibrations, electric and magnetic fields in matter, entropy, wave mechanics and solid state.
Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence. See NOTE: Physics 12.



12 Physics Fundamentals (3)**UC:CSU**

Prerequisite: One year of high school algebra or Mathematics 31.

Lecture and demonstration 3 hours.

This introductory course in physics which is designed primarily for liberal arts students provides qualitative knowledge of fundamental physical principles.

Acceptable for Physics 10 credit, UCLA, when both Physics 12 and 14 are completed. NOTE: No credit will be given for Physics 12 if it follows the Physics 6, 7, or 8, 9, 10 series. Credit will be limited if similar material is covered in other physics courses.

14 Physics Fundamentals**Laboratory (1) UC:CSU**

Prerequisite: Completion of Physics 12 or concurrent enrollment in Physics 12.

Laboratory 3 hours.

This course is designed for those liberal arts students who are taking or have taken Physics 12 and who wish or need to have a laboratory experience as part of their physical science education. The course consists of a large number of physical science experiments.

Acceptable for Physics 10 credit, UCLA, when both Physics 12 and 14 are completed.

29 Basic Physics for Technicians**(4) CSU**

Prerequisite: One year high school algebra or Math 31.

Lecture 3 hours; laboratory 3 hours.

This course meets the physics requirements in the various technical curricula. Major emphasis is placed upon learning through laboratory experience. Topics studied include: uniform and uniformly accelerated motion, forces and Newton's Laws, work, energy, power and circular motion. This course is taught with a modular approach, modules being selected to fit the needs of the particular technician's curricula.

185 Directed Study - Physics (1)**UC:CSU**

Prerequisite: Concurrent enrollment in a physics course and consent of the instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Physics on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

PHYSIOLOGY**1 Elementary Physiology (4)****UC:CSU**

Prerequisite: Biology 5A/5B with a grade of C or better; English 28 (concurrent enrollment acceptable).

Recommended: Chemistry 3 or 10.

This course presents the basic principles underlying the physiological processes of the human body. Lecture topics include the cellular basis of organ systems function and the physiological adaptations and regulating mechanisms

associated with homeostasis. Laboratory exercises introduce the student to clinical laboratory techniques and the measurement of physiological parameters.

POLITICAL SCIENCE**1 The Government of the United States and California (3) UC:CSU**

This course deals with the principles, problems, structures, and functions of United States and California Governments.

Acceptable for Political Science 1 credit, UCLA.

2 Modern World Governments (3) UC:CSU

A comparative study is made of the major governments of the modern world in terms of their institutions, ideologies, political habits and foreign policies. Emphasis is placed upon the governments of Great Britain, France, Germany and the Soviet Union.

Acceptable for Political Science 3 credit, UCLA.

4 Introduction to State and Local Governments (3) CSU

This general survey course introduces the student to the various functions, structures and services of state governments, their relation to local governments and their interrelationships with the federal government as appropriate. Emphasis is placed upon lectures by the instructor, guest speakers' presentations and field trips.

7 Contemporary World Affairs (3) UC:CSU

This course surveys the factors involved in international relations today. Emphasis is placed on providing the student with a framework for the analysis of world affairs. Major areas of analysis include the positions of the United States and the Soviet Union.

Acceptable for Political Science 2 credit, UCLA.

8 The Modern Far East (3)**UC:CSU**

Political systems of the Far East with their attendant economic and social issues are surveyed. Emphasis is placed on nationalism, imperialism, ideologies, modernization and relations with the United States.

9 Government and Politics in Africa (3) UC:CSU

Prerequisite: A grade of C or better in Social Science 30 or permission of instructor.

This course presents a comparative study of government and politics in the independent states of Africa with special reference to traditional political organization, colonial policies, nationalism and the problems of nation building.

13 Introduction to Public Administration (3) CSU

Prerequisite: Political Science 1.

This study of the development and practice of public administration in the United States focuses on the theoretical and practical concerns

of administration and emphasizes the relationship of public administration and democratic government.

14 Government and Politics in the Middle East (3) UC:CSU

Lecture 3 hours.

Introduces political and governmental patterns prevalent in the Middle East including the Maghribi States, Turkey, Iran, and Israel. Special consideration given to the importance policy relations between Middle Eastern states and the rest of the world.

30 The Political Process (3)**UC:CSU**

This course provides a critical survey of politics, including political parties, pressure groups, propaganda, public opinion and their impact on American political institutions.

41 Principles of Student (2)**Leadership CSU RPT 2**

Prerequisite: Consent of instructor.

Laboratory 2 hours.

The general principles of campus student government organizations are dealt with. This course includes attendance in the bi-weekly meetings of the Associated Students Executive Council.

