

CATALOG

WEST

LOS

ANGELES

COLLEGE

1996

through

1997



COLLEGE PHONE NUMBERS

ACCREDITATION

West Los Angeles College
is a public community college accredited by the
Western Association of Schools and Colleges

GENERAL COLLEGE TELEPHONE NUMBER

(310) 287-4200

DIRECT TELEPHONE LINES

Information (310) 287-4550

DEPARTMENTS

NUMBER

| | |
|------------------------------|---------------------|
| Admissions | (310) 287-4501 |
| Airport Campus | (310) 287-4430 |
| Athletics-Men | (310) 287-4590 |
| Athletics-Women | (310) 287-4591 |
| Bilingual Services | (310) 287-4364 |
| Bookstore | (310) 287-4560 |
| Business Office | (310) 287-4540 |
| Campus Police | (310) 287-4314/4315 |
| Career Center | (310) 287-4355/4356 |
| Child Care Center | (310) 287-4357 |
| Counseling | (310) 287-4520 |
| Community Services | (310) 202-5530 |
| EOP&S | (310) 287-4249/4322 |
| Financial Aid | (310) 287-4510 |
| GAIN Program | (310) 287-4251 |
| Handicap Services | (310) 287-4417 |
| International Students | (310) 287-4312 |
| Library & Tutoring | (310) 287-4580 |
| PACE Program | (310) 822-7873 |
| PASS+ | (310) 822-7873 |
| Marina Center | (310) 822-7873 |



**LOS ANGELES
COMMUNITY COLLEGE
DISTRICT**

770 Wilshire Boulevard
Los Angeles, California 90017-3896
(213) 891-2000

BOARD OF TRUSTEES

Dr. Kenneth S. Washington, President
Julia L. Wu, Vice President
Althea R. Baker
Lindsay Conner
Elizabeth Garfield
Wallace B. Knox
Dr. David Lopez-Lee
Anthony L. Ware, Student Member

DISTRICT ADMINISTRATION

Neil Yoneji (Interim)
Chancellor
Irving Weinstein
Vice Chancellor of Educational Services
Dr. Robert S. Standen
Vice Chancellor of Human Resources
Neil Yoneji
Vice Chancellor of Business Services
Martha A. Torgow
General Counsel

COLLEGE ADMINISTRATION

Evelyn C. Wong, Ed.D.
President
Robert L. Sprague
Vice President of Academic Affairs
Paul Stansbury, Ed.D.
Vice President of Administration
Charles H. Brown
Dean of Students and College Relations
Leige C. Henderson
**Dean of Academic Affairs*
Pauline E. Merry, Ph.D.
Dean of Admissions and Counseling
Antonio Flores
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Dorothy W. Rupert
Assistant Dean, Strengthening Institutions Program
Lee Felthoven
Building and Grounds Administrator
Barbara Friedman
Educational Information Specialist
William H. George
Captain, Campus Safety and Police
Sona Molo
College Fiscal Administrator
Russel Monroe
Operations Service Manager
Marvin Powell
Bookstore Manager
Glenn Schenk
**Financial Aid Administrator*
Mary Tahan
Bookstore Assistant Manager
** Acting*



PRESIDENT'S MESSAGE

It is with great pleasure that we welcome you to West Los Angeles College, which provides high quality post-secondary transfer education and vocational training to nearly 10,000 students each semester.

For those who wish to complete their lower division baccalaureate requirements before transferring to a four-year university, WLAC offers more than 20 academic programs. For those preparing for a new career or refreshing their job skills, there are a wide variety of Associate Degree and Certificate programs designed to build mastery in specific occupational areas.

No matter which course of study students pursue, the college offers counseling, tutorial assistance, extracurricular activities, assistance in choosing a career and developing good study habits, child care, and help in adjusting to the learning environment.

Students may take advantage of day, evening and weekend classes, not only on the college's beautiful campus, but also at the Airport Center near the Los Angeles International Airport, and at the dockside Marina del Rey facility, and at other Outreach locations throughout the community.

The college also offers members of the community an impressive range of events to stimulate their intellectual curiosity and satisfy their cultural inclinations, including concerts, recitals, lectures and art exhibits.

On behalf of West Los Angeles College, I invite you to take advantage of all the programs and services this fine college offers and I extend to you our warmest welcome. May you enjoy great success here.

Sincerely,

Evelyn C. Wong, Ed.D.
College President

EDUCATIONAL PHILOSOPHY

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

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

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

MISSION STATEMENT

The mission of West Los Angeles College is to serve students and the community by providing quality instruction and open access for all adults who can benefit from its instruction.

West Los Angeles College implements its mission through the following means:

Transfer Education to provide general education and major preparation for those students who plan to continue their studies at a four-year college or university.

Career/Occupational Education providing certificate and associate degree programs to meet the needs of those students preparing for employment and those currently employed who wish to retrain themselves or upgrade their skills.

General Education to introduce students to the humanities, the arts, the social sciences and the natural sciences, allowing them the opportunity for personal, intellectual and cultural growth; and to provide them with the oral and written communication, mathematical and critical thinking skills necessary to succeed in life.

Foundation Skills Program to offer English as a Second Language and basic skills programs to provide students with the necessary capabilities to complete successfully a transfer, degree or certificate program.

Economic Development to develop educational partnerships with business, industry, labor and government in order to offer programs for the working adult.

Continuing Education to meet, where possible, educational needs of the community not otherwise served by regular college programs.

Support Services to assist students in defining and achieving their educational goals.

Student Activities to involve students more fully in the college experience.

Equal Opportunity to insure open access to instruction and services for all students regardless of social, cultural, economic or physical circumstances; and to affirm the importance of multi-cultural, international and inter-cultural collegiate experiences that foster individual and group understanding and reflect the diverse cultures of the community.

Self Evaluation to encourage the continuous and timely examination of college programs and services to assess their effectiveness and insure maintenance of academic excellence.

ACCURACY STATEMENT

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

NON-DISCRIMINATION POLICY

Affirmative Action Policy

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry status, religion, creed, sex, pregnancy, age, handicap, marital status, medical condition (cancer-related), sexual orientation, or veteran status.

Equal Opportunity/Non-Discrimination Compliance Procedure

In order to insure the Equal Opportunity/Non-Discrimination Policy compliance at West Los Angeles College, please direct inquiries to: Affirmative Action Representative, Dorothy Rupert, Assistant Dean, (310) 287-4332; Title IX/Sex-Equity Coordinator, Charles Brown, Dean of Students and College Relations (310) 287-4333; Section 504 Coordinator of Handicap Program, Burt Amos, Handicap Program Manager, (310) 287-4417. In addition, inquiries may also be directed to the District Office of Affirmative Action at (213) 891-2000, Ext. 2315.

Sexual Harassment Policy

It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free of unwanted 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. A copy of the District Sexual Harassment Policy and Procedures may be obtained from the Office of Academic Affairs. Inquiries and concerns regarding the Sexual Harassment Policy should be directed to Barbara Friedman, the College's Sexual Harassment Compliance Officer, at (310) 287-4377.

Limited English Proficiency

Occupational education classes are open to all students. Although the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is suggested that students deficient in English utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a second language.

POLITICA DE AUSENCIA DE DESCRIMINACION

El Sistema De Accion Afirmativa

El Sistema de Accion Afirmativa del Distrito de Los Colegios Comunitarios de Los Angeles es de implementar afirmativamente oportunidad igual a todo empleado y aplicante calificado para empleo, sin tomar en cuenta raza, color, naciencia, edad, desventajas discicas, estado civil, condicion medica (relacionada con el cancer) orientacion sexual, o su condicion como veterano (del servicio militar).

Procedimiento de Acatamiento a la Política de Igualdad de Oportunidad/Indiscriminación

A fin de confirmar el acatamiento a la política de Igualdad de oportunidad/indiscriminacion en el Colegio del Oeste de Los Angeles, por favor dirija su indagacion al Respresentante de Accion Afirmativa, Dorothy Rupert, (310) 287-4332; Titulo IX Coordinadora de Equidad entre los Sexos, Charles Brown, Dean de Estudiantes y Relaciones de Colegio, (310) 287 4333.; Seccion 504 Coordinador del Programa de Incapacitados, Burt Amos, Habilitador del Programa de Incapacitados, Ext. (310) 287-4417. Ademas, se puede llamar a la Oficina de Accion Afirmativa del Distrito (213) 891-2000, Ext. 2315.

Conocimiento Limitado del Inglés

Las clases de educación de trabajo u ocupación están abiertas para todos los estudiantes. Aunque la falta de conocimiento del idioma inglés no es una barrera para poder matricularse en los cursos de educación de trabajo, se sugiere que los estudiantes que tengan deficiencia en el conocimiento del inglés, utilicen los servicios que ofrece el colegio para las personas con un limitado conocimiento de esta lengua o que la hablen como un segundo idioma.

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USING THIS CATALOG

The West Los Angeles College Catalog describes the courses, programs and services of the college that are planned for the 1994-1996 academic years. **Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information.** More current and complete information may be obtained from the appropriate department or administrative office.

FACULTY

The faculty is composed of men and women who have completed the requirements for community college teaching by the State of California. Each faculty member has demonstrated subject matter competency, the ability to teach that subject matter and the motivation to remain current in his/her field. West Los Angeles College is very proud of its skilled instructors dedicated to helping students fulfill their goals.

FULL TIME FACULTY

Adellach, Raymonde

Associate Professor, Spanish
B.A., Kent State University
M.A., University of Colorado

Amos, Burton

Professor, Special Education-Handi-
capped;

Handicap Program Manager

B.S., University of Michigan
M.E., University of California,
Los Angeles

Anders, Bruce L.

Professor, English

B.A., Roosevelt University
M.A., Depaul University
C.A.S., University of Chicago

Babbitt, Leland C.

Professor, Aviation Maintenance
Technology

B.S., Engineering, Northrop Institute
of Technology
M.S., Civil Engineering, California
State University, Long Beach

Babcock, James

Assistant Professor, Mathematics

B.A., California State University,
Northridge

Barnard, Christopher

Associate Professor, Travel & Tourism

Barragan, Norma E.

Associate Professor, Sociology

B.A., M.S.W., University of Southern
California

Beemsterboer, Phyllis L.

Professor and Director, Dental Hygiene

B.S., M.S., University of Michigan
Ed.D. Pepperdine University

Birnbaum, Linda R.

ISA, Title 3, Articulation Officer

B.A., California State University,
Fullerton

M.A., California State University,
Dominguez Hills

Block, Richard

Assistant Professor, English

B.A., M.A., University of California,
Los Angeles

Bragia, Janice I.

Associate Professor, Business

B.A., California Lutheran College
M.B.A., University of California,
Los Angeles

Brown, Charles

Professor, Business Administration;
Dean, Students and College Relations

B.A., California State University,
Los Angeles

M.B.A., Pepperdine University

Butler, Steve

Professor, Physical Education

B.A., M.A., University of California,
Los Angeles

Chow, Judy

Instructor, Library Services

B.A., M.L.S., University of California,
Los Angeles

Cohen, Barbara

Professor, Mathematics

B.S., University of Illinois
M.S., Northeastern Illinois University

Connor, John C.

Instructor, Geology

B.A., M.S., University of California,
Los Angeles

Crippens, Eloise M.

Professor of Counseling Services

B.S., Wilberforce University
M.S., California State University,
San Diego

Danner, Arthur S.

Professor, Music;

A.A., Los Angeles City College
B.M., University of Southern Califor-
nia

M.A., California State University,
Los Angeles

Elliot, Kathleen G.

Associate Professor, English

B.S., University of Washington
B.A., M.A., San Diego State University

Epstein, Allen L.

Professor, Mathematics

A.A., East Los Angeles College
B.S., California State University,
Los Angeles

M.S., California State University,
Northridge

Farkas, Abraham H.

Professor, Real Estate

Chairperson, Business

B.S., Brooklyn College
J.D., Southwestern University,
School of Law

Member State Bar of California

Feinerman, S. Scott

Professor, Tourism and Travel

A.A., Los Angeles City College
B.A., California State University,
Los Angeles

Ferdon, Fred D.

Professor, Aviation Maintenance
Technology

B.S., Miami University
M.A., California State University,
Los Angeles

Fink, Steven A.

Professor, Physiology and Biology;

Haz. Mat. Tech., Director

B.S., University of California, Davis
M.A., University of California Medical
Center, San Francisco

Flores, Antonio

Associate Dean, EOP&S (Acting)

B.A., M.A. California State Univer-
sity, San Jose

Frazier, Sandra E.

Instructor, Child Development Center

B.A., Pepperdine University
M.A., California State University,
Dominguez Hills

Friedman, Judith-Ann

Professor, Dental Hygiene

B.S., Columbia University
M.A., George Washington University
Ed.D. Pepperdine University

Froloff, Catherine A.

Professor, Library Services

B.A., City College, City University of
New York

M.L.S., University of Hawaii

Gamble, Anthony

Associate Professor of Counseling

B.A., M.S., California State Univer-
sity, Los Angeles

Garber, Kenneth

Professor, Art

Chairperson, Humanities and Fine Arts

B.A., University of Illinois
M.A., University of California,
Los Angeles
M.A., California State University,
Fullerton

Continued

Goldberg, Bernard

Assistant Professor, English
Chairperson, Language Arts
 B.A., University of California,
 Santa Cruz
 M.A., State University of New York
 at Buffalo

Gough, Judy W.

Instructor, English as a Second
Language
 B.A., Stanford University
 M.A., Ph.D., University of California,
 Los Angeles

Haley, Thomas

Instructor, Biology
 B.A., San Fernando Valley College
 M.A., California State University,
 Northridge

Haney, Richard W.

Associate Professor, Psychology
 B.A., California State University,
 Long Beach
 M.A., California State University,
 Los Angeles

Harris, Arthur R.

Professor, Physical Education
 B.S., M.S., University of California,
 Los Angeles

Harris, Lartee

Professor, Business and Law;
 B.A., M.A., M.B.A., University of
 Southern California

Heckman, Richard A.

Professor, History
 B.S., Manchester College
 M.A., Ph.D., Indiana University

Heller, Jack

Associate Professor, Mathematics
Division Chairperson, Math-Science
 B.A., University of California,
 Los Angeles
 M.A., California State University,
 Northridge

Henderson, Leige

Dean of Academic Affairs (Acting)
 B.A., Occidental College
 M.S., California State University,
 Los Angeles

Hollaway, Charles R.

Professor, Health and Physical Educa-
tion
 B.S., University of California,
 Los Angeles

Israel, Frances S.

Learning Disability Specialist
 B.A., Wellesley College, Massachusettes
 M.S., University of Pennsylvania,
 Philadelphia
 M.S., California State University,
 Long Beach

Isaksen, Leonard W.

Professor, Biology; ISA - Research
 B.A., University of California,
 Berkeley
 M.A., California State University,
 Long Beach

Jacobs, Betty L.

Professor of Communication
 B.S., University of Illinois
 M.A., California State University,
 Northridge

Jackson, Gladys C.

Professor, Music
 B.A., Colorado College
 M.A., University of Southern Califor-
 nia
 Diploma in Piano, Julliard School
 of Music

James, S. Bernard

Professor of Counseling Services
 A.A., L.A. Southwest College
 B.A., M.A., Cal. State University,
 Dominguez Hills

Johnson, Avery A.

GAIN Director
 B.A., Dillard University
 M.Ed., Loyola University, New
 Orleans

Jones, Richard R.

Instructor, Physical Education and
Counselor, EOP&S
 B.S., M.Ed., Oregon State University

Jordan, John Edward

Professor, Speech Communications
 B.A., M.A., California State
 University, Long Beach

Karl, Marsha, L.

Professor, Business, Media Center,
Tutoring; ISA
 B.S., M.S., University of Southern
 California

Kazahaya, Dianne

Professor, Counseling and Sociology
 B.A., California State University,
 Long Beach
 M.S.W., University of California, Los
 Angeles

Kirn, Elaine

Associate Professor, English/ESL
 B.A., University of Michigan
 M.A., University of California,
 Los Angeles

Klein, Harvey J.

Associate Professor, Aviation Mainte-
nance Technology
 A.A., Los Angeles City College
 B.V.E., California State University,
 Los Angeles

Lamb, David N.

Professor, Aviation Maintenance
Technology
 A.A., Glendale College
 B.V.E., California State University,
 Los Angeles

Lee, Ken

Instructor, Library Services
Chairperson, Learning Resource Center
 B.A., University of California,
 Los Angeles
 M.S.L.S., University of Southern
 California

Lemborn, Ulla E.

Professor, Dental Hygiene
 B.S., M.S., Columbia University

Leonard, Frances T.

Associate Professor, English
President, Academic Senate
 B.A., University of California,
 Berkeley
 M.A., California State University,
 Sacramento

Levy, Murray

Professor, Business-Computer Science
 B.A., Queens College
 M.A., University of Minnesota

Ludwig, Gerald

Professor, Accounting
 B.A., California State University,
 Los Angeles
 C.F.E. (Certified Fraud Examiner)

MacDonald, Martin

Associate Professor, Physics
 B.A., University of California,
 Santa Barbara
 M.S., California State University,
 Northridge

Mancini, Marc L.

Professor, Travel and French
 B.A., Providence College
 M.A., M.S., Ph.D., University of
 Southern California

Marine, Constance

Instructor, Child Development Center
Early Childhood Specialist
 B.A., Tufts University
 M.A./MFCC Reg. Intern Pacific Oaks

Marks, James R.

Professor, Psychology
 B.A., University of California,
 Los Angeles
 M.A., M.Ed., Ed.D., University of
 Southern California
 Ph.D., London University

Marotta, Albert J.

Professor, Theater Arts
 B.A., M.A., California State Univer-
 sity, Los Angeles

Marshall, Jo Jane

Assistant Professor, Humanities
 B.A., University of Oklahoma, Norman
 M.A., Columbia University, New York

McKay, Glender

Instructor, Child Development Center /
Learning Disabilities Specialist
 B.A. Shaw University/California State
 University, Los Angeles

Continued

FACULTY

- McMaster, Mary Jane**
Professor, Mathematics
B.S., State University of New York
M.S., University of Oregon
Ph.D., University of Wisconsin
- Merry, Pauline E.**
Dean of Admissions and Counseling
B.S., University of Missouri, Columbia
M.S., Ph.D., University of Southern California
- Morrison, Phyllis**
Professor, Microbiology & Biology
B.A., State University of New York, Buffalo
Ph.D., University of California, Berkeley
- Mulrooney, Virginia F.**
Professor, History
Chairperson, Social and Behavioral Sciences
B.A., M.A., Ph.D., University of California, Los Angeles
- Murphy, Angus E.**
Professor, Aviation Maintenance Technology
A.S., Los Angeles Trade-Technical College
- Neder, Irving R.**
Professor, Geology
B.A., M.S., Ph.D., University of California, Los Angeles
Ph.D., Oregon State University
- O'Callaghan, Michael**
Associate Professor, Travel and Tourism
J.C.L., Catholic University of America
M.A., Immaculate Heart College
- Olmsted, Gerald T.**
Professor, Administration of Justice
A.A., El Camino C. C.
B.S., M.S., California State University, Long Beach
- Palmer, Paul W.**
Professor, Business
B.B.A., University of Miami
M.A., University of California, Los Angeles
- Pattillo, McVeigh**
Assistant Professor, Aviation Maintenance Technology
- Pena, Ben**
Assistant Professor, Spanish
B.A., M.A., Ph.D., University of Southern California
- Peters, Jeanine K.**
Professor, Humanities and Counseling Services, Counselor
B.A., M.A., M.S., M.Ed., University of Southern California
Ed.D., Pepperdine University
- Phelps, Eugene N.**
Professor, American Culture
B.A., St. Francis College
M.A., University of Southern California
- Pumphrey, J. Scott**
Professor, Aviation Maintenance Technology
A.S., Los Angeles Trade-Technical College
B.V.E., California State University, Long Beach
M.S., Southern States University
- Raack, James D.**
Professor, Physical Education, Athletic Director
B.S., Oregon State University
M.S., University of California, Los Angeles
- Ramos, Carlos**
Assistant Professor, Art
B.A., M.A., California State University, Fullerton
- Resnick, Barry P.**
Associate Professor, Travel and Tourism
B.S., University of Southern California
M.A., California State University, Long Beach
Ed.D., Brigham Young University
- Rouzan-Thomas, Sherron**
Counselor
B.S., California State University, Dominguez Hills
M.A., Loyola Marymount University
- Ruebensaal, Jack**
Assistant Professor, Political Science
B.A., Loyola University
M.A., Monterey Institute of Foreign Studies
M.Ph., London School of Economics
- Rupert, Dorothy W.**
Assistant Dean, Strengthening Institutions Program
A.A., Los Angeles City College
B.A., University of California, Los Angeles
M.B.A., Pepperdine University
- Sacks, Florence C.**
Professor, English, Special Reading, ISA-CAI
B.A., Hunter College
M.Ed., Northeastern University
- Sands, Charles K.**
Men's Basketball Coach; Division Chairperson, Health and Physical Education
B.A., California State University, Los Angeles
- Saraffian, Edward**
Professor, Mathematics
B.A., Occidental College
M.A., California State University, Los Angeles
M.S.T., University of New Hampshire
- Shepherd, Marlene T.**
Instructor, Family and Consumer Studies
B.A., M.A., California State University, Long Beach
- Ed.D., University of Southern California
- Simone, Yvonne H.**
Director, Child Development Center
B.A., M.A., California State University, Los Angeles
- Sims, Donald**
Professor, Economics
B.S., University of California, Los Angeles
M.A., University of Southern California
- Sprague, Robert L.**
Vice President, Academic Affairs (Acting)
B.A., Fordham University
M.A., Hunter College, City University of New York
- Stansbury, Paul**
Vice President of Administration
B.S., United States Air Force Academy
M.A., California State University, Long Beach
M.B.A., University of Southern California
Ed.D. Pepperdine University
- Stewart, Robert M.**
Instructor, Business-Computer Science
B.A., Depaul University
M.A., Northeastern Illinois University
- Tannenbaum, Irving R.**
Professor, Chemistry
B.S., M.S., Virginia Polytechnic Institute
Ph.D., University of Illinois, Urbana
- Thomas, Gwen M.**
Instructor, Business
A.A., West Los Angeles College
B.S., MSA, California State University, Dominguez Hills
- Thomas, Lloyd**
Professor, English
B.A., Williams College
M.A., University of California, Los Angeles
Ph.D., State University of New York
- Titus, Clyde R.**
Professor, Business
B.A., Hanover College
M.Ed., University of Pittsburgh
- Virgin, Richard L.**
Professor, Aviation Maintenance Technology
A.S., Los Angeles Trade-Technical College
B.V.E., California State University, Los Angeles
- Wallace, Richard V.**
Counselor, Disabled Students and International Students
Department Chairperson
B.A., M.A., California State University, Los Angeles

Continued

FACULTY

Weinstein, Rafael E.

Assistant Professor, English

B.A., M.A., California State University, Los Angeles

Weintraub, Barry

Instructor, Business-Computer Science

Widener, Carolyn

Professor, English

Coordinator, PACE

B.A., University of California, Los Angeles

M.A., University of Southern California

TESOL CERTIFICATE, University of Southern California

Wilder, Carolyn C.

Professor, Child Development

B.A., M.A., California State University, Los Angeles

Wilder, Craig

Associate Professor, Aircraft Electronic

Maintenance Technology

Division Chairperson

Witucki, Jane

Instructor, Physical Education

B.A., M.A., University of California, Los Angeles

Wolf, U. Katherine

Professor, Counseling, PACE

B.S., College of Mount St. Vincent

M.A., New York University

M.A., Pepperdine University

Ph.D., United States International University, San Diego

Wolf, Martin C.

Professor, Aviation Maintenance

Technology

A.S., Los Angeles Trade-Technical College

B.S., University of the State of New York

Wong, Evelyn C.

President

A.A., Los Angeles City College

B.S., University of California, Los Angeles

M.Ed., University of California, Los Angeles

Ed.D., Pepperdine University

Workman, John F.

Counselor

A.A., Pierce College

B.A., University of Southern California

M.A., Pepperdine University

Ph.D., University of Southern California

Young, Jo Ellen M.

Professor, English

A.B., Boston University

M.A., Tufts University

Zolner, Paul J.

Professor, Counseling Services;

Counselor, Career Center

B.A., M.S., California State University, Long Beach

ADJUNCT FACULTY

Ackley, M. P.

Office Administration

Adams, S. Y.

English

Adelman, P.

Office Administration

Aghabegian, D. E.

English

Aguiar, A.

Dental Hygiene

Aguilar, L.

Spanish

Ahmed, A. Y.

Computer Science

Alemayehu, M.

Chemistry

Allame, S.

Spanish

Allen, M. W.

Anthropology

Amadio, R.

Physical Education

Amorrelli, B.

Law

Bahta, A.

Chemistry

Bailey, E. M.

Travel

Bailey, M. L.

Office Administration

Baltazar, D.

EHMT

Bannai, H.

ESL

Barnathan, H. M.

Travel

Barshop, S.

Administration of Justice

Battle, A.

Law

Beer, G. A.

Mathematics

Bellofiore, H.

Accounting

Bellews, D.

Chemistry

Bellows, M. D.

Travel

Benjamin, L.

Travel

Berberian, A.

Law

Berns, J.A.

Mathematics

Bibb, C. R.

Dental Hygiene

Birkerstaff, R.

Law

Blomquist, J. K.

Music

Blum, P. B.

Business

Bonner, S. H.

Office Administration

Borsum, J.

Mathematics

Brandis, A.

Mathematics

Brauchitsch, M.

Mathematics

Bray, M. B.

ESL

Brown, C. A.

Real Estate

Burgh, S.

Finance

Burrell, S.

ESL

Butler, M.

Computer Science

Cadle, B.

Speech

Caloia, C.

French

Carter, E. A.

English

Chait, S.

Physical Education

Chapman, S.

French

Chartock, L.

English

Choy, A. B. Jr.

Travel

Christenson, S.

English

Continued

FACULTY

- Cliff, K. J.**
Child Development
- Climmer, A. B.**
Travel
- Coccio, A. J.**
Travel
- Coleman, L.**
Physical Education
- Coplan, F. B.**
Office Administration
- Cornforth, J.**
ESL
- Craven, N. W.**
Travel
- Crawford, J. R.**
English
- Curry, S. C.**
Administration of Justice
- Daly, R.**
English
- Dawson, K.**
English
- Dean, J.**
ESL
- Depalma, A.**
Dance
- De Vivo, E.**
Psychology
- Dietrich, R. D.**
Administration of Justice
- Doherty, F.**
Dental Hygiene
- Doose, P.**
Environmental Science
- Drust, S. M.**
Real Estate
- Ebert, I. M.**
French
- Echeverri, A.**
Chemistry
- Edward, S. S.**
Child Development
- Eisenberg, M. R.**
Real Estate
- Elahi, F.**
Real Estate
- Eulencamp, H. I.**
Computer Science
- Evans, E. M.**
Child Development
- Farmer, K.B.**
Accounting/Finance
- Faye, D. A.**
ESL
- Feiner, H.**
Mathematics
- Fenton, F.H.**
Real Estate
- Fentress, M. J.**
English
- Festinger, K.**
Music
- Fetta, F. P.**
Music
- Foley, B.**
ESL
- Forge, L. L.**
Child Development
- Forman, J. J.**
Computer Science
- Fournier, A.**
ESL
- Fox, B.**
Law
- Fox, J. L.**
Law/Real Estate
- Freeman-Halpern, V.**
English
- Friedlander, M.**
Office Administration
- Fuller, D. M.**
Business
- Garcia, O.**
Chemistry
- Ghormley, C. J.**
Travel
- Giber, M.**
ESL
- Gilbreth, K. A.**
Electronics
- Godoy, O.**
--Geography
- Gonsoski, S. J.**
Computer Science
- Gonzalez, A. B.**
Spanish
- Grant, P.**
Psychology
- Grossman, A.**
ESL
- Gustin, M.**
English
- Habel, L. M.**
Speech
- Halpern, J.**
ESL
- Heller, H.**
Spanish
- Hicks, J. E.**
Computer Science
- Hoekzema, C. J.**
Art
- Hogan, J.**
ESL
- Holman, D. L.**
Real Estate
- Holmes, G. W.**
Electronics
- Hovsepian, J.**
Mathematics
- Hulsey, S. G.**
Art
- Hussey, T.**
ESL
- Hymowitz, V. V.**
Chemistry
- Isaksen, L.**
Biology
- Iyemura, C.**
English
- Jacobs, R.**
ESL
- Jaffe, B.**
ESL
- Jones, H. W.**
Mathematics
- Joshpe, D.**
Mathematics
- Kabler, W. E.**
English
- Kahn, M. H.**
Accounting
- Kane, S. S.**
Chemistry
- Kaplan, R. S.**
Travel
- Kawashima, G.**
Office Administration
- Kearney, O. F.**
Management
- King, J.**
English
- Khadem, M.**
Mathematics
- Klingbeil, C.**
Travel
- Kohlmeyer, M. A.**
Mathematics
- Kutcher, S. R.**
Biology
- Lanahan, A. M.**
History
- Landau, D. M.**
English
- Landis, M.**
Admin. of Justice
- Landis, N. T.**
English
- Lanier, W. R.**
Admin. of Justice
- Laskin, H.**
Law
- Lawhorn, S. H.**
Health
- Leech, D. H.**
ESL
- Lerner, Y. K.**
Office Administration
- Levin, L.**
English
- Lewis, I.**
Spanish
- Lighten, S.**
EHMT
- Lightfoot, C.**
Art
- Liskin, E.**
ESL
- Lit, M.**
Economics
- Lloyd, R. D.**
Admin. of Justice
- Lodge, M.**
EHMT
- Lopez, R.**
History
- Loriente, S. M.**
Spanish
- Ludwig, H.**
Office Administration
- Macalintal, E.**
Env. Haz. Mat.
- Mahan, W. E. Jr.**
Art
- Mascari, E.**
Physical Education
- Matus, M. S.**
Mathematics
- Maybruck, I.**
Speech
- Mayeda, T.**
Mathematics
- McBride, D.**
ESL
- McClune, J. E.**
Accounting/Business
- Miele, P. F.**
Travel
- Miles, M. M.**
Computer Science
- Miller, B. K.**
Spanish
- Mirich, K. M.**
English
- Moite L. M.**
Economics
- Molgaard, D.**
Mathematics
- Moreno, E. H.**
Political Science
- Morris, P.**
Word Processing
- Morse, M. J.**
Mathematics
- Munoz, G. P.**
Haz. Mat. Tech.
- Nadler, M. N.**
Real Estate
- Nash, C.**
Library
- Leech, D. H.**
ESL
- Navarro, I.**
ESL
- Newell, D.**
Mathematics
- Newman, S. L.**
Dental Hygiene
- Nicholas, V.**
Law
- Pandolfi, R.**
APT
- Paulson, H. M.**
Travel
- Perez, R.**
Sociology
- Pemberton, T.**
Mathematics
- Pinio, S. J.**
Management
- Pitts, M.**
ESL
- Plourde, L.**
English
- Polhemus, J.**
Economics