Cooperative Work Experience Education

Political Science is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

185 Directed Study - Political Science (1) UC:CSU**285 Directed Study - Political Science (2) UC:CSU****385 Directed Study - Political Science (3) UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit

Allows students to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

PSYCHOLOGY**1 General Psychology I (3)****UC:CSU**

This course offers a scientific approach to principles of human behavior. It covers such topics as growth and development, heredity and environment, perception and attention, feeling and emotion, motivation, learning, thinking and intelligence, individual differences, introduction to statistical concepts, personality and social relations.

Acceptable for Psychology 10 credit, UCLA.

2 General Psychology II (3)**UC:CSU**

Prerequisite: Psychology 1.

This course considers the functional and anatomical aspects of the nervous system, the

structure and function of the sense organs, as well as emotions, speech, intelligence, consciousness and sleep, motivation and psychosomatic relationships.

Acceptable for Psychology 15 credit, UCLA.

3 Personality and Social Development (3) UC:CSU

Prerequisite: Psychology 1.

This course seeks to develop an understanding of personality dynamics and structure, theories of personality development, various behavior forms and the psychological basis of emotional adjustment. It also stresses the mental hygiene movement and the application of insights gained to life problems.

Acceptable for credit, maximum: 1 course from Psychology 3, 4, UC campuses.

4 Applied Psychology (3) UC:CSU

Prerequisite: Psychology 1.

This course provides a study of the way in which psychology can be applied to increase personal and occupational efficiency and deals with problems in industry and related fields.

See NOTE: Psychology 3.

6 Human Behavior (3) UC:CSU

Students are introduced to the methods and data of psychology as behavioral science. The course enables them to apply systematically obtained data and techniques to their own experiences and to their relations with others. It is not recommended for students who have credit for Psychology 1, who are Psychology majors or whose major requires Psychology 1.

8 Psychology of the Afro-American (3) UC:CSU

This course critically examines the psychological problems confronting the Afro-American and emphasizes human relations and the motivation of behavior resulting from frustration.

11 Child Psychology (3) UC:CSU

Prerequisite: Psychology 1.

This course considers the psychological development of children from infancy to adolescence, including physical, mental, emotional and social conduct and the promotion of useful and healthful parent-child relations.

12 Adolescent Psychology (3) UC:CSU

Prerequisite: Psychology 1 or consent of instructor.

Current research on the adolescent years is read, reviewed and discussed. The developmental links between childhood and adolescence and between adolescence and adulthood are covered so that the student sees human development as a continuous process.

13 Social Psychology (3) UC:CSU

Prerequisite: Psychology 1.

The course involves human social relationships and the application of the principles of psychology to the solution of social problems. Group membership and leadership, role and status, attitudes, prejudices, public opinion and propaganda are also considered.

14 Abnormal Psychology (3) UC:CSU

Prerequisite: Psychology 1.

The principles of general psychology are applied to the field of psychopathology. Behavior disorders are described, and their major causes and treatment are reviewed.

16 Love and Marriage (3) UC:CSU

This course deals with the psychological aspects of dating, love and marriage. It is designed to provide students with a basic positive attitude towards the potentials of marriage and to prescribe the circumstances that make the marital union an opportunity for a growing, greater, "other-centered" self-realization.

Acceptable for credit: UC campuses allow credit for only 3 units from Psychology 16 and Sociology 12.

21 College Reading Skills (3)

Prerequisite: Concurrent registration in English 47.

Three hours lecture-clinic plus one hour laboratory in the Instructional Center, by arrangement.

This course assists students who have reading handicaps. It includes training in the skills necessary for more efficient reading and stresses the development of adequate vocabularies, word attack skills and comprehension.

22 College Study Skills (3) RPT 2

Prerequisite: Concurrent registration in English 47.

Three hours lecture-clinic plus one hour laboratory in the Instructional Center, by arrangement.

This combined lecture-clinic-laboratory course presents efficient methods of study, learning and reading efficiency. Students are given insight into several approaches to study habits, reading habits, scheduling and applied practice in subject area fields. Individualized practice is offered in the Instructional Center.

23 Individualized Programs in Reading and Study Skills (3) RPT 2

RPT 2

Three hours lecture-clinic plus one hour laboratory in Instructional Center, by arrangement.

This combined lecture-clinic-laboratory course continues to stress efficient methods of study, learning and reading efficiency. In addition, new emphases are placed on vocabulary development and speed of comprehension in reading. Work with reading machines, pacers and visual aids is also included.

25 Individualized Improvement of Study Skills (1) RPT 3

This contract learning course presents efficient methods of study based upon individual student needs. A diagnostic test and an individual conference with the instructor determine the areas in which students will work. Instruction is available in the following areas: study skills (time, management, listening-notetaking and test taking); reading skills; vocabulary and/or spelling.