Continued

| | | | |
|--|--|--|---|
| Purvey, V. English | Schultz, D. Speech | Talton, V. Law | Weaver, M. Political Science |
| Qualls, M. Physical Education | Scott, S. T. Marketing | Taylor, A. Art | Weisel, H. N. Music |
| Ratkovich, J. ESL | Silverman, R. M. Travel | Taylor, M.C. Law | Williams, A.J. Word Processing |
| Reynolds, B. H. Law | Simone, Y. Y. Child Development | Thomas, R. English | Williams, R. N. Music |
| Rigby, J. Anthropology | Skeldon, J. English | Thompson, B. E. Travel | Willoughby, G. N. Art |
| Rosato, A. English | Slaughter, B. H. Office Administration | Timberlake, W. Chemistry | Wingren, R. Computer Science |
| Rose, E. ESL | Smith, D. A. Economics | Tobolowski, M. E. ESL | Witkowski, J. L. Mathematics |
| Rose, M. I. Real Estate | Smith, D. F. Computer Science | Townsend, D. D. Travel | Wood, H. English |
| Rubin, J. Environmental Science | Stamps, B. L. Accounting | Trutanich, D. Law | Woods, H. B. Administration of Justice |
| Ruth, M. Chemistry | Stanton, R. Law | Turriciano, A. Word Processing | Woods, M. T. Philosophy |
| Sadeghian, J. Mathematics | Stewart, D. Marketing | Tuttle, R. History | Wrinkle, G. B. Biology/Environmental Science |
| Sarantopoulos, P. Mathematics | Surendranath, T. Chemistry | Vanderpool, J. P. Business | Wyatt, G. Music |
| Schimmenti, J. J. Law | Swicegood, M. K. Computer Science | Versace, L. English | Wyss, J. N. French |
| Schneidewind, S. D. Dental Hygiene | Sze, L. Mathematics | Vishnanodhi, H. English | Zaragoza, J. Spanish |
| Schoonmaker, C. ESL | Taira, K. Computer Science | Waterstone, S. Law | |

EMERITI

| | | |
|--|---|--|
| Bates, Frank J. (1969-1979) Associate Professor, Business Administration. | Fels, Eugene N. (1969-1981) Professor, Biology Coordinator, Instruction | Kane, Stephen S. (1968-1980) Professor, Chemistry Dean, Student Services |
| Becker, Alexander A. (1969-1981) Professor, Mathematics | Field, Norman (1971-1983) Professor, Psychology-Special Reading | Kittel, Hank (1969-1989) Professor, Engineering |
| Britton, Josefina Fernandez (1969-1981) Professor, Spanish, Counselor | Fieman, Marvin (1982-1984) Professor, History | King, Thomas (1981-1983) Professor, Aviation Maintenance Technology |
| Bryson, Robert M. (1968-1979) Professor, Vocational Building Construction Technician, Dean | Fisher, Albert (1974-1989) Professor, Cooperative Education | Korach, Simon M. (1969-1979) Professor, Physical Education Coordinator, Student Activities |
| Eisman, Shirley B. (1974-1992) Professor, Art | Glover, Arthur (1969-1984) Professor, Counseling | Korst, William L. (1970-1993) Professor, Chemistry |
| Eisner, Morton P. (1969-1979) Professor, Chemistry | Gorenbein, Alvin (1979-1987) Professor, Aviation Maintenance Technology | Lang, Charles (1969-1989) Professor, English & Education |
| Embrey, Garland M. (1969-1989) Professor, Psychology | Grounds, Donald G. Professor, Aircraft Electronics Technology | Lee, John M. (1979-1981) Instructor, Physical Education Assistant Dean, Admissions |
| Feingold, Carl (1971-1983) Professor, Business | Heldman, Morris J. (1968-1976) Professor, Chemistry President | Lit, Mark D. (1972-1986) Professor, Economics |
| Feldman, Paul (1971-1987) Professor, Counseling Services | Hicks, Robert L. Professor, Aviation Maintenance Technology | |

Continued

FACULTY

Mancusi, Katherine F.
(1969-1983)
Professor, Counseling Services

Mason, Andrew J.
(1969-1981)
Professor, Physics

McFadden, Jean K.
(1969-1983)
Professor, Business

Metzger, Carol K.
(1970-1977)
Professor, English

Morgan, Jim Lee
(1974-1991)
Professor, Business Management

Nilsen, Lena K.
(1969-1989)
Professor, Music

Nuckolls, Elizabeth P.
(1975-1993)
Professor of Counseling

Peterman, Anthony J.
(1970-1975)
Professor, Speech

Piedrahita-Rook, Carmen
(1981-1990)
Associate Professor, Spanish

Porter, Dale J.
(1969-1980)
Professor, English

Price, Adeline S.
(1969-1983)
Professor, Business

Reid, Mary Jo
(1973-1994)
Vice President, Academic Affairs

Rutherford, Ray
(1969-1984)
Professor, Chemistry

Scott, Consuela
(1971-1990)
Professor, Library Services

Starret, Esther R.
(1969-1975)
Professor, French

Sternberg, Roy D.
(1970-1983)
Professor, Accounting

Sumetz, Aaron
(1969-1984)
Associate Professor, History

Sutton, George
(1978-1983)
Professor, Aeronautics

Vella, Frances G.
(1969-1988)
Professor, Library Services

Vidal, Adele T.
(1969-1974)
Professor, Spanish

Williams, Robert N.
(1977-1986)
Professor Music and Humanities;
Dean, Academic Affairs

Winer, Etta Skyle
(1970-1986)
Professor, History

Wilson, Kenneth
(1970-1978)
Instructor, Art.

Witt, George S.
(1968-1975)
Professor

DECEASED MEMBERS

Burbank, Mary D.
(1969-1986)
Associate Professor, Physical Education

Jaffe, Joyce B.
(1969-1987)
Professor, English

Kubo, Henry T.
(1969-1989)
Professor, Mathematics

Leiffer, Donald J.
(1969-1970)
Professor, Anthropology

Miles, Melvin O.
(1981)
Instructor, Aviation Maintenance Technician

Pedersen, Carl E.
(1970-1980)
Associate Professor, Spanish

Portney, Fred
(1978-1979)
Assistant Professor, Administration of Justice

Rosendahl, Hugo
(1972-1989)
Associate Professor, Aviation Maintenance Technician

Sanchez, Edgar
(1970-1982)
Professor, Aviation Maintenance Technician

Tenenbaum, Morton
(1969-1984)
Professor, English

Winlock, Ruth H.
(1969-1981)
Professor, Health Education,
College Nurse

INSTRUCTIONAL DIVISIONS

Math-Science Division
Chairperson - Jack Heller

Subject Fields
Anatomy
Astronomy
Allied Health
Biology
Chemistry
Earth Science
Engineering-Drafting
Environmental Hazardous
Materials Technology
Environmental Studies
Geography
Geology
Mathematics
Meteorology
Microbiology
Oceanography
Physics
Physiology

Faculty
James Babcock
William Bucher
Barbara Cohen
John Connor
Allen Epstein
Steven A. Fink
Thomas Haley
Jack Heller
Martin MacDonald
Mary Jane McMasters
Phyllis Morrison
Irving Neder
Edward Saraffian
William Steed
Irving Tannenbaum

Language Arts Division
Chairperson - Bernard Goldberg

Subject Field
English
Speech
Theater Arts

Faculty
Bruce Anders
Richard Block
Kathleen Elliott
Florence Sacks
Bernard Goldberg
Judy Gough
Betty Jacobs
John Jordan
Elaine Kirn
Frances T. Leonard
Al Marotta
Lloyd Thomas
Rafael Weinstein
Carolyn Widener
Jo Ellen Young

Continued

Humanities & Fine Arts

Division

Chairperson - Kenneth Garber

Subject Fields

Art
Foreign Languages
Humanities
Music
Philosophy

Faculty

Raymonde Adellach
Arthur Danner
Kenneth Garber
Gladys Jackson
Jo Jane Marshall
Ben Pena
Jeanine Peters
Carlos Ramos

Health, Physical Education

Division

Chairperson - Charles Sands

Subject Fields

Dental Hygiene
Health Education
Men's Physical Education
Recreation
Women's Physical Education

Faculty

Phyllis Beemsterboer
Steve Butler
Judith-Ann Friedman
Robert Hager
Arthur Harris
Charles Hollaway
Ulla Lemborn
James Raack
Charles Sands
Jane Witucki

Behavioral /Social Sciences

Division

Chairperson - Virginia
Mulrooney

Behavioral Subject Fields

Anthropology
Child Development
Family & Consumer Studies
Psychology
Sociology

Faculty

Norma Barragan
Richard Haney
James Marks
Marlene Shepherd
Carolyn Wilder

Social Sciences Subject Fields

Administration of Justice
Economics
History
Political Science

Faculty

Richard A. Heckman
Virginia F. Mulrooney
Gerald T. Olmsted
Eugene Phelps
Jack Ruebensaal
Donald Sims

Business Division

Chairperson - Abraham Farkas

Subject Fields

Accounting
Business
Computer Science
Finance
Law
Management
Marketing
Office Administration
Real Estate

Faculty

Janice Bragia
Abraham H. Farkas
Lartee Harris
Murray Levy
Gerald Ludwig
Paul Palmer
Robert Stewart
Gwen J. Thomas
Clyde R. Titus
Barry Weintraub

Aviation, Electronics, and Travel Division

Chairperson - Craig Wilder

Subject Fields

Aircraft Electronics Technology
Aviation Maintenance Techni-
cian
Electronics
Travel

Faculty

Leland Babbitt
Christopher Barnard
S. Scott Feinerman
Fred Ferdon
Harvey Klein
David N. Lamb
Marc Mancini
Angus Murphy
Michael O'Callaghan
McVeigh Pattillo
J. Scott Pumphrey
Barry Resnick
Richard L. Virgin
Craig Wilder
Martin C. Wolf

RESOURCE DIVISIONS

Counseling Division

Chairperson-Richard Wallace

Counselors

Eloise Crippens
Esmeralda Fucci
Anthony Gamble
Bernard James
Richard Jones
Dianne Kazahaya
Sherron Rouzan-Thomas
Richard Wallace
Katherine Wolf
John Workman
Paul Zolner

Library Division

Chairperson-Ken Lee

Librarians

Judith Chow
Catherine Froloff

Media Center

Marsha Karl, ISA
Florence Sacks, ISA-CAI

PACE Director

Carolyn Widener

DSPS

Burt Amos, Handicap Program
Manager

Child Development

Center Staff

Yvonne H. Simone
*Director, Child Development
Center*

Faculty

La Donna Black
Instructor, Child Development
Sandra E. Frazier
Instructor, Child Development
Constance Y. Marine
Instructor, Child Development
Glender McKay
*Instructor, Child Development/
Learning Disabilities Specialist*

GLOSSARY OF TERMS

Academic Probation - After attempting 12 units, a student whose cumulative grade point average (beginning Fall 1981) falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for two consecutive semesters is subject to dismissal from the college.

Academic Renewal - Removal from a student's academic record, for the purpose of computing the grade point average, previously recorded substandard academic performance which is not reflective of the student's demonstrated ability.

Add Permit - A card issued by an instructor upon presentation of a valid ID Card which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions & Records before the published deadline.

Admissions and Records - The office and staff that admits a student and certifies his or her legal record of college work; also provides legal statistical data for the college.

Administration - Officials of the college who direct and supervise the activities of the institution.

Application for Admission - A form provided by the college on which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a Permit to Register issued.

Assessments - Tests given prior to admission which are used to determine the student's assignment to the most appropriate class level.

A.S.O. - Organization to which all enrolled students are eligible to join called the Associated Student Organization.

Associate Degree (A.A. or A.S.) - A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

Bachelor's Degree (B.A., A.B., B.S.) - A degree granted by a four-year college or university which recognizes a stu-

dent's satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

Career Education Certificate - A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study of 16 to 45 units.

Career Program - A group of courses planned to lead to competency in a particular field of study and to either a Career Education Certificate or an A.A. Degree.

Class Section - A group of registered students meeting to study a particular course at a definite time. Each section has a ticket number listed in the Schedule of Classes before the scheduled time of class meeting.

Community College - A two-year college offering a wide range of programs of study, many determined by local community need.

Concurrent Enrollment - Enrollment in two or more classes during the same semester.

Continuing Student - A student registering for classes who attended the college during the previous semester. A student registering for the fall semester is a continuing student if he or she attended the College during the previous spring semester; attendance during the summer session is not included in this determination.

Corequisite - A requirement that must be satisfied at the same time a particular course is taken; usually a corequisite is concurrent enrollment in another course.

Counseling - Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

Course - A particular portion of a subject selected for study. A course is identified by a Subject Title and Course Number; for example: Accounting 1.

Course Title - A phrase descriptive of the course content; for example, the course title of Accounting 1 is "Introductory Accounting I."

Credit by Examination - Course or unit credit granted for demonstrated proficiency through testing.

Credit/No Credit - A form of grading whereby a student receives a grade of CR or NCR instead of an A, B, C, D, or F. A CR is assigned for classwork equivalent to a grade of C or above.

Dismissal - A student on academic or progress probation may be dismissed from the college. Once dismissed the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

Educational Program - A planned sequence of credit courses leading to a defined educational objective such as a Career Education Certificate or Associate Degree.

Electives - Courses which a student may choose without the restriction of a particular major program-curriculum.

Enrollment - That part of the registration process during which students select classes by ticket number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

Full-time Student - A student may be verified as a full-time student if he/she is enrolled and active in 12 or more units, during the Fall or Spring semester.

General Education Requirements - (also called Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

Grade Points - The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0.

Grade Point Average - A measure of academic achievement used in decisions on probation, graduation, and transfer; The GPA is determined by dividing the total grade points earned by the number of attempted units.

Grade Points Earned - Grade points times the number of units for a class.

Handicapped - Students who have special needs because of a physical, communication, or learning disability.

I - Incomplete, The administrative symbol "I" is recorded on the student's per-

Continued

manent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester or the "I" reverts to a letter grade determined by the instructor. Courses in which the student has received an incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a grade of "D" or "F". This does not apply to courses which are repeatable for additional credit.

IP - In Progress. An "IP" is recorded on the student's permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

Lower Division - Courses at the freshman and sophomore level of college.

Major - A planned series of courses and activities selected by a student for special emphasis which are designed to teach certain skills and knowledge.

Minor - The subject field of study which a student chooses for secondary emphasis.

Module - A portion of a parent course offered for the benefit of students who may not prove successful in attempting the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.

Non-penalty Drop Period - The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

Parent Course - A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.

Permit to Register - A form listing an appointment day and time at which the student may register. The permit is issued to all new students upon accep-

tance to the college, and to all continuing students.

Prerequisite - A requirement that must be satisfied before enrolling in a particular course - usually a previous course, a test score.

Progress Probation - After enrolling in 12 units a student whose total units for which a W, NCR, or I (Incomplete) has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units (beginning Fall 1981) for which a W, NCR, or I (Incomplete) has been assigned equals 50 percent or more for two consecutive semesters is subject to dismissal from the college.

RD - Report Delayed. This temporary administrative symbol is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registration - The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the College for a specific semester and receives an ID card. The student may enroll in open classes as part of the registration process.