26 Power and Speed Reading (3) CSU RPT 2

This course emphasizes the development of reading speed, comprehension and vocabulary through practice with various audio-visual devices. Emphasis is placed upon applying techniques to both study and leisure reading.

43 Principles of Group Dynamics I (3) UC:CSU

Students learn how various types of small groups function in decision making, conflict resolution and leadership styles. The learning experience is based on active participation in playing various roles and on evaluation of the group process. Students also evaluate their own growth in personal skills in communication.

45 Issues in Human Service Careers (3) UC:CSU

Prerequisite: Psychology 1.

This course orients students to the fields of psychological and counseling services. Students participate in discussions of group and individual counseling, occupational and academic guidance and other relevant issues and are provided experiences in many of these areas as counselors and peer counselors.

52 Psychological Aspects of Human Sexuality (3) UC:CSU

This course addresses the psycho-sexual development of the individual, the scripts that are learned in our culture and comparative information from other cultures. The history of attitudes toward sexuality in America is studied. The study of the anatomy and physiology of the human sexual system, the physical and emotional orgasmic response, myths and misconceptions about the sexual response, sexual variance and dysfunction all are studied to help the student achieve an understanding of his or her own unique sexuality.

Cooperative Work Experience Education

Psychology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

185 Directed Study - Psychology (1) UC:CSU

285 Directed Study - Psychology (2) UC:CSU

385 Directed Study - Psychology (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

REAL ESTATE

1 Real Estate Principles (3) CSU

Not required for real estate license, but highly recommended as a foundation course in real estate.

This beginning course in real estate fundamentals and principles covers real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate.

3 Real Estate Practice (3) CSU

Prerequisite: Real Estate 1 or possession of a real estate salesperson's license or consent of instructor.

This course covers the day-to-day activities of the real estate brokerage business, from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: time management, human relations, client psychology, financing, leasing, appraising and property management. The course is required for those seeking the California broker's license.

4 Real Estate Office Administration (3) CSU

Prerequisite: Real Estate 3 or consent of instructor.

This course presents a practical framework for current and future managers of real estate brokerage offices. It presents and develops topics of vital interest to office administrators: establishing goals and plans, personnel recruitment and selection, listing and selling techniques, management controls and systems.

5 Legal Aspects of Real Estate I (3) CSU

Prerequisite: Real Estate 1, possession of a salesperson's license or consent of instructor.

Principles of property ownership and management, with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes are covered in detail.

7 Real Estate Finance I (3) CSU

Prerequisite: Real Estate 1, possession of a real estate salesperson's license or consent of instructor.

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are covered.

9 Real Estate Appraisal I (3) CSU

Prerequisite: Real Estate 1, possession of a real estate salesperson's license or consent of instructor.

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.

10 Real Estate Appraisal II (3) CSU

Prerequisite: Real Estate 9.

This advanced appraisal course features a brief review of the theory, principles and

methods used in the valuation of residential, commercial and industrial properties. It also features case study problems illustrating the use of the three approaches to value and a thorough analysis of the components utilized by the income approach. This course emphasizes the valuation of all income-producing properties. An appraisal report is required on an income-producing property.

11 Escrow Principles (3) CSU

Prerequisite: Real Estate 1 or Real Estate 3.

This course gives an introduction to the principles and methods of handling escrows involving transfer of real estate ownership or real estate loans. The various forms used in escrows and escrow instructions are studied, along with the applicable laws pertaining to the escrow function.

12 Escrow Practices (3) CSU

Prerequisite: Real Estate 11 or consent of instructor.

The principles and methods of handling escrows involving title to land, sales of personal property and real estate loans are taught. Included is a study of the various forms used in the drawing of escrow instructions and closing statements, as well as the practical operation of escrow offices. Case situations and real-world problems are an integral part of the course.

14 Property Management (3) CSU

Prerequisite: Real Estate 1 or Real Estate 3.

This course is designed for real estate brokers, salespersons and owners of income-producing properties. Topics covered include the nature and types of property management, organization for management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners, budgets, purchasing accounts, reports, ethics and legal and professional relationships.

16 Income Tax Aspects of Real Estate (3) CSU

Prerequisite: Real Estate 1 or consent of instructor.

The impact of Federal and California State income tax laws upon the purchase, sale, exchange and use of real property is covered. This includes depreciation, capital gains, installment sales, prepaid interest and tax saving opportunities. Upon successful completion of this course, students may receive 45 hours of Continuing Education credit with the California Department of Real Estate.

18 Real Estate Investments I (3) CSU

Prerequisite: Real Estate 1 or consent of instructor.

This is an advanced course in which a thorough analysis is made of the investment factors that determine the evaluation of commercial, industrial and residential projects. The six basic steps in the investment process are covered in detail: Search, Analysis, Negotiation, Documentation, Contingency Removal and Property Management after Purchase. Upon completion of this course, students may receive 45 hours of Continuing Education credit with the Department of Real Estate.

21 Real Estate Economics (3) CSU

Prerequisite: Real Estate 1 or consent of instructor.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include: urban structural relationships, real estate market analysis, problems of sub-dividing and governmental relationship to real estate development.

32 Real Estate Review (2)

Prerequisite: Real Estate 1 or consent of instructor.

This course is designed as a comprehensive review for those students about to sit for their real estate salesperson's or broker's license examination. Emphasis is given to the points of view taken by the California Department of Real Estate in their structuring of examinations. Students will have the opportunity to take several practice tests during the semester, which will be based on the state model.

60 Real Estate Mathematics (3) CSU

Prerequisite: Real Estate 1, possession of a salesperson's license or consent of instructor.

Applied mathematics for real estate deals with problem solving in proration, tax application, commission, capitalization, interest, discounts, depreciation, escrow, cost of financing and estate calculations.

Cooperative Work Experience Education

Real Estate is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

RECREATION

121 Basic Sailing Techniques and Instruction (2) UC:CSU

A general ocean studies and recreational program, this course introduces students to on the water sailing techniques theory and navigation.

123 Coastal and Inland Navigation for the Boater (3) UC:CSU

This course provides the boater with the information necessary to navigate a small craft on coastal and inland waters. Such topics as navigation charts, tide and current tables, rules of the road, aids to navigation and mechanical and electronic navigation devices are covered. See Recreation 14.

124 Celestial Navigation for the Boater (3) UC:CSU

Prerequisite: Recreation 123.

A presentation is made of the fundamentals of celestial navigation, with detailed instruction on position location using the sun and moon, including practical problems using the sextant in position location by longitude and latitude. See Recreation 121.

SECRETARIAL SCIENCE

(See Office Administration)

SOCIOLOGY

1 Introduction to Sociology (3)

UC:CSU

This course is an overview of what we know (and do not know) about human behavior and human societies. It examines how social life — life in groups, organizations and societies — affects people and how people affect each other and their societies.

Acceptable for Sociology 1 credit, UCLA.

2 American Social Problems (3)

UC:CSU

This course deals with the analysis of societal problems in the United States today. It emphasizes problems related to poverty, deviance, criminal justice, group conflict, population, environment and social change.

4 Sociological Analysis (3)

UC:CSU

Prerequisite: Sociology 1 or Psychology 1.

Consideration is given on how to conduct research. Advantages and disadvantages of various research procedures are examined. Students participate in a survey research project. No background in statistics or college mathematics is needed.

5 Contemporary Urban Society and the Minorities (3) CSU

This introductory course begins with a condensed "history of the city." It proceeds to an analysis of sociological, psychological, economic and ecological impacts of urbanization.

6 The Social Environment (3)

UC:CSU

This course provides a framework for the analysis of "human ecology" from the perspectives of the biological, physical and behavioral sciences. It focuses upon problems related to population change, environmental threats and urban ecology. Technology, politics, economics and other cultural obstacles to the solution of environmental problems are analyzed. Same as Environmental Studies 4.

7 Juvenile Delinquency (3)

UC:CSU

The extent and distribution of delinquency are considered. Emphasis is placed upon the local area, meaning, implications and treatment of delinquent behavior; personal and environmental conditioning factors and the rights of children.

Same as Administration of Justice 23.

8 Sociology of Aging (3) UC:CSU

This introduction to the study of aging examines scientific and applied theories of aging; aging and the personal system; aging and the social system and demographic and comparative cultural features of the role of the aged. Topics covered include health, family relationships, work, leisure, retirement, dying and death.

11 Ethnic & Racial Minorities in the United States (3) UC:CSU

Examines majority and minority relations in the U.S.; how these relations developed historically; and the social, political, and economic forces that maintain or act to change these relationships. Analysis of similarities and differences in ethnic and racial groups' experience will promote understanding of the forces underlying minority-majority relations.

12 Marriage and Family Life (3)

UC:CSU

This course deals with theories concerning the family as a social institution, practical aspects of mate selection and marriage adjustment, the structure and function of the family, variant family patterns, historical changes and the influence of contemporary society on the family. Same as Family and Consumer Studies 31 and Psychology 16.

22 Sociology of Women (3)

UC:CSU

This course examines sex roles in male-female and parent-child relations, the economy, political behavior and power.