Returning Student - A student registering for classes who did not attend the college during the previous semester. A student registering for the fall semester is a returning student only if he or she did not attend the college during the spring semester; attendance during the summer session is not included in this determination.

Schedule of Classes - A booklet used during registration giving the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a semester.

Semester - One-half of the academic year, usually 18 weeks.

Subject - A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.

Subject Deficiency - Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Ticket Number - A term used interchangeably with Class Section Number; See "Class Section," above.

Transfer - Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transferable Units - College units earned through satisfactory completion of courses which have been articulated with four-year institutions.

Transcript - An official list of all courses taken at a college or university showing the final grade received for each course.

Transfer Courses - Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.

Units - The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.

Units Attempted - Total number of units in the courses for which a student received a grade of A, B, C, D, or F.

Units Completed - Total number of units in the courses for which a student received a grade of A, B, C, D, F, or CR.

Units Enrolled - Total number of units in which the student is enrolled at the end of the non-penalty drop period, which is the total number of units for all courses appearing on the student's transcript.

W - An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but before the last day to drop.

Withdrawal - The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.

INTRODUCTION TO WEST LOS ANGELES COLLEGE

THE COLLEGE

West Los Angeles College opened in 1969 as one of the nine public community colleges of the Los Angeles Community College District. Located on over 70 acres of rolling hillside on the western slope of the Baldwin Hills, it serves the communities of Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tijera/Windsor Hills, Marina del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles and Westwood. The approximately 8,000 students come from a rich mixture of nationalities and cultures.

In addition to the main campus is the **Marina Center** at 13953 Panay Way in Marina del Rey. Another major component of the college is the **Airport Campus** at 9700 South Sepulveda Boulevard. Here students find completely equipped shops where instruction meeting FAA requirements is given in airframe maintenance technology and aircraft power plant technology.

THE DISTRICT

The nine campus Los Angeles Community College District, serving a student population of approximately 110,000, is the largest community college district in the United States. The district is governed by a popularly elected seven member Board of Trustees and a non-voting student member selected by a student committee from students nominated by the Associated Students Organizations of the district colleges. The district administration consists of a Chancellor, Vice Chancellors, and other senior staff appointed by the board.

ADMINISTRATION

The college president is the chief administrative officer and is assisted by two vice presidents, deans, associate dean, assistant dean, classified administrators and personnel, and members of the faculty in bringing educational excellence to the community.

DIVISIONS

The college has seven instructional divisions which provide a wide range of high quality transfer and occupational classes. The divisions are Aviation, Electronics and Travel; Behavioral/Social Sciences; Business; Humanities and Fine Arts; Language Arts; Math-Sciences; and Physical Education and Health. In addition, Counseling and Library constitute the resource divisions.

CURRICULA

Fully accredited by the Western Association of Colleges and Universities, the college offers 25 transfer and 18 vocationally oriented programs. Appropriate curricula are recognized by the American Dental Association and the Federal Aviation Administration.

EDUCATIONAL PROGRAMS

To accomplish the educational philosophy and mission of the Los Angeles Community Colleges, West Los Angeles College offers the following types of educational programs:

1. **Transfer** - A program which enables the student who completes two years of study to continue upper division (third year) work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.
2. **Career Education** - An occupational program planned to offer the student basic business, technical, and professional curricula to develop skills which can lead to employment, job advancement, certification, or the associate degree.
3. **General Education** - General education courses are introductory courses that are designed to fulfill three purposes:
 - (1) to ensure that students have the skills necessary for success in more advanced classes,
 - (2) to introduce students to a wide variety of academic services and give them a working understanding of the fundamental assumptions, theories and laws peculiar to each, and

Continued

INTRODUCTION TO WEST LOS ANGELES COLLEGE

(3) to expose students to the unique insights of scholars from each of the respective disciplines. These courses encompass the widest spectrum of key concepts and, because they apply toward a college degree, are recognized as postsecondary. General education does not include remedial course work in basic skills, course work that is applied to a specific area, or course work in one's major subject.

4. Transitional Education - A program of remedial and basic skills courses for students needing preparation for community college level courses and programs, and English as a Second Language instruction for students whose primary language is not English and who have limited English proficiency.

5. Counseling and Guidance - A program which helps students explore ways and options to implement and realize educational goals and career objectives. Counselors provide information about specific classes, degree and certificate programs, and transferring to four-year colleges.

6. Continuing Education/Community Services - Community Services is the continuing education aspect of the Center for Economic Development and Continuing Education (CEDCE). Among its programs, CEDCE offers to business, industry and the professions short-term non-credit education and training as an extension of the credit curricula of the college. Workshops may be offered in such areas as office automation programs, specialized programs for small business, dental assisting, real estate, and hazardous materials handling. A regular traffic school program is also available.

Pre-registration is required for all activities, since space may be limited. For registration information, call (310) 204-1832.

7. Joint Functions - Joint programs, under the sponsorship of the Center for Economic Development and Continuing Education (CEDCE), with business, industry, labor, education, government and other institutions which are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants and advance the mission and functions of the district. For further information, contact the CEDCE office in the A9 building.

DEGREES

West Los Angeles College awards Associate in Arts and Science degrees to students who successfully complete the requirements for graduation. Certificates of completion are given to students who complete the requirements of certain career programs.

CLASS SCHEDULING

The college is organized on a semester system. The academic year includes two 20-week semesters; one six-week summer session is offered subject to approval by the Board of Trustees. In addition, intensive short-term classes are offered in a variety of courses each semester. Students can also take open-entry, open-exit classes.

Day, evening and Saturday classes are available for full-time and part-time students. 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 of the modules 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. Evening classes are classes which begin at 4:00 p.m. or later.

OUTREACH

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 a number of off campus locations. A complete list of Outreach classes and locations appears in the Schedule of Classes.

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INTRODUCTION TO WEST LOS ANGELES COLLEGE

PACE

PACE is a unique five-semester, 61-unit curriculum offered by West Los Angeles College to meet the needs of students working full time. The program is designed to satisfy the lower division general education requirements at all California state universities and colleges. With an additional course or two, it also meets the lower division requirements of a number of majors at California State University, Dominguez Hills.

Each semester, 12 units (13 units during the Lab Science semester) are presented as a theme and are team-taught in an interdisciplinary environment. Students must enroll in all four courses on the same evening. Classes are offered on campus and off campus from 6-10 p.m. or 4-8 p.m.

For more information, call the Counseling Office (310) 287-4247 or the PACE Office (310) 822-7873

What Classes Do I Take?

Five-Semester PACE Curriculum

Fall 1994 - A Democratic Society

| | | |
|---------------|--|---------|
| History 12 | Political and Social History of the United States II | 3 units |
| Sociology 1 | Introduction to Sociology | 3 units |
| Humanities 61 | People & Their World | 3 units |
| | Creative Process | |
| English 101 | Reading & Composition | 3 units |

Spring 1995 - Values, Technology and Society

| | | |
|-----------------|---|---------|
| Geography 1 | Physical Geography | 3 units |
| Speech 104 | Argumentation | 3 units |
| Humanities 60 | People & Their World: Technology and the Humanities | 3 units |
| Mathematics 225 | Review of Statistics | 3 units |

Fall 1995 - Changing Life on Earth

| | | |
|---------------|--|---------|
| Humanities 31 | People in Contemporary Society | 3 units |
| Philosophy 6 | Logic in Practice | 3 units |
| Biology 3A | Introduction to Biology, Lecture | 3 units |
| Biology 3A | Lab (Any semester; does not have to be taken with Biology 3) | 1 unit |
| Health 2 | Fitness and Health | 3 units |

Spring 1996 - Critical Perspectives on Every Day Life

| | | |
|---------------------|------------------------------|---------|
| Psychology 1 | General Psychology 1 | 3 units |
| Speech 121 | Interpersonal Communications | 3 units |
| Political Science 1 | Govt. of U.S. & Calif. | 3 units |
| Theater 110 | History of World Theater | 3 units |

Fall 1996 - Work and Society

| | | |
|--------------|---|---------|
| Sociology 2 | American Social Problems | 3 units |
| English 219 | American Ethnic Literature | 3 units |
| Humanities 1 | Cultural Patterns of Western Civilization | 3 units |
| Economics 2 | Macroeconomics | 3 units |

INTERDISCIPLINARY STUDIES (PIE)

To enable the student to pursue his/her general education, graduation, and transfer requirements in an organized and integrated fashion, WLAC has developed The Program for Integrated Education (PIE) called "Partners".

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INTRODUCTION TO WEST LOS ANGELES COLLEGE

Students enrolling in the Program can complete 27 units in 3- to 9-unit modules which cross disciplinary lines using history to teach and learn English, speech to teach and learn ethics, and sociology to teach and learn health, for example.

For further information, see "Partners" page in the Schedule of Classes.

STUDENT ACTIVITIES

ASSOCIATED STUDENTS ORGANIZATION, STUDENT GOVERNMENT (ASO)

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. The ASO represents the student body in the shared governance process.

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 Students and College Relations, 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.

CO-CURRICULAR ACTIVITIES

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 and/or appointed office activities, or in any office or position where he or she voted on the expenditure of ASO funds in any college activities.

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 or service anytime after the tenth week, 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 at the college where the election is being held.

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. All units must be taken at the college where the office is sought 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 at least every five (5) weeks.

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: Individual colleges, in their ASO constitutions, may set forth standards for office which are higher than those listed above.

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INTRODUCTION TO WEST LOS ANGELES COLLEGE

STUDENT TRUSTEE ELECTION PROCEDURE

The Los Angeles Community College District conducts an election annually whereby 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.

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 conforming 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 LOGO

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. Students are referred to as the "Oilers."

INTERCOLLEGIATE ATHLETICS AND ELIGIBILITY

West Los Angeles College is a member of the Western State Athletic Conference along with Bakersfield College, Glendale College, Los Angeles Pierce College, Los Angeles Valley College, Santa Barbara City College, Ventura College, Oxnard College, College of the Canyons, Cuesta College, Moorpark College, and Santa Monica College.

Competition and eligibility are governed by the Western Athletic States Conference, and the Community College League of California Athletic codes. Intercollegiate competition for men is offered in basketball, cross country, football, golf, and track & field. Competition for women is offered in tennis, volleyball, cross country 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).

INSTRUCTIONAL TELEVISION (ITV)

Each semester, the district-wide Instructional Television program of the Los Angeles Community College District presents, via television, transferable college credit courses.

Instructional Television courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program or to add classes for those times when campus attendance is not possible.

Students enroll by mail, complete reading and study assignments, attend seminars held on weekends at a Los Angeles Community College near their home, and take a midterm and final exam. A full-time Los Angeles Community College instructor is assigned to each telecourse. Interested students are invited to visit the Instructional Television Office at Los Angeles City College, 855 Vermont Ave., Los Angeles, CA 90029, or call (213) 953-4488.

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 nine 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 and civilization, history and art instruction in Mexico and Spain, French, French Civilization and art in Paris, Italian, Italian Civilization and art in Italy, ecology in Mexico, theater in England, fashion design in New York, art in Portugal, and music and culture in Central Europe. New Programs include a semester in Sydney, Australia. Again being offered is the very

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INTRODUCTION TO WEST LOS ANGELES COLLEGE

popular Semester in Cambridge, England. On-site investigation of the history and culture of other nations provide students and their instructors with some of the best educational experiences of their lives. The LACCD is a member of California Colleges for International Education, a consortium of colleges offering semester programs in Paris, England, Germany, Mexico, Japan, China, and Spain. The International Education Program also cooperates with the Community Services Program at District colleges 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) 891-2282 for further information.

STUDENT SUPPORT SERVICES

The college also provides many excellent student support services. All students utilize the office of Admissions and Records, which registers and enrolls students, prepares student transcripts and verifications, and certifies that students have met requirements for transfer to a four-year college, an associate degree, or occupational certificate. The Veterans Affairs office and the International Students Program are both integral components of the Admissions and Records Office. Other services include the Counseling Department, Financial Aid Office, Extended Opportunities Program and Services (EOP&S), Career Center, Child Development Center, and Tutorial Services. The college also offers the following additional services: honors program (Scholars Program/AT-WEST), displaced homemakers, (Center for New Options), disabled students (DSP&S), Program for Academic Support Services (PASS+), Greater Avenues for Independence (GAIN), counseling for student athletes, and counseling for aircraft trades students at the Airport Center. (See "Student Services and Programs") Bilingual Office offers services and programs which are designed to address the unique needs of the bilingual student population.

FACILITIES

The college has temporary and permanent buildings housing classrooms, laboratories, administrative and faculty offices, repair and maintenance services, and physical educational facilities. Ninety-five percent of the college is accessible to physically disabled students. For accessibility or mobility assistance, please contact Disabled Student Services and Programs office in the Student Services building.

HELDMAN LEARNING RESOURCE CENTER (HLRC) LIBRARY

Located at the geographical center of the campus, the Heldman Learning Resource Center (HLRC) is easily identifiable as WLAC's highest building. Its four stories house the Library (2nd & 3rd floors), the Instructional Media Center (1st floor), and the campus auditorium (top floor), which is the site of lectures, musical and theatrical productions, receptions and other special events.

LIBRARY

The major component of the HLRC is the Library. Most of the Library's nearly 100,000 volumes and titles are located on the third floor in the General Collection; generally, these books are available for circulation to students, faculty, administration, staff, and residents of the immediate community. The second floor is home to the Library's Reference Collection (government documents, encyclopedias, specialized dictionaries, maps, legal materials), Periodicals Collection (over 300 journals, magazines, and newspapers), and Reserve Book Section. Because these items are heavily used, circulation is restricted.

Access to all Library and Instructional Media Center materials, including audio and video tapes, is on-line; that is, obtainable through the use of the Library's computer catalog, called TOMUS—the only one of its kind in the nine-campus Los Angeles Community College District—and through its CD-ROM computer. Skilled Librarians are available to guide patrons in the use of this state-of-the-art Library technology, as well as to assist students in the more traditional aspects of Library research.

Library facilities accommodate a wide range of studying and learning styles. There are private study booths, group-study rooms, conference rooms, as well as tables and modular seating arrangements. Typing rooms, with manual and electric typewriters, and photocopying machines are also heavily utilized. Current Library hours are 7:45 a.m. to 9 p.m., Monday through Thursday; 7:45 a.m. to 12 noon, Friday; and 9 a.m. to 1 p.m. on selected Saturdays.

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INTRODUCTION TO WEST LOS ANGELES COLLEGE

INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center located on the ground floor of the Heldman Learning Resources Center provides video and audiocassettes, filmstrips, laserdisks, and English as a Second Language audiocassettes, to assist students with class assignments.

COMPUTER-ASSISTED INSTRUCTION (CAI)

Located in Room 138 in the HLRC, computer assisted instruction, using Macintosh, Apple IIE and Apple IIGS microcomputers is available in open laboratories. No advanced reservations are required to use the computers. Students may use programs in English, humanities, music, accounting, math, algebra, calculus, physiology, and biology to review and to learn new subject matter. Word processing programs are also available. so the student can write assigned essays using the computer and print them out on an Imagewriter or laser printer.

TUTORIAL SERVICES

A campus-wide, free Tutorial Services Program provides assistance in many subjects. Arrangements may be made for individual and group tutoring (by instructor-recommended tutors) during day and evening on the first floor of the HLRC. This free tutoring program is supplemented by the Computer-Assisted Instruction center also located on the first floor of the HLRC.