Cooperative Work Experience Education

Sociology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

185 Directed Study - Sociology

(1) UC:CSU

285 Directed Study - Sociology

(2) UC:CSU

385 Directed Study - Sociology

(3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit. Allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

SPANISH

Note: Completion of at least English 28 with a C or better is recommended.

1 Elementary Spanish I (5)

UC:CSU

Laboratory 1 hour.

This course stresses practice in understanding, speaking, reading and writing simple Spanish. Training in correct pronunciation is provided. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language.

Note: Same as Spanish 21 with Spanish 22; or Spanish 51 with Spanish 61.

2 Elementary Spanish II (5)

UC:CSU

Prerequisite: Spanish 1 with a grade of C or better or two years of high school Spanish or equivalent.

Laboratory 1 hour.

This course includes review and further study of the fundamentals of the Spanish language, with emphasis upon correct pronunciation and mastery of vocabulary, including useful phrases and idioms, practice in oral and written expression and continued study of Spanish and Spanish-American civilization through selected readings. Emphasis is placed upon the spoken language.

Note: Same as Spanish 52 with Spanish 62.

3 Intermediate Spanish I (5)

UC:CSU

Prerequisite: Spanish 2 with a grade of C or better, two years of high school Spanish, or consent of instructor.

This course includes reading of Spanish short stories, essays and poems by selected Spanish and Spanish-American authors; extensive review and practice of problematic areas of Spanish grammar, with special emphasis upon practical and idiomatic usage; discussions and oral and written reports in Spanish.

4 Intermediate Spanish II (5)

UC:CSU

Prerequisite: Spanish 3, three years of high school Spanish, or consent of instructor.

This course provides a review of the more difficult aspects of grammar and seeks to perfect comprehension, fluency and cultural knowledge. Spanish and Spanish-American life and problems are considered through readings and discussion of literature. The readings are the basis for regular composition assignments.

5 Advanced Spanish I (5)

UC:CSU

Prerequisite: Spanish 4, completion of four years of high school Spanish, or consent of instructor.

This course continues the study of advanced grammar and composition and seeks to perfect comprehension and fluency in the language and skill in analyzing literature. It includes reading in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

6 Advanced Spanish II (5)

UC:CSU

Prerequisite: Spanish 5, five years of high school Spanish, or consent of instructor.

This course continues the study of advanced grammar and composition and seeks to perfect comprehension and fluency in the language and skill in analyzing literature. It includes readings in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

8 Conversational Spanish (2)

UC:CSU

Prerequisite: Spanish 2 or equivalent with a grade of C or better or consent of instructor.

This course develops the ability of the students to express themselves fluently, idiomatically and correctly in Spanish. Conversational material is selected from magazines, newspapers and selected books.

**10 Latin-American Civilization (3)
UC:CSU**

This course consists of lectures and discussions in English on the geography, history, customs, economic and political development, literature and arts of the Spanish-speaking and Portuguese-speaking peoples of America. It is especially recommended to all students of Spanish, but no knowledge of Spanish is required.

Note: Same as History 23.

**14 Spanish for Public Service
Personnel (3) CSU RPT 2**

This course develops the ability of the students to express themselves fluently, correctly and effectively in Spanish in the areas of public service, business and community activities.

**21 Fundamentals of Spanish I (3)
UC:CSU**

Lecture 2 hours; laboratory 1 hour.

This course provides the first half of the fundamentals of first semester pronunciation and grammar. It also stresses practice in understanding, speaking, reading, and writing simple Spanish. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language.

Note: Spanish 21 and 22 together are equivalent to Spanish 1.

**22 Fundamentals of Spanish II (3)
UC:CSU**

Prerequisite: Spanish 21.

Lecture 2 hours; laboratory 1 hour.

This course provides the second half of the fundamentals of first semester pronunciation and grammar. It also stresses practice in understanding, speaking, reading, and writing simple Spanish. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language.

Note: Spanish 21 and Spanish 22 together are equivalent to Spanish 1.

**24 Spanish for Medical Personnel
(3) CSU RPT 2**

This is a practical, informal, oral Spanish course. The course covers materials that all members of the health care team who interact with Spanish-speaking people need to know in order to communicate effectively. No prior knowledge of Spanish is required.

SPEECH**1 Public Speaking I (3) UC:CSU**

This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principles and practice of effective speech composition and delivery.

2 Public Speaking II (3) UC:CSU

Prerequisite: Speech 1

Public Speaking II encourages classroom discussion and analysis of subjects chosen by the class for special study. Discussion focuses on the search for topics and the inquiry into the nature of each topic. Analysis of selected topics is undertaken to help students "invent"

solutions for the "best means of persuasion." Arrangement, structure and delivery of class and public speeches are considered also. Students evaluate the manner in which different audiences perceive and judge issues and solutions presented in varying speech situations. *Acceptable for Speech 2 credit, UCLA.*

**3 Voice and Articulation (3)
UC:CSU**

This introductory course gives students the opportunity to practice proper methods of voice production, accurate articulation and enunciation of Standard Spoken American English. The IPA (International Phonetic Alphabet) is taught as a means of identifying sounds and enhancing listening skills.

Acceptable for credit: maximum of 1 course from Speech 3 plus Theater 10 and 11, UC campuses.

**6 Business and Professional
Speech (3) CSU RPT 3**

This beginning course for business and professional persons stresses the preparation and delivery of speeches, reports and briefings. Emphasis is placed upon technical aids to facilitate delivery. The course is recommended for career education majors.

**9 English Speech as a Second
Language (3) UC:CSU RPT 2**

This course is designed for those whose first language is not spoken American English and also for those who are interested in teaching Spoken American English as a second language. The speech and intonation patterns of each student are analyzed so that they can work on individual problems. The IPA (International Phonetic Alphabet) is taught as a method of identifying sounds and enhancing listening skills. Improved voice production is taught when necessary.

Acceptable for credit, 3 units maximum Speech 9; 8 units from English 43, 44, 45 and Speech 9, UC campuses.

13 Forensics (2) UC:CSU RPT 4

Five hours weekly.

Forensics activities are used in a laboratory setting to apply the techniques learned in advanced public speaking and in argumentation. Forensics may be taken concurrently with other speech courses.

16 Group Discussion (3) UC:CSU

Prerequisite: Speech 1.

This course provides an analysis of the purposes, principles and types of discussion. Development of individual skills is achieved by responsible discussions, participation and leadership.

**20 Preparing and Presenting
Successful Meetings and
Programs (3) CSU**

This course teaches students to organize and present effective programs at private or public meetings. Instruction includes how to procure program elements such as speakers, films, etc.; how to make sure the audience can see and hear well; how to carry out the duties of moderator and how to evaluate the meeting.

31 Communication Skills (3)

This beginning course for general educational and vocational students emphasizes the importance of interpersonal communication in everyday living, and stresses the relationship between ways of achieving information, creating meaning and communicating ideas and feelings with others for successful living and practical problem solving.

**32 The Process of
Communication (3) UC:CSU**

This course provides an introduction to communication behavior theories and their applications to interpersonal social interaction and problem solving.

**385 Directed Study - Speech (3)
UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Speech on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

STATISTICS

(See Mathematics 14)

SUPERVISION**1 Elements of Supervision (3)
CSU**

This course introduces in general terms the total responsibilities of a supervisor in industry. Among the items covered are organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control and management-employee relations.

**2 Basic Psychology for
Supervisors (3) CSU**

This course assists supervisors in better understanding the people with whom they work. Emphasis is placed upon psychological aspects, perceptions, emotions and attitudes. Communicating and reasoning are also considered.

**3 Human Relations (Developing
Supervisory Leadership) (3)**

Prerequisite: Supervision, Business 1 or consent of instructor.

This course increases the student's leadership effectiveness by developing a better understanding of the human element in the management process. Emphasis is placed upon effective communication; understanding one's self-perception; examination of factors affecting motivation, attitudes and behavior patterns within individuals and exposure to the styles of leadership.

Credit not granted to students with credit in Management 31.

4 Supervisors' Responsibility for Management of Personnel (3) CSU

Personnel techniques for which the supervisors are partially responsible and for which they should have some training in carrying out their responsibilities are studied. Topics included are selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer and training for responsibility.

6 Labor-Management Relations (3)

Employee-employer relations in commerce, industry and government are studied. Responsibilities for effective management-relations, history of unions and other employee groups and impact of legislation on working conditions, wages, hours, discipline, disputes and participation are considered. Public employee unions, civil service and public obligations are probed. Incentive concepts, changing patterns in the work ethic and current case examples are reviewed.

9 Cost Control for Supervisors (3)

The question of how costs are determined is studied. Topics included are cost control and functions and the supervisor's responsibility for costs and facts in cost control. Specific items included are materials, waste, salvage, quality control, quantity control and control of time.

11 Oral Communications (3)

This course assists in the development of communicative skills essential to good supervision. Consideration is given on how to achieve better understanding by developing the ability to speak and to listen more effectively.

12 Written Communications for Supervisors (3)

This course contains a review of writing mechanics including grammar, punctuation and sentence structure. Emphasis is placed on the writing of business letters and reports, memoranda, bulletins and technical manuals.