WRITING LAB

The Writing Lab located on the first floor of the HLRC is available on a drop-in basis to any student wanting help with organizing, writing, and revising papers.

LANGUAGE LAB

The Language Lab is located on the first floor of the Heldman Learning Resources Center. The Language Lab houses micro-computers, videocassette players, and audiocassette players which enable students to test and drill themselves in foreign language grammar and vocabulary. Students will find that it is a special place to help supplement their foreign language study in an interesting and effective setting. Students who complete sixteen hours of lab work per semester receive one unit of credit.

COMPUTER CENTER

A completely equipped data center is available to all students. The computing environment consists of 75 IBM and IBM-Compatible computers utilizing either 80286 or 80386 processors. The computers are networked utilizing NOVELL network software and two file servers.

The hardware supports all the commonly used programming languages including C, Pascal, assembler, COBOL, FORTRAN, and BASIC. Application software supported include LOTUS®, DBASE®, WordPerfect®, Microsoft Word®, Windows®, and PageMaker®.

The Data Center, in CE-101 is available for student's use Monday through Saturday and is staffed by college employees and student tutors. A Lab-Course (CS-IT 991) is available which provides one unit of credit for students who utilize the computers for 35 or more hours during a semester.

KEYBOARDING CENTER

The college's Keyboarding Center provides typewriters and computers. Students in all classes, except advanced typing (OA 3), may select either computers or typewriters, (OA 3 work is done on typewriters). Students work independently at their own pace and attend five hours per week for Office Administration course credit on an open-entry, open-exit, modularized basis. The Center is in CE 105B.

WORD PROCESSING LAB

The Word Processing Lab, in CE-104, gives word processing students access to the IBM-PC and current word processing software packages.

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INTRODUCTION TO WEST LOS ANGELES COLLEGE

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 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 classroom and laboratory facilities are located on campus at West Los Angeles College. The Dental Clinic facilities are located in the Health Science Center at UCLA and at Wadsworth Veterans Hospital. Students also observe and participate in various specialty clinics at UCLA, which include radiology, pedodontics, periodontics, orthodontics, oral surgery, and hospital dentistry.

COMMUNITY SERVICES/CONTINUING EDUCATION

The Center for Economic Development and Continuing Education (CEDCE) is West's training and education office for business, industry and the professions. Through CEDCE, West assists employers and employees to retrain and to retain workers in the environment of new and changing technology. CEDCE's fee based programs extend the college's services to the workplace to increase the productivity and competitiveness of local industry.

With mobile classroom laboratories for office automation and NC manufacturing, CEDCE can deliver qualified instructors, the course and the classroom to the employer sites, or use one of West's three campuses (Culver City, LAX, or Marina del Rey).

Training may be "not-for-credit" seminars or college credit courses repackaged to meet industries' schedules. Custom tailoring programs to fill the specific needs of business and labor for the last eight years, CEDCE has assisted over 600 companies from aerospace, apparel, manufacturing, telecommunications, and electronics, to health care and financial services. The **Center for Economic Development and Continuing Education (CEDCE)** may be reached at (310) 204-1832.

ADMISSIONS AND REGISTRATION INFORMATION

ADMISSION ELIGIBILITY

Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for 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. 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 admissions procedures is available in the Office of Admissions and Records.

The following materials must be submitted in order for students to be eligible to register for classes:

APPLICATION FOR ADMISSION

Applications are available at the Office of Admissions and Records, Students Services Building, A-13. We request proof of Social Security number when the application for admission is submitted. The Los Angeles Community College District uses the Social Security number to identify student records only. However, if students choose not to use their Social Security number, the college will assign an alternate number to be used for student identification.

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ADMISSIONS AND REGISTRATION INFORMATION

TRANSCRIPTS

We advise that official transcripts mailed directly from the last high school attended and from each college attended be submitted. However, this is not a requirement for admission. All transcripts become the property of the college and cannot be returned to the student.

READMISSION

Students who have not attended for two or more semesters must file a new application.

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. Residence is defined as a union of act and intent.

NON-RESIDENT

A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residence Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and certain others are not. Check with the Admissions Office regarding your particular status.

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

NON-RESIDENT TUITION FEE

The tuition fee for non-resident students must be paid at the time of registration. This fee is subject to change each academic year.

Non-resident students are also required to pay the community college enrollment fee.

Students who qualify for financial aid may defer non-resident tuition fees until funds are received. Contact the Financial Aid Office for information and assistance.

REGISTRATION MATERIALS

Students continuing from the prior semester will automatically receive registration materials. New and returning students are issued registration information when the application for admission is processed.

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ADMISSIONS AND REGISTRATION INFORMATION

INTERNATIONAL (F-1) VISA STUDENTS/ADMISSIONS

West Los Angeles College is an approved institution by the United States Immigration and Naturalization Service to issue certificates of eligibility for non-immigrant (F-1) student status. West Los Angeles College accepts a number of qualified international students each semester who wish to pursue occupational, transfer, and A.A. degree curricula.

All applicants must meet the following admission criteria:

- (1) Demonstrate English language ability adequate to enable the student to profit from instruction at the college level. Adequacy of English proficiency is determined by a satisfactory score on the Test of English as a Foreign Language (TOEFL). A score of 450 is the minimum acceptable score. Transfer applications in the U.S. may substitute WLA placement exam results for the TOEFL.
- (2) Evidence of academic achievement equivalent to an American high school education.
- (3) Demonstrate ability to pay the non-resident tuition, enrollment fee, and personal living expenses for one year.

An international student should contact the International Student Program Office in A13 building.

Once an international student has been accepted as a student at West Los Angeles College, the student must maintain a full-time academic load of 12 or more units per semester. A number of services are available to international students such as counseling, orientation, a language laboratory, and an international student organization. Information is available in the International Student Office. All students are highly encouraged to carry health insurance.

VETERANS

ADMISSIONS REQUIREMENTS FOR VETERANS

Veterans are required to follow these procedures:

- (1) File application for V.A. Educational Benefits (VA Form 22-1990 or 22-8821) and an application for admittance into the college.
- (2) Fill out Veterans enrollment papers for school records declaring major, transfer school, and schools previously attended. Appropriate form for over 60 units must be filed.
- (3) Request transcripts from all colleges attended. Have them sent directly to the Admissions Office. This applies even if the attendance at a college was for a short time with no units completed or if it was prior to entering the service.
- (4) Claims for dependents must be accompanied by a copy of the claimant's marriage license and/or birth certificates for each child dependent.
- (5) File VA Form 22-1995, if you are a transfer student. Request for Change of Program or Place of Training.
- (6) Apply each semester for continuous VA Educational benefits.

PROGRAM PLANNING FOR VETERANS

Veterans should select their major and choose courses from those listed under that major in the catalog. It is advisable to make an appointment with a counselor for academic assistance. The VA will not pay for courses that do not fit into a veteran's selected major.

60 UNIT RULE

Once veterans have received an Associate Degree in any major, they are eligible for further training at the college only if they take courses required for upper division status at their transfer institution, or if they change their objective. These courses must be approved by the Veterans Administration. Veterans are strongly encouraged to consult with a college counselor in planning their course of study.

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ADMISSIONS AND REGISTRATION INFORMATION

ELECTIVE CREDIT FOR MILITARY SERVICE

Students who are currently on active duty or who have served in the armed forces of the United States may, after successful completion of at least one course at West Los Angeles College, request via petition evaluation of credits earned through military service schools and/or military occupational specialties. Students must include a copy of their DD214, transcripts, and/or course documentation with their petitions and submit them to the office of Admissions and Records.

Upon verification of completion of a Basic Training course in any of the armed services, the Physical Education graduation requirement will be waived. Waiver of the Health Education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

A veteran may also receive 3 units of elective credit for 6 months to 1 year of active-duty service or 6 units of elective credit for 1 year or more of active-duty service; petitions for this will also be evaluated on a case-by-case basis.

See also **Academic Policies**, credit for Military Service Training.

STUDENT FEES

ENROLLMENT FEE

Enrollment Fee Section 72252 of the Education Code requires community colleges to charge an enrollment fee to each student enrolling in college.

BOARD OF GOVERNORS WAIVER

ENROLLMENT FEE ASSISTANCE

Through the Board of Governors Waiver the college offers enrollment fee assistance to students who are unable to pay the enrollment fee. For enrollment fee assistance, students should contact the college **Financial Aid office to obtain:**

- (1) **Enrollment Fee Waiver, or**
- (2) **Enrollment Fee Credit, or**
- (3) **Enrollment Fee Deferment.**

(1) **The Enrollment Fee Waiver** is available to students whose families receive Aid to Families with Dependent Children (AFDC), or Supplemental Security Income (SSI), or General Relief (GR).

(2) **The Enrollment Fee Credit** is available to students whose family income and size fall within the following limits.

| Number in Household (including yourself) | Total Family Income (Adjusted Gross Income and/or Untaxed Income) |
|---|--|
| 1 | \$10,800 |
| 2 | \$21,600 |
| 3 | \$23,000 |
| 4 | \$24,500 |
| + | Add \$1,500 for each additional dependent |

Continued

ADMISSIONS AND REGISTRATION INFORMATION

(3) Enrollment Fee Deferment - A student who has already been awarded Financial Aid, such as Pell Grant, Cal Grant or assistance from EOP&S can defer the payment of enrollment fees.

ENROLLMENT FEE REFUND POLICY

For full term courses: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that, unless the student must drop a class because it is cancelled or rescheduled by the administration/college. After the second week of classes, the student may drop a course and use the fee to add another class. Therefore, we advise the student to drop and add at the same time.

Please note that after the second week of classes there will be absolutely no refunds even when the class added has fewer units than the class dropped.

For short term courses: The student will receive a full refund up to the end of a period of time equal to 10% of total class time. There will be no refunds after that, unless the student must drop a class because it is cancelled or rescheduled by the administration.

PARKING FEES

Parking Permits procedures and fee information are available in the Business Office and at the Business Office Station during registration.

ASO FEE

A \$7 student activity fee which supports scholarships, enrichment programs and student events on campus. The ASO fee is paid each semester and entitles the student to the photo identification card.

NON-RESIDENT TUITION FEE

See Residency Requirement.

NON-RESIDENT TUITION REFUND CRITERIA AND SCHEDULE

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

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

Non-resident refunds will be computed as follows:

| CLASS TYPE | DATE REQUEST TIME STAMPED | REFUND |
|--|--|---------------------------|
| Regular Length (Fall, Spring, Summer) | Through second week of instruction. After second week of instruction. | Full Tuition No Refund |
| Short Term (Less than regular length) | Through 10 percent of class length. After 10 percent of class length, | Full Tuition No Refund |

INSTRUCTIONAL MATERIALS

Students may be required to provide instructional and other materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the district.

FAMILY EDUCATION RIGHT AND PRIVACY ACT

See Student Records and Directory Information.

Continued

ADMISSIONS AND REGISTRATION 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. If students do not wish to report their Social Security number, an alternate identification number will be assigned by the college and shall be used at all campuses in this district. Changes in a student's ID# may be made only in the Admissions Office.

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. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$1.00. Students may request special processing to expedite their request for an additional fee of \$5. This option is subject to the college's ability to provide this service. 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 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, and 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 Education concerning alleged violations of Federal and State laws governing student records.

Continued

ADMISSIONS AND REGISTRATION INFORMATION

AFFIRMATIVE ACTION

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, handicap, marital status, medical condition (cancer-related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. A vigorous Affirmative Action Program will be maintained to ensure appropriate utilization of certain protected groups in specific areas and levels within the District workforce through the implementation of specific result-oriented procedures and activities (Board Rule 101301).

Inquiries regarding Affirmative Action at West Los Angeles College should be directed to the College Affirmative Action Representative.

MATRICULATION

MATRICULATION DEFINITION

Matriculation is defined by the California Community College Board of Governors as a process which brings the college and students who register for credit into a mutual agreement for the purpose of assisting them to achieve their educational goals. It also specifies the responsibilities of both the college and the student.

The West Los Angeles College Matriculation process is to help new college students decide, select and achieve their educational and/or career goals. At West Los Angeles College this process is called Y. E. S., Your Educational Success. The college's responsibilities within this process are to provide the following:

- (1) Orientation for new and non-exempt students
- (2) Assessment
- (3) Counseling, and preparing
- (4) Student Educational Plan.

This process assists students from the time they enroll until the time they terminate their studies at any of the campuses of the LACCD.

The student's responsibilities under the Matriculation process are to:

- (1) express a general educational intent, initially, and after a reasonable period of time, declare a specific educational goal,
- (2) attend class and complete courses while making reasonable progress to achieve an educational goal, meeting the standards established by the college and the State of California.

ELIGIBILITY AND EXEMPTIONS FOR MATRICULATION

All students enrolling in courses for credit are required to participate in the Matriculation process unless exempted.

Students who hold an AA/AS degree or higher are exempted from all components of the Matriculation process except Admissions.

The following students are exempted from orientation, counseling and advisement, and follow-up but will be subject to the Matriculation process if their status changes. These are students who are:

- taking 6 units or fewer,
- enrolling in personal interest courses
- are concurrently enrolled in another college, and/or
- not intending to complete a degree from WLAC.

Continued

STUDENT SERVICES AND PROGRAMS

Students who do not plan to take English, English as a Second Language, or math do not have to participate in the assessment component.

Even though exempted, students may choose to participate in any Matriculation component.

COMPLAINT OF UNLAWFUL DISCRIMINATION

A student who feels that a matriculation practice has been used to unlawfully discriminate against him or her may file a petition with the Dean of Admissions and Counseling. The student may appeal that decision through the college grievance procedure.

ASSESSMENTS

ENGLISH AND MATHEMATICS

The purpose of assessment is to provide guidance information to assist students in selecting courses in which they can succeed and which help them to attain their educational goals. All students wishing to enroll in English, ESL or math classes are required to be assessed.

After students receive their assessment results, they should consult a counselor for academic advisement. Counseling is a major component of Matriculation. Walk-in counseling is available during registration. At the beginning of their first semester, students should make an appointment with a counselor to prepare a Student Educational Plan. The counseling office is located in building A13, telephone (310) 287-4250.

In order to be assessed, students must first file a WLAC application for admission with the Admissions Office. There is no charge for assessment.

Sample assessment questions for math are available in the counseling office or assessment trailer.

Students may not need to take an assessment exam if they have previously taken the test, have acceptable test information from another college, or if they do not plan to enroll in English or math courses. It is the students' responsibility to have proof that they are eligible to take a math, English or ESL course before registering.

ENGLISH AS A SECOND LANGUAGE ASSESSMENT

A special English assessment is available to students whose native language is not English and who wish to, or are advised to, enroll in ESL classes.

Students should consult the Admissions Office for English, ESL and math assessment appointment times and further information.

STUDENT SERVICES AND PROGRAMS

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 Development Center, and the Center for New Options.

Academic counseling at WLAC begins for new freshmen with an assessment/orientation session (see also Matriculation), during which students receive registration information and help with educational problems. In addition, walk-in counseling is available during registration. 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. This counseling is advisory only, as students are expected to assume responsibility for completing the courses of study which they have selected.

SPECIAL COUNSELING

Special counseling and academic advisement is available for ESL, Amnesty, EOP&S, International Students, and Disabled Students.

CAREER DEVELOPMENT CENTER

The Career Development Center (in the B5-100) 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.

Further information and appointments are available at (310) 287-4356

CAREER TESTING

The Career and Personal Appraisal program offers students the opportunity to explore their skills, interests, personality and values through a program of career testing. Career testing is available in the Career Development Center, located in B5-100.