Cooperative Work Experience Education

Supervision is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

THEATER

100 Introduction to the Theater (3) UC:CSU

(Formerly Theater Arts 2)

Required of all theater arts majors.

This survey course introduces students to theater and to numerous related crafts such as costuming, lighting, etc. Emphasis is placed upon the student's becoming aware of the components constituting an artistic entity and being able to intelligently and objectively evaluate a professional or non-professional performance.

110 History of the World Theater (3) UC:CSU

(Formerly Theater Arts 5)

Open to all students.

Required of all theater arts majors.

This course surveys the development of the theater, its playwrights, structures and methods of staging and acting from the Greeks to the contemporary theater.

Acceptable for Theater 5AB credit, UCLA.

130 Playwriting (3) UC:CSU RPT 2

(Formerly Theater Arts 15)

Prerequisite: English 1 or equivalent.

Play analysis and basic playwriting techniques geared toward development of original manuscripts for stage, screen or television are studied.

200 Introduction to Acting (3) CSU

(Formerly Theater Arts 1)

Lecture 3 hours.

This course is an introduction for non-theater majors to the art and craft of acting. The student will be exposed to a brief history of acting. Various areas of actor training, including breathing and movement exercises through lecture-demonstration, ensemble exercises, scene work, play readings and viewing of live performances will be covered.

220 Storytelling (2) UC:CSU RPT 2

(Formerly Theater Arts 18)

This supervised activity stresses development of basic storytelling techniques including basic theatrical conventions and mime illusions to better express interpretation before college and community audiences. Mechanics of interpretation (mental, oral and physical), platform behavior and selection of literary materials are stressed.

225 Beginning Direction (3) CSU

(Formerly Theater Arts 26)

Students receive an introduction to the basic directorial theories, principles and techniques. Application of these theories and techniques is required for "show case" productions and the required final project. Emphasis is placed on organization.

240 Voice and Articulation for the Theater (3) UC:CSU

(Formerly Theater Arts 10)

Required of all theater arts majors.

This preliminary course is to be followed by further training. The basic theories, principles and techniques of voice production and related remedial problems are covered. Special attention is given to heightening and enriching the printed word through vocal interpretation and general awareness of the voice. The class is of interest to public speakers, teachers, actors and actresses.

NOTE: Acceptable for credit: maximum one course from Theater 240, 241 and Speech 3, UC campuses.

241 Advanced Voice Development (2) UC:CSU RPT 2

(Formerly Theater Arts 11)

Prerequisite: Theater 240 or equivalent.

This advanced course stresses elements of strength, flexibility and control through group exercises and individual projects in the areas of vocal interpretation and mechanics of stage dialects.

See NOTE: Theater 240.

255 Children's Theater (3) CSU RPT 2

(Formerly Theater Arts 38)

Prerequisite: Concurrent enrollment in Theater 291 or Theater 362.

Students are involved in numerous pre- and post-production activities centered on actual performances before live audiences of children.

262 Special Projects (2) CSU RPT 2

(Formerly Theater Arts 39)

Students present tentative projects to the instructor for approval. Once approved, students shoulder full responsibility for completion of that project.

267 Pantomime (3) UC:CSU RPT 2

(Formerly Theater Arts 42)

This course provides an introduction to the first 15 lessons of the Basic Mime technique (a combination of the Decroux and Marceau schools). Sense memory patterns, awareness and self-discipline are emphasized to gain required control for precise, accurate, expressive and meaningful movement.

NOTE: Acceptable for credit: maximum of 12 units from Theater 267, 270, 271, and 273, UC campuses.

270 Beginning Acting (3) UC:CSU

(Formerly Theater Arts 44)

Required of all theater arts majors.

This course is an introduction to basic principles and techniques of acting. The course offers students an opportunity to perform in laboratory scenes, readings and class exercises.

See NOTE: Theater 267.

271 Intermediate Acting (2) UC:CSU

(Formerly Theater Arts 45)

Prerequisite: Theater 270 and an acceptable audition.

This course further explores the principles and techniques of acting as introduced in Theater 270. It offers students an opportunity to work on independent scene projects as well as to perform in class productions.

See NOTE: Theater 267.

275 Scene Study (2) CSU RPT 4

(Formerly Theater Arts 43)

Prerequisite: Completion of 6 units in acting with at least 2.5 G.P.A., one year acting experience or an acceptable audition.

Acting talent is developed in an intensive and concentrated manner. Advanced skills and

techniques in play analysis for character development and characterization are emphasized.

293 Rehearsals and Performances (3) UC:CSU RPT 4
(Formerly Theater Arts 47)

Students are actively involved in the production of plays for college and public audiences. Primary emphasis is placed on assuming acting and stage crew assignments, but the student may also work in publicity, house management, costuming or the technical area.
See NOTE: Theater 501.