THE TRANSFER CENTER

The goal of the Transfer Center is to develop and deliver services in assisting students to transfer to four-year colleges and universities. This is done in coordination with articulation, counseling services and other transfer function services. Resource materials and catalogs are available to students, college counselors and other staff members to enhance the transfer function at West Los Angeles College.

Representatives from the University of California, as well as California State University, and private universities such as the University of Southern California visit on a regular basis to provide current information to students. Questions on topics such as financial aid, housing facilities and admission requirements are answered; and applications are available. Students are encouraged to reserve appointments for the visiting representatives. In addition to the transfer counseling services that all counselors are prepared to provide, the Transfer Center Coordinator/Counselor coordinates informational workshops and programs on various topics such as completion of college applications and financial aid. Tours to four-year institutions are provided as funds allow for this service. Each month, a calendar of events is available in the Transfer Center and displayed in prominent areas on the campus. Students are invited to call or visit the Transfer Center for planned events or services. The center is located in B4-102.

CENTER FOR NEW OPTIONS/NEW HORIZONS

Center for New Options provides special service for single parents, single pregnant women, displaced homemakers and nontraditional students (those seeking or enrolled in a career which has a gender imbalance). Individualized counseling, Personal Development courses, workshops and orientations are available to enhance the educational opportunities of program participants seeking training in our two year vocational programs. We welcome your participation and extend an invitation to visit the office in the A-13 Bldg. or call (310) 287-4361 for assistance.

BILINGUAL SERVICES

The Bilingual Services Office offers services and programs which are designed to address the unique needs of the bilingual student population.

This office is the point of entry to college life for many students who benefit from our extensive counseling services, pre-post registration orientation and follow up programs, financial aid application assistance as well as by other services and programs being developed to address new emerging needs.

In addition, it offers a general counseling program, a Teaching Academy for students interested in entering the teaching profession, a Latino Retention and Transfer Program (established to improve the retention and transfer rate of this student group), and a Foreign Professional Assistance Program designed to help foreign professionals to validate their degrees.

For further information please call: (310) 287-4364.

Continued

STUDENT SERVICES AND PROGRAMS

EOP&S

EOP&S is a state-funded program of support services which are above and beyond other services offered by the college. These services are for full-time students who are economically and educationally disadvantaged.

EOP&S Services - The following are special services that may be offered to qualified students:

Outreach, recruitment and orientation to college

Registration assistance

College information

Referrals

Counseling

Assessment (Testing)

Academic (Educational Plans)

Personal

Peer Advising

Retention

Instructional Support Services

Tutoring

Financial Assistance

Book Service Vouchers

Work Study Opportunities

Special Activities

Special Workshops

Achievement Awards Ceremony

EOP&S Student Club

Social Activities

University Transfer Assistance

University Visitations

SERVICES FOR DISABLED STUDENTS

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 Program Manager, 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 (310) 559-6140.

STUDENT FINANCIAL AID PROGRAMS

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 (310) 559-6140.

WHAT IS FINANCIAL AID?

Financial Aid is monies made available by the federal and state government and private sources in the form of grants, employment, scholarships and loans. These monies are available to make it possible for students to continue their education beyond high school even if they and/or their family cannot meet the full cost of the post-secondary school they choose to attend. The basis for such programs is the belief that parents have the primary responsibility of assisting their dependents to meet educational costs and that financial aid is available only to fill the gap between a family's contribution and the student's yearly academic expenses.

Continued

STUDENT SERVICES AND PROGRAMS

HOW TO APPLY?

Students must complete a Free Application for Federal Student Aid (FAFSA) or an ACT Application and send it to the appropriate processor listed in the application.

WHO IS ELIGIBLE?

To be considered for financial aid, students must meet the following minimum requirements:

1. Be U.S. citizens or eligible non-citizens. Eligible non-citizens are U.S. permanent residents who have a document from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
2. Show that they have a financial need.
3. Be making satisfactory progress in a course of study leading to an A.A., or A.S. degree, occupational certificate, or transfer to a baccalaureate degree program.
4. Must not be in default on a Perkins Loan (formerly National Direct Student Loan), Stafford Loan (formerly Guaranteed Student) or California Loans to Assist Students (CLAS) at any school they have attended.
5. Must not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant (SEOG) or State Student Incentive Grant.
6. Be registered with the Selective Service if required to (males only)
7. Students must have received a high school diploma or its equivalent or provide documentation of "Ability to Benefit". See **Satisfactory Progress Policy for Financial Aid Recipients** for further information about the requirement for students who do not have a high school diploma or its equivalent.

WHEN TO APPLY

Deadline and priority filing dates change each academic year. Students should consult the current financial aid publications for specific deadline dates. The Los Angeles Community College District has established one priority filing date for summer school and one for Fall and Spring semesters each year. West Los Angeles College will give first priority to completed applications received by the priority dates within the guidelines set by federal and state regulation. Students who have missed the priority deadline dates are encouraged to apply as surplus funds may be available.

If in doubt, call or visit your college Financial Aid Office. Staff members are available to answer your questions and help you complete any of the forms. Keep in mind that it takes 6-8 weeks, sometimes longer, between the time you apply for aid and the time your award is completely processed.

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 the 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 resources, and/or the student's own resources. Resources may include, but are not limited to, employment earnings, veteran's benefits, Social Security benefits, or parent's and/or student's contribution. Resources are then measured against the institutional student expense budget to determine the "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 may be required. All information is held in strictest confidence.

Continued

STUDENT SERVICES AND PROGRAMS

TYPES OF FINANCIAL AID AVAILABLE

GRANTS

FEDERAL PELL GRANT

The Federal Pell grant is a federally funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. Grants range from \$200 to \$2,300 per academic year for Los Angeles Community College District students with additional funds available for non-residents to help pay tuition and enrollment fees. The amount of the award is determined by the Federal Pell Grant Program, and is in most cases based on the previous year's income and current asset information provided in the application. Students who want to apply for the Pell Grant and other federal financial aid programs should complete the Free Application for Federal Student Aid (FAFSA).

In certain cases, a family's financial situation can change because of:

Death in the family

Separation or divorce

Loss of employment

Loss of non-taxable income or benefits

In this case, the student will need to contact the Financial Aid Office for assistance.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. SEOG awards at West Los Angeles College generally range from \$100 to \$800 per academic year. SEOG is available for as long as it takes to complete the first undergraduate degree within the time frame coinciding with the LACCD's Satisfactory Progress Standards. When students apply for financial aid, they will automatically be considered for this program based on the eligibility requirements and packaging policies.

All applicants must file the Free Application for Federal Student Aid (FAFSA) in order to be considered for this program.

BUREAU OF INDIAN AFFAIRS GRANT (BIA)

BIA Grants provide money to help defray the cost of education for students of American Indian heritage. Students may apply if they:

1. are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or tribal group services by the BIA;
2. have financial aid eligibility and scholastic ability;
3. are working toward an undergraduate or graduate degree; and
4. have completed all of the application requirements.

Amounts of the grants vary and are set by the individual agencies of the BIA. The BIA grant is advantageous because, unlike other grants, it may be used to replace the loan or work portion of the financial aid package.

Applications are available through the office of the Bureau of Indian Affairs or at the Central California Agency, Vocational Grants, 1824 Tribute Toad, Suite J, Sacramento, CA 95815. Higher Education Grant applications, write to Office of Indian Education, 2800 Cohage Way, Sacramento, CA 95825.

Continued

STUDENT SERVICES AND PROGRAMS

CAL GRANTS

The State of California, through the California Student Aid Commission, sponsors several grant programs for undergraduate students. These include but are not limited to CAL Grants, a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty and a Bilingual Teacher Grant Program. See the Financial Aid Office for a complete listing of grants, scholarships and loans offered through by the California Student Aid Commission.

To qualify for any of the state-funded grants, students must be California residents, be U.S. citizens or an eligible non-citizens, obtain a Social Security number, and be attending (or plan to attend) an eligible school or college in California. Students can receive only one CAL Grant, either Cal Grant A, B, or C.

CAL GRANT A

Although this grant is used at a four-year college, students are encouraged to apply for one while attending the Los Angeles Community Colleges. Cal Grant A helps low and middle income students with tuition costs. Grant winners are selected on the basis of financial need and grade point average.

Students who qualify for a grant and who want to attend a public community college, can have the Student Aid Commission hold their award until they transfer to a four-year college. The grant can be held up to two years, but not for more than two years, provided that the student continues to qualify financially.

To be eligible for a new (first-time) CAL Grant A award, students must have a minimum of one full academic year of school work remaining and must be enrolled in at least 6 units of course work.

To apply, students must submit a Student Aid Application for California by the deadline date.

CAL GRANT B

This grant provides a living allowance for entering college freshmen who come from very low income families. Because this grant is intended for students who would be unable to attend college without such help, all new Cal Grant B awards are available to students who have completed no more than one semester of full-time college work (16 semester units or 24 quarter units).

There are 250 special Cal Grant B awards for community college students transferring to four-year colleges. The special award requires enrollment on at least a half-time basis at an eligible four-year tuition/fee charging college in the fall of the semester the funds will be received. The applicant's last school of attendance must be a community college. Those who have already transferred to a four-year college are not eligible for a special Cal Grant B. At a community college it can range from \$100 to \$1,410 per academic year.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) by the deadline date.

CAL GRANT C

This grant is intended for students who desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs because they are from low to middle income families.

Grants are limited to \$530 at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least 6 units and demonstrate occupational achievement or aptitude in the chosen field.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) by the deadline date. The applications are available from the campus Financial Aid Office.

LAW ENFORCEMENT PERSONNEL DEPENDENTS SCHOLARSHIPS

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chief of Police, Police Officer, Sheriffs, Deputy Sheriffs, Marshall, Deputy Marshall, etc.) who have been killed or totally disabled in the line of duty.

Continued

STUDENT SERVICES AND PROGRAMS

For more information and application material write directly to the Student Aid Commission, 1410 Fifth Street, Sacramento, CA 94245-0001.

BOARD OF GOVERNORS ENROLLEMNT FEE WAIVER (BOGW)

The Board of Governors Waiver (BOGW) is offered by the California Community Colleges to help low income students pay enrollment fees. Fees paid for students under this program include enrollment charges for the academic year and for summer session(s). Applicants do not have to be enrolled in a specific number of units or courses to receive this waiver. The BOGW does not require repayment. Please see "Enrollment Fee Assistance", for further information.

NON-RESIDENT students are not eligible for BOGW. Note: *Determination of whether a student is a California resident or non-resident is made by the Admissions Office.*

FEDERAL FAMILY EDUCATION LOAN PROGRAMS (FFELP)

PERKINS LOAN (FORMERLY NATIONAL DIRECT STUDENT LOAN - NDSL)

This loan is a long term loan repayment program to help students with exceptional need meet their educational expenses. Students may borrow up to \$4,500 at the community college and up to \$9,000 to complete their undergraduate degrees. A Perkins Loan is available to students showing "exceptional need".

REPAYMENT OF LOANS

Repayment status begins nine months after the borrower graduates, withdraws, or ceases to be at least a half-time student, and can be extended to ten years and nine months after such date. During the repayment period, five percent interest is charged on the unpaid balance of the loan principal.

Students who are interested in the terms and conditions of the loan prior to applying for aid should come to the Financial Aid Office and ask for a copy of the promissory note.

STAFFORD LOAN PROGRAM

(FORMERLY THE GUARANTEED STUDENT LOAN PROGRAM)

Eligibility for the Stafford Loan Program is based on financial need. The current interest rate on these loans is 6.22%. Interest rates may vary from year to year. Students with outstanding 7%, 8%, and 9% loans will continue borrowing at that rate. The federal government pays the interest while the student is enrolled at least half-time in an eligible educational institution and for a six-month grace period afterwards.

These loans are available through participating banks, savings and loan associations, and credit unions to California residents or non-residents who will attend a Los Angeles Community College and also, to California residents who attend institutions outside of California for the period of enrollment in school. The loans are guaranteed by the State of California and insured by the federal government. In order to apply, applicants must submit a Stafford Loan Application as well as a Free Application for Federal Student Aid (FAFSA) or an ACT application. The maximum amount that a student can borrow the first year is \$2,625; the second year is \$3,500. To be eligible, a student must be enrolled in at least 6 units for the entire loan period. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school.

The school which the applicant will attend must certify Part B of the Stafford Loan Application before it is submitted to the lender.

Students should refer to the Financial Aid Handbook for the loan limits set by the Los Angeles Community College District in an effort to emphasize and promote prudent debt management.

Continued

OTHER SOURCES OF FINANCIAL AID

EMPLOYMENT

FEDERAL COLLEGE WORK STUDY PROGRAM (FCWS)

The FCWS program is a Federal program which enables students to earn part of their financial aid award through, part-time employment. To be eligible, students must be a U.S. citizens or eligible non-citizens, enrolled in the appropriate number of units, and must maintain good academic standing while employed under the program. Hourly wages vary with the type of work and the number of units completed and work experience. Work study is also available for students qualifying for financial aid during the summer.

SCHOLARSHIPS

Throughout the year, West Los Angeles College receives announcements on scholarship opportunities for students. The focus of each scholarship is different; some require good grades, some require financial need and some are awarded to students who are majoring in certain areas. The campus Financial Aid Office will post these announcements on its bulletin boards as well as make general announcements in campus media.

The following scholarships are offered through West Los Angeles College:

Associated Students Organization Awards for Academic Achievement

Associated Students Organization Leadership Awards

Don Leiffer Awards and the WLAC Foundation Scholarship

For outstanding students in each of the college's academic divisions.

Isabel Shane Memorial Awards

For outstanding students enrolled in art or music classes.

Andy Mason Award

student who excels in the field of science.

Pederson Memorial Award

an outstanding foreign language student for travel expenses to experience the culture of a Spanish or French-speaking country.

Sorrento Award

excellence in foreign languages.

Remy Jr. Memorial Award

For a student exhibiting outstanding leadership.

Albert D. Sanchez Scholarship and Award

For students in the Aviation Maintenance Technician Program.

Mort Tenenbaum Memorial Language Arts Award

For outstanding students enrolled in the Language Arts Division.

Minnie R. Tenenbaum Memorial Award

For a student who excels in the entertainment arts.

Ted Tenenbaum Memorial Award

For excellence in creative writing.

Henry Kubo Memorial Award

For excellence in mathematics.

Mark and Estelle Lit Award

For associate degree or transfer-oriented students who are employed or have domestic responsibilities.

Warren Moon Scholarship

Awarded to students on the basis of successfully fulfilling requirements to transfer. Students must be eligible to transfer in one year.

Morris J. Heldman Chemistry Award

Alpha Gamma Sigma Leadership Award

Alpha Gamma Sigma Scholastic Award

West Los Angeles College Outstanding Male/Female Athlete Award

Frank Chin Memorial Award

For a student in the business division.

Continued

STUDENT SERVICES AND PROGRAMS

Library/LRC Scholarship and LRC Chair Scholarship

For students who recognize that libraries and learning resource centers are vital to developing and sustaining life-long intellectual curiosity and study.

Linda M. Thor Award

For a single parent who is employed full-time.

William Hannon Award

For a student who demonstrates financial need but is ineligible for Financial Aid.

Cesar Chavez Memorial Award

For a Latino student with a record of school involvement and service to the community.

Adan Fucci Memorial Award

For outstanding Latino students who are considering careers in government and are majoring in political science.

Beatriz A.G. Fucci Award

For a female Latino student with a declared transfer major.

Beatriz A.G. Fucci Scholarship

For a Latino student pursuing a career in education.

Gertudis Luna Memorial Award

For a Latino female student pursuing an associate degree or transfer to a university.

Gertudis Luna Memorial Scholarship

For a Latino student migrant worker (or child of) pursuing an associate degree or transfer.

Paulina Luna Memorial Award

For a Latino student who intends to become a K-12 teacher.

Complete information and scholarship applications are available in the Financial Aid Office, the College Relations Office, and the Student Activities Building.

HOW IS STUDENT FINANCIAL AID DETERMINED?

Most financial aid awards are based on demonstrated financial need, which is the difference between cost of attendance and the expected family contribution. (e.g. Cost of Attendance - Expected Family Contribution = Need)

Parents' or student's contribution is determined from the information reported on the FAFSA and may be verified by a Federal Income Tax Return (1040), and by agencies providing non-taxable income to the family.

Once the student's financial need and eligibility are established, a "package of aid" is provided which may be a combination of different aid programs. This package can consist of a combination of grant, work-study and loan monies.

The LACCD prefers to meet a student's need with a combination of grant and self-help aid whenever possible.

ADDITIONAL INFORMATION

The Student Financial Aid section of this catalog is intended to give students an overview of the Financial Aid Programs at West Los Angeles College. A Financial Aid Handbook entitled "THE HELPING HAND" is available from the Financial Aid Office. It was written especially to inform West Los Angeles College students about matters pertaining to financial aid on this campus and it contains a more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID RECIPIENTS

All of the following standards must be met by a student to be eligible to receive financial aid.

INITIAL ELIGIBILITY

In order to establish initial eligibility when applying for financial aid, students **must be enrolled in a minimum number of units** and are expected to meet all standards of satisfactory progress based on work that is part of the Los Angeles Community College District's official student records.

Continued

STUDENT SERVICES AND PROGRAMS

If applicants have one semester in which progress was sub-standard, they will be placed on probation and considered for aid. Applicants with two or more semesters of sub-standard progress are not eligible and are expected to go through the appeal process to be considered.

EDUCATIONAL GOAL

Each student must have an educational goal or objective that can be met at the institution from which financial aid is requested. Within the LACCD an educational goal objective is defined as:

1. Enrolled in an eligible program or course of study leading to an Associate of Arts or Associate of Science Degree.
2. Enrolled in a course leading to a Certificate upon completion, or
3. Be enrolled in transfer program leading to a baccalaureate granting degree program.

SATISFACTORY PROGRESS STANDARDS

1. Students must maintain a semester and cumulative GPA of 2.00.
2. Students must have completed fewer than 72 units within the LACCD at the start of the academic year. The college may make exceptions for students who may require additional units to complete their educational goal
3. Eligibility for financial aid for classes or Instructional Television (ITV) is defined in Table 1.

Table 1

Treatment of Various Type of Classes:

| Type of Class | Financial Aid | | Eligible |
|------------------------|---------------|----|----------|
| | Yes | No | |
| Credit/No Credit basis | X | | |
| ITV* | X* | | |
| Audited Classes | | | X |

*Students enrolled in more than 50% of their units in ITV may be eligible for financial aid through Los Angeles City College. For all other colleges, ITV courses cannot exceed 50% of total number of units. They will not be counted until completed, regardless of the institution.

4. Students are allowed 72 units within the LACCD in which to complete their educational goal. Attending full time (12 or more units per semester, excluding summer sessions), students would be expected to complete their program in three years. Attending part time (6 units), students would be expected to complete their program in six year.

5. Students must complete more than 56% of semester units attempted with a grade of A, B, C, D, F, or CR each semester or cumulatively.

NOTE: Students should refer to the current college catalog for rules relating to repeatability of certain classes.

Continued eligibility is based on progress at the institution from which aid is requested except for total unit limitation.

APPLICATION OF STANDARDS

Satisfactory progress will be determined:

1. Upon publication of grades by the college Admissions Office.
2. Prior to the first disbursement of the fall and/or spring semester(s) for students on probation.

Continued

STUDENT SERVICES AND PROGRAMS

3. Review of the 72 units limit will occur at the beginning of the student's first semester of attendance. Students with fewer than 72 units within LACCD at the time of review will be considered eligible for the remainder of that academic year so long as all other standards are met.

FAILURE TO MEET THE STANDARDS OF SATISFACTORY PROGRESS

Students failing to meet any one or more of the standards will be either placed on financial aid probation or disqualified from financial aid. Students must be notified of their status.

PROBATION

1. Students who transfer from colleges outside of the Los Angeles Community College District who do not submit academic transcripts from those colleges will be placed on financial aid probation for one semester.
2. Los Angeles Community College students receiving financial aid who fail to meet any one or more of the standards of satisfactory progress during their last semester or cumulatively will be placed on financial aid probation for one semester. Students who failed to meet the standards at any college in the LACCD are on probation at all colleges within the LACCD. Students who failed to meet the standards of satisfactory progress may be permitted additional aided probationary semesters in which to meet the standards - i.e., students on probation who have made measurable improvement but who have failed to achieve the minimum standards of satisfactory progress, may be granted additional aided probationary semesters. The colleges establish specific guidelines as to the circumstances under which continued probation will be granted.

DISQUALIFICATION

Students who are ineligible for financial aid at any LACCD college are ineligible at all colleges within the LACCD.

DETERMINATION OF DISQUALIFICATION

1. Students who have met their educational goal are ineligible for further financial aid.
2. Students who have failed to meet the standards of satisfactory progress during their probationary semester and who have not been granted continued probation the following semester are ineligible for further financial aid.
3. Students who have completed 72 units with LACCD are ineligible for further financial aid beyond the academic year in which the 72 units were completed.
4. Students who first received aid in 1987/88 or later who do not achieve a cumulative GPA of 2.00 or better by the end of the second academic year must be disqualified. The second academic year is defined as a period of time and is not a function of the level of enrollment. Additionally, all other standards of satisfactory progress must be reviewed and met in order to continue eligibility.

APPEALS

Students may appeal financial aid probation or disqualification by submitting a written appeal to the College Financial Aid Office. The College Financial Aid office establishes deadline dates for submission of appeals through administrative channels established at the College. Students may be reinstated when they have met all of the satisfactory progress standards or by an appeal; however, awards cannot be paid retroactively.

ABILITY TO BENEFIT

Students who have the qualifications listed below have demonstrated the "Ability to Benefit" from a college education in accordance with applicable Federal Regulations.

1. Received a high school diploma;
2. Received a certificate of General Education Development (GED); or Certificate of State Equivalency of High School.
3. Successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree.

Continued

STUDENT SERVICES AND PROGRAMS

4. Passed an independently administered test that is approved by The Secretary of the Department of Education.

The Financial Aid Office is located in Building A-13, Telephone (310) 287-4510

AMNESTY/CITIZENSHIP PROGRAM

The Amnesty/Citizenship Program offers non-credit beginning level ESL classes in the community.

U.S. Citizenship examination and preparation workshops are given on campus. Workshops are scheduled to help candidates complete requirements for naturalization and to prepare for the INS (Immigration and Naturalization Service) interview.

For dates and information, please call the Amnesty/Citizenship Office at (310) 287-4211 or visit the office in B1-202D.

GAIN

GAIN (*Greater Avenues for Independence*) is a state-mandated program for people who receive public assistance and whose youngest child is 3 years of age or older. Others may join, if referred by their case workers. GAIN is designed to assure job placement for recipients of Aid to Families with Dependent Children, and involves instruction in reading, writing, English as a Second Language, and GED (General Education Development) preparation. Students may also receive vocational training. Further information is available at the GAIN office, located in a trailer directly behind the student center.

PASS+

The *Program for Academic Support Services*, PASS+, is a U.S. Department of Education specially-funded program at West Los Angeles College. The purpose of the program is to identify and provide appropriate support services for first generation college students and provide them with a mentored, successful experience while attending college. Please contact the PASS+ office for additional information by calling (310) 287-4273. PASS+ is located in A8-105.

VETERAN 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, students must apply to the college, meet all admission requirements, and complete the necessary "Veterans Educational Benefits" forms (obtained from and returned to the Veterans Affairs Office). Veterans receiving assistance are responsible for knowing and observing strictly the regulations regarding change of objectives, withdrawals, overpayment, program planning and the 60-unit rule.

CHANGES 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.

Continued

STUDENT SERVICES AND PROGRAMS

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 veteran's 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.

OVERPAYMENT OF 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.

SERVICES FOR STUDENTS

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, Discover and pre-printed personal checks with addresses matching both WLAC registration fee receipt and California Driver's License/California I.D. are accepted.

A current check guarantee card may be substituted for the registration fee receipt.

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.

The Bookstore telephone number is (310) 287-4560 OR (310) 287-4381.

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 is a nurturing place for preschool children of WLAC student-parents, providing parents a low cost, safe learning environment for their preschoolers. The well-equipped facility operates under the supervision of certificated faculty. (Children's services are provided by special funding and a Vocational Education Grant on Monday-Wednesday evening from 5:30-10:00 p.m. Children ages 3-12 years accepted. Evening hours are subject to change. Check with the Center.)

The Center offers opportunities for parents to learn more about their children's development. To this end, it involves parents in the education and development of their children through parent meetings and through the children's program, fostering cooperative teamwork between parents and the Center faculty.

Children are eligible from two and a half years through five years of age, if they are toilet trained and in good general health. Children must attend a minimum of two sessions a week. Fees are based on a sliding scale ranging from 75 cents to \$2.00 an hour. The Center has a grant from the State of California, if families qualify, tuition is reimbursed.

Continued

STUDENT SERVICES AND PROGRAMS

Applications are available in Counseling Center, EOP&S, the Center for New Options and Child Development Center, which is located in parking lot 5. For more information call (310) 287-4357.

FOOD SERVICE

Full service vending machines are available in the Pavilion located on the campus upper terrace and near the LRC.

IMMUNIZATION POLICY

The Department of Health Services wishes students to be immunized against measles. The college will require such immunization only if it is deemed essential by the Department of Health Services.

HOUSING

The college does not provide residence facilities on campus. Rooms and apartments are available in nearby communities. Housing information is available in the Student Information Office (Campus Center).

JOB PLACEMENT SERVICES

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. The Job Placement Office is located in B5-101.

An Employment Development Department outstation is located on campus to provide job listing information and referrals to WLAC students and members of the community. Contact the State Employment Department located in building B5.

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 10 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.

PARKING LOT DISCLAIMER

The Board of Trustees or the District will not be responsible for damage, loss of vehicle or its contents unless the District is liable under the Government Codes, including but not limited to Government Codes 810 to 966.6 inclusive.

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 across from Admissions (A-13 building). The office is open from 8 a.m. to 10 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. Telephone (310) 287-4314 or (310) 287-4315. The Police Department is located in building A9.

Continued

STUDENT SERVICES AND PROGRAMS

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 judgement; 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.

All students will be asked to sign a certification on the Application for Admissions to West Los Angeles College that they have received a copy of the Code of Student Conduct, which is found in each Schedule of Classes.

The Following is based on the provisions of the California Education Code, the California Penal Code and the LACCD Board of Trustees.

BOARD RULE 9803.10

Willful disobedience to directions of College officials acting in the performance of their duties.

BOARD RULE 9803.11

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.

BOARD RULE 9803.12

Dishonesty, such as cheating, or knowingly furnishing false information to the Colleges.

BOARD RULE 9803.13

Unauthorized entry to or use of the College facilities.

BOARD RULE 9803.14

Forgery alteration, or misuse of College documents, records, or identification.

BOARD RULE 9803.15

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.

BOARD RULE 9803.16

Theft of or damage to property belonging to the College, a member of the College Community, or a campus visitor.

BOARD RULE 9803.17

Restricts malicious or willful disturbances of the peace. Enables campus to invoke Penal Code.

BOARD RULE 9803.18

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.

BOARD RULE 9803.19

Eliminates vague reference to "dangerous drugs" by listing specific examples of controlled substances.

BOARD RULE 9803.20

Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except members of faculty-sponsored, National Rifle Association-affiliated clubs while participating in sanctioned club activities, sworn Peace officers, police officers, and other governmental employees charged with policing responsibilities.

BOARD RULE 9805.10

Establishes assault or abuse of instructors (within the scope of their duties) to be a misdemeanor offense.

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.

Continued

STUDENT SERVICES AND PROGRAMS

BOARD RULE 9901

Based on Supreme Court decisions, defines colleges as "non-public forums" except for free speech areas, which are defined as "limited public forums." Free speech areas are available for free expression subject only to the operational needs of the college.

BOARD RULE 9902

Each college shall have a free speech area within the area of the normal flow of student traffic. Eliminates any form of prior restraint the college might have been able to exercise. Moves responsibility for monitoring content of speeches from the District to the speaker.

BOARD RULE 9902.11

Relates to the distribution of flyers or literature in the free speech area. Eliminates the restrictions on distribution of lewd or offensive material. Eliminates predistribution review by college.

BOARD RULE 9902.12

1. No disruptive amplification (electronic or other)
2. No solicitations for money, sale of tickets, etc. unless such solicitations are made by an associated student organization or club or an organization which is registered with the Secretary of State as a non-profit corporation.

BOARD RULE 9902.13

Provides the college the chance to monitor the extent of use of the forum. It guarantees equal treatment by imposing a first come/first serve regulation.

BOARD RULE 9903

Allows the college president to set aside areas exclusively for student, faculty, and staff speech.

BOARD RULE 9903.10

Eliminates the use of bulletin boards as an open forum to non-students. By restricting use of the bulletin boards to students, the District implicitly reserves the right to reject the posting of flyers and advertisements by outside interests. All material shall be dated with the date of posting by the college president's designee. Designee does not approve posted material. The president shall prescribe a reasonable length of time for materials to be posted.

BOARD RULE 9905

Visitor use of facilities and grounds is subject to Civic Center Permit rules (unless activity takes place in Free Speech Area).

BOARD RULE 91002

The president may adopt additional rules as long as they are consistent with this article.

BOARD RULE 91004.12

The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not indicate approval or endorsement.

GUIDELINES FOR THE FREE SPEECH AREA

This guide recognizes the students' guaranteed rights to assemble for a free and peaceful expression of grievances.

DISTRICT RULES FOR FREEDOM OF SPEECH AREAS

Colleges as Non-Public Forums. The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas by their respective college presidents. The Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reverted to non-public forum designation by the Board of Trustees.

Board Rules, Article IX, 9901. Adopted 4-20-89

Free Speech Areas. The college president shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas shall govern only the time, place and manner in which said areas are to be used. All such rules shall be applied equally and fairly to all person desiring to use the Free Speech Areas. No restrictions shall be placed on subject matter, topics or viewpoints, expressed in Free Speech Areas.

Board Rules, Article 9902. Adopted 4-20-89

Responsibilities of Persons using Free Speech Areas. All persons using the Free Speech Area of the college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) is not violative of lawful community college regulations, or (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be subject to the sanctions applicable respectively to students, staff, faculty or visitors.

Board Rules, Article 9902.10. Adopted 4-20-89

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STUDENT SERVICES AND PROGRAMS

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/her courses. This would include regular and prompt attendance, adequate study time, and careful adherence to the specific course work requested by the instructor.

SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an education, 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, make or take academic or personnel actions affecting a student or an employee, or for anyone 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 as defined in Section 15200.

A. Education Environment. In the education environment, sexual harassment is prohibited between students, between students and employees, and between students and non-students.

B. Work Environment. In the work environment, sexual harassment is prohibited between employees, between employees and students, and between employees and non-employees.