350 Theater Management (3) UC:CSU

(Formerly Theater Arts 25)

Principles of organization, operation and administration of educational, community and professional theater are considered. Students gain practical experience in stage management and production, specifically, publicity and house management, under faculty supervision through assignments in college-sponsored productions.

See NOTE: Theater 501.

450 Beginning Stage Make-Up (2) UC:CSU

Materials charge.

Lecture, 1 hour; laboratory, 3 hours.

This course provides theory and practice in theatrical make-up for stage, cinema and T.V. Emphasis is placed upon development of individual skills in techniques of character analysis, pigment application, plastic and hair make-up and selection and use of make-up equipment.

See NOTE: Theater 501.

501 Introduction to Motion Picture Production (3) UC:CSU

Materials charge.

This course provides an introduction to basic film-making elements, production techniques and equipment. Students undertake and complete group and/or individual projects.

NOTE: Acceptable for credit: maximum 12 units from Theater 323, 342, 350, 450, 451, 291, 501, 525, UC campuses.

505 History of Motion Pictures (3) UC:CSU

Materials charge.

This course surveys the history of motion picture and television, with screenings of various American and foreign film landmarks.

NOTE: Acceptable for credit: maximum of 3 units from Theater 505, 502 and 509, UC campuses

507 Main Currents in Motion Pictures (3) UC:CSU RPT 2

Materials charge.

This course explores the conventions and aesthetic standards of various motion picture categories and genres, including the western, the detective film, the musical, the comedy film and science fiction.

See NOTE: Theater 505.

509 The Film as an Art Form (3) UC:CSU

Materials charge.

This course provides an introduction to the appreciation of motion picture aesthetics and production techniques. Discussions and lectures on color, lighting, special effects, camera composition, dialogue, sound and narrative elements are included.

See NOTE: Theater 505.

185 Directed Study - Theater (1) UC:CSU

285 Directed Study - Theater (2) UC:CSU

385 Directed Study - Theater (3) UC:CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

TRANSPORTATION

8 International Trade (3)

This introductory course in the field of foreign commerce deals with the relation of foreign trade to domestic trade. The course covers operation of import and export business, including organization, marketing, terminology, documents, financial procedures, credits and collection and communications. The basic principles and practices of world trade are studied.

TRAVEL

1 Introduction to the Travel Industry (3)

Students are introduced to the world of the travel agent, including air, cruise, rail, and motorcoach travel, hotels, and car rental.

2 Travel Agency Operations (3)

Prerequisite: Travel 1 and 3.

This course covers inside and outside operations and management of travel agencies, including office procedures.

3 Domestic Airline Ticketing (3)

Students learn how to plan schedules, compute airfares, and write tickets for domestic air travel in the United States.

4 Advanced Domestic Airline Ticketing (3)

Prerequisite: Travel 1 and 3.

This advanced course in domestic airline tariff and ticketing continues the work of Travel 3.

5 International Airline Ticketing (3)

Prerequisite: Travel 1 and 3.

Students learn how to plan schedules, compute airfares, and write tickets for international air travel.

6 Advanced International Airline Ticketing (3)

Prerequisite: Travel 5.

This advanced course in international airline tariff and ticketing continues the work of Travel 5.

7 Travel Geography Part I (3)

Tourist attractions and history of North America, Europe, and the Middle East are the focus of this course.

8 Travel Geography Part II (3)

Tourist attractions and history of Central and South America, the Pacific Basin, the Orient, and Africa are covered in this course.

9 Travel Salesmanship (3)

Prerequisites: Travel 1 and 3.

Selling techniques, promotional ideas, press releases, and advertising are stressed.

10 Advanced Travel Agency Operations (3)

Prerequisites: Travel 2 and 5.

Continuing the work of Travel 2, this course covers travel agency procedures, emphasizing problem solving and current trends.

11 Tour Guiding and Tour Packaging (3)

Students learn how to be an expert tour guide, including preplanning and day-to-day responsibilities.

12 Travel Agency Bookkeeping (3)

Prerequisite: Travel 2.

The bookkeeping procedures required by ATC and IATA, including bonding, sales reports, receipts and disbursements, payroll, and profit and loss, are covered.

15 Travel Marketing and Sales Management (3)

Prerequisite: Travel 2.

Continuing the work of Travel 9, this course covers marketing objectives, strategy planning, travel motivation, and research.

17 Travel Agency Ethics and Law (3)

Prerequisite: Travel 2.

Legal issues involving travel agencies, including personnel, clients, suppliers, ATC, and IATA, are covered.