Copies of the District Sexual Harassment Policy may be obtained from the Sexual Harassment Compliance Officer, (310) 287-4377. Inquiries should be directed to that office.

DRUG-FREE CAMPUSES

West Los Angeles College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education.

STANDARDS OF CONDUCT

On September 5, 1990, the Board of Trustees adopted the following standards of conduct:

Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on district premises, in district vehicles, or as part of any activity of the Los Angeles Community College District.

Additionally, on April 20, 1989, the District Board of Trustees adopted Rule 9803.19, which prohibits:

Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances, the possession of which are prohibited by the same or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics:

- a. opiates, opium and opium derivatives
- b. mescaline
- c. hallucinogenic substances
- d. peyote
- e. marijuana
- f. stimulants and depressants
- g. cocaine

The board's policy on the Drug-Free Workplace, adopted on March 22, 1989, restates these prohibitions.

Legal Sanctions — Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

STUDENT SERVICES AND PROGRAMS

Health Risks — Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

Other Risks — Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, and co- and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

COUNSELING, TREATMENT AND REHABILITATION

Students should contact their campus Counseling Office for assistance and referrals, employees should contact the Los Angeles Community College District Employee Assistance Program.

DISCIPLINARY ACTION

Violation of the above Board Rule shall result in student discipline imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101. Discipline includes warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, expulsion subject to reconsideration and permanent expulsion. Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

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 Vice President of Academic Affairs for approval.

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 or applicant for admission, 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 disabled students as defined by Section 504 of the Rehabilitation Act of 1973, for District Affirmative Action Office, 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 students' 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, (310) 287-4324 or (310) 287-4325.

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.

Continued

STUDENT SERVICES AND PROGRAMS

If this process fails and the student chooses a formal grievance hearing, he/she must file for the hearing with the campus ombudsperson. The college shall provide a hearing committee, and the ombudsperson shall schedule hearings and serve to ensure a full and fair resolution of the grievance. The office of the President will provide the name and location of the ombudsperson.

OMBUDSPERSON

The president of the college appoints a person to assist the students with their grievances. This person's responsibility is to help the student informally to reach a resolution. If an informal resolution is not obtained, the ombudsperson will help the student to prepare a case and present it to the Grievance Hearing Committee. The student can obtain the college ombudsperson's name and telephone number from the President's Office, (310) 287-4324 or (310) 287-4325.



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ENROLLMENT AND ATTENDANCE DISTRICT POLICIES

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

STUDY LIST LIMITATIONS

Maximum and minimum unit requirements may apply, as follows:

Unit Maximum. The maximum study load is 18 units during a regular semester and 7 units during a summer session. The normal class load for students in the fall or spring semester is from 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 19 or more units must obtain approval from a counselor.

Those students who will be employed while attending college should consider reducing their programs accordingly. It is suggested that those students who are employed full-time should enroll in no more than one or two classes or 9 units maximum.

ATTENDANCE STATEMENT

Only students who have been admitted to the college and are in approved active status may attend classes.

Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

Students who are preregistered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class. Students are encouraged to advise their instructors of anticipated absences.

Students are responsible for officially dropping a class that they stop attending. See section "Adding and Dropping."

AUDITING

Students may be permitted to audit a class under the following conditions:

1. Payment of a fee of \$15 per unit. Fees may not be refunded. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.
4. Permission to enroll in a class on an audit basis is at the instructor's discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation.

CONCURRENT ENROLLMENT

Concurrent enrollment in more than one section of the same course during a semester is not permitted, with the exception of certain Physical Education classes on a limited basis.

Continued

ACADEMIC POLICIES

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 Education 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 requirement. 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 Academic Affairs. 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 Vice President of Academic Affairs, and no such examination will be offered **before** the scheduled examinations.

ADDING AND DROPPING CLASSES

ADDING CLASSES

Only students who have been admitted to the college and are in approved active status may add or attend classes.

Enrolled students who wish to add a class must obtain an add card from the instructor.

DROPPING CLASSES

Students wishing to drop one or more classes must do so through the Admissions Office by filing a DROP CARD.

It is the student's responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week (or 30% of the time the class is scheduled, whichever is less) and the end of the 14th week (or 75% of the time the class is scheduled, whichever is less) 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.

A grade (A, B, C, D, F, CR, I, 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 14th week (or 75% of the time the class is scheduled, whichever is less) students may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

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*.

Continued

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

Some courses in the college catalog are eligible for credit by examination.

1. Methods of obtaining credit by examination

- a. Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- b. Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- c. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- d. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by the college.

2. Determination of Eligibility to Take College Administered Examinations. Students who qualify

- a. Must be currently registered in the college, in good standing, and with a minimum grade point average of 2.0 in any work attempted at the college.
- b. May petition for credit by examination if they are
 - 1) eligible to take such course for credit under existing regulations.
 - 2) have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested. This requirement may be waived at the discretion of the appropriate administrator.

3. Maximum credit allowable for credit by examination

The maximum number of credits allowable for credit by examination for the Associate Degree shall be fifteen (15) units. Credit by examination transferred from other institutions is counted toward this maximum.

4. Limitations

Credits acquired by examination are not applicable to meeting such unit load requirements as selective Service deferment, Veteran's or Social Security benefits.

5. Recording of credit

- a. If a student passes the examination, the course shall be posted on his/her cumulative record indicating "Credit" in the "Grade" column.
- b. The number of units of credit recorded for any course may not exceed those listed in the college catalog.

Continued

ACADEMIC POLICIES

CREDIT BY EXAMINATION COURSES

Credit by Examination request forms are available in the Admissions Office. Students may petition for Credit by Examination for only the subjects that are listed on the current approved list of Credit by Examination courses.

Approved Credit by Examination courses by division:

Airport Campus Division: (None)

Behavioral Science / Social Science Division

Anthropology 101 and 102
Psychology 1 and 2
Psychology 2

Business Division:

Accounting 37
Business 1 and 38
Law 1
Management 2
Marketing 1
Office Administration 3, 7, 12, 34 and 39
Real Estate 1, 3, 5, 7, 9 and 21

Humanities and Fine Arts Division

Art 101 and 102
Foreign Language*
Humanities 1
Music 101, 201, 211 and 321
Philosophy 1

Language Arts Division: (None)

Mathematics and Science Division:

Astronomy 1
Biology 3 and 4
Environmental Science 1 and 2
Geology 1 and 2
Oceanography 1

*Students may apply for an examination to establish advanced standing in a foreign language. However, no credit is allowed for these examination. Arrangement for the examination need to be made through the chairman of the Humanities and Fine Arts Division.

RECORDING OF GRADE

Students who successfully pass an approved examination shall have the record of such examination entered on their record as "CR" as provided by the District Grading Symbols and Definitions Policy. The student's records shall also be annotated "Credit by Examination".

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.

Continued

RECORDING OF GRADE

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

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.

COURSE REPETITION AND ACTIVITY REPETITION

Certain courses in the catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity. Any combination may be used as long as 4 enrollments in one activity is not exceeded.

This activity enrollment limitation began with the Fall 1983 term. Excess enrollment will result in administrative drop. Consult a counselor for the latest restricted activity enrollment list.

NOTE: Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work since the beginning of Fall 1983.

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 courses which parallel the offerings of the college.

The following exceptions may be made to this regulation:

1. CREDIT FOR MILITARY SERVICE

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.

2. ELECTIVE CREDIT FOR MILITARY TRAINING

Six units of elective credit for military service will be approved upon petition for graduation if the following conditions have been met:

1. Completion of a minimum of 12 units at West Los Angeles College.
2. Current enrollment.
3. Service of 181 days or more in the armed services.
4. Students must present Honorable Discharge (DD 214 form)

Continued

ACADEMIC POLICIES

Elective credit for military service will not include subject credit for a physical education activity or Health Education 10 class. No grade points will be given for military credit.

ADDS AND DROPS FOR VETERANS

Add Cards or drop cards must be turned in to the Admissions Office and the Veterans Clerk must be notified of program changes. To fail to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

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:

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

Students must first have their transcripts evaluated by a foreign transcript evaluation service and then petition for course equivalencies at West Los Angeles College. Please see a counselor for further instructions.

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 AND GRADE CHANGES

The instructor of the course shall determine the grade to be awarded to each student in accordance with the preceding *Grading Symbols and Definitions Policy*. The determination of 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 termination 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" 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) | |

Continued

(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

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 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 to unusual circumstances.

Note: Courses in which the student has received an incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a grade of "D" or "F". This does not apply to courses which are repeatable for additional credit.

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 a 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 accident, 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,

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*.

Continued

ACADEMIC POLICIES

- 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 "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 Standard Grades Policy*.

REGULATIONS FOR CREDIT/NO CREDIT (PASS/FAIL): Not all courses will be offered on a credit/no credit basis. Determination of courses will be made by the appropriate divisions.

A maximum of 15 units of credit/no credit work may be used towards the A.A. degree. A maximum of one course per semester may be taken for credit/no-credit. However, this restriction does not apply to students who already possess a bachelor's or higher degree.

Credit/no-credit may not be used for courses required toward a certificate, A.A. degree major or transfer preparation for a major and/or certification, or as a prerequisite for another course.

- English 101 may not be taken for credit/no-credit.
- Courses for CSU General Education required areas may not be taken for credit/no credit.
- CSU will allow no more than 30 units total "credit" graded courses toward the bachelor's degree.
- UC will allow only 14 units of credit/no credit toward transfer.

Students must notify the Admissions Office by the end of the sixth week of the course if they wish to take a course credit/no credit; otherwise all courses are for a letter grade. This decision will be irrevocable.

Credit/No Credit is similar to Pass/Fail. A credit grade is granted for performance which is equivalent to the letter grade of "C" or better. Students electing credit/no credit grading should be aware that although such grades are not calculated into the grade-point average at West Los Angeles College, four-year colleges, in considering applications for admission may consider the credit grade as the equivalent of "C". Consultation with a counselor is advisable before making such elections.

The following courses will be accepted for Credit/No Credit

BEHAVIORAL SCIENCES

- All anthropology courses
- All personal development courses (Credit/No Credit)
- Psychology 52

BUSINESS DIVISION

- All accounting, business, computer science, law, management, marketing, and real estate courses, Office Administration 64 (Credit/No-Credit only)

MATH-SCIENCE DIVISION

Continued

Biology 3, 4, 5

Earth Science 1

Environmental Science 1,2

Environmental Hazardous Material Technology 20, 30, 40, 50, 60, 70, 80

Geography 1, 2, 3, 7

Geology 1, 6

Mathematics 100 (Credit/No-Credit only)

Meteorology 3

Oceanography 1

HUMANITIES AND FINE ARTS DIVISION

Art 101, 102, 103, 201, 202, 203, 204, 205, 206, 208, 209, 300, 301, 302, 304, 305, 501, 502, 503, 706, 708, 709, 710, 711, and 712

French 1, 2, 3, 4, 5, 6, 185, 285, and 385

Humanities 5, 30, and 31

Music 101, 111, 112, 141, 201, 211, 321, 501, 561, and 775

Philosophy 1, 3, 6, 8, 9, 20, 23, and 24

Spanish 1, 2, 3, 4, 5, 6, 8, 14, 21, 22,

LANGUAGE ARTS DIVISION

English 127, 203, 204, 205, 206, 207, 208, 209, 210, 215, 218, 219.

Theater Arts 505.

LIBRARY DIVISION

Library/Science 101

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.

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 the institution regarding its policy.

ACADEMIC STANDARDS AND CREDIT POLICIES

ACADEMIC RENEWAL

ACADEMIC STANDARDS AND CREDIT POLICIES

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions:

Continued

ACADEMIC POLICIES

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 students academic record indicating where courses have been removed by academic renewal action. The permanent academic record shall be annotated in such manner that all grades assigned remain legible, ensuring a true and complete academic history.

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.

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.

PROBATION

Students shall be placed on probation if any one of the following conditions prevail:

1. **ACADEMIC PROBATION.** Students have attempted a minimum of 12 semester units of work and have a grade-point average less than a "C" (2.0).
2. **PROGRESS PROBATION.** Students have enrolled in a total of at least 12 semester units and the percentage of all units in which they have enrolled and for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded reaches or exceeds fifty percent.
3. **TRANSFER STUDENTS.** Students have met the conditions of 1. or 2. above at another college within the Los Angeles Community College District.

UNITS ATTEMPTED

"Units Attempted," for purposes of determining probation status only, means all units of credit in the current community college of attendance for which students are enrolled.

REMOVAL FROM PROBATION

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

ACADEMIC PROBATION

Students on **academic probation** for a grade point deficiency shall be removed from probation when their cumulative grade-point average is 2.0 or higher.

PROGRESS PROBATION

Students 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%).

Continued

ACADEMIC STANDARDS FOR DISMISSAL

Students shall be subject to dismissal and subsequently be 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

Students who are on **academic probation** shall be subject to dismissal if they have earned a cumulative grade-point average of less than 2.0 in all units attempted in each of 3 consecutive semesters.

Students who are on academic probation and earn a semester grade-point average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point average is maintained.

PROGRESS PROBATION

Students who are on **progress probation** shall be subject to dismissal if the cumulative percentage of units in which they have been enrolled for which entries of No-Credit (NC), Incomplete (I), and/or Withdrawal (W) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

Students who are on progress probation shall not be dismissed after a semester in which the percentage of units in which they have been enrolled for which entries of "W", "I", and "NC" are recorded is less than fifty percent (50%).

APPEAL OF DISMISSAL

Students who are subject to dismissal may appeal to the appropriate college dean. Dismissal may be postponed and the students continued on probation if they show significant improvement in academic achievement but have not been able to achieve to a level that would meet the requirements for removal from probation.

DISMISSAL

Students who are subject to dismissal, and who have 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 students from admission to any other college in the District.

RE-ADMISSION AFTER DISMISSAL

Students who have been dismissed may request reinstatement after 2 semesters have elapsed. Students shall submit a written petition requesting re-admission to college in compliance with college procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

ACADEMIC HONORS

DEANS LIST REQUIREMENT

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 12 units of work with a grade-point average of 3.5 or better and additionally for each semester's increment of 6-11 units for which a grade point average of 3.5 is maintained.

ACADEMIC POLICIES

Notation of Deans List achievement is made on the students' 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.

HONOR CORDS

Braided gold **Honor Cords** are awarded to those who graduated "With Great Distinction". This indicates a grade point average of 3.50 or better. Honor cords in the college colors (blue and gold) are awarded to students who are graduated "With Distinction". This requires a "B+" average of 3.00 to 3.49. Honor cords are presented only to students who qualify and participate in the June Commencement exercises. Students who possess an Associate, equivalent or advanced degree are not eligible for these awards.

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.

THE SCHOLARS PROGRAM/AT-WEST

(A TRANSFER ALLIANCE PROGRAM/TAP)

The **West Los Angeles College Scholars Program/AT-West** is designed to provide a challenging and stimulating academic environment that will prepare students to transfer with junior-level status to UCLA or any other four-year college or university.

The program is small to allow students to actively participate and to provide students with individual counseling and attention. Small classes encourage close interaction with faculty mentors. In addition, tutoring and support are available to help students through the program.

Films, plays, videos, and field trips to such locations as the L.A. County Museum of Art, the Huntington Library, the Museum of Contemporary Art, and the L.A. Theatre Center complement class discussion.

- Guaranteed priority admission to UCLA's College of Letters and Science upon completion of the program
- UCLA library privileges
- Small liberal arts college environment

TO BE ADMITTED TO THE PROGRAM

- Have a 3.0 grade point average from high school or in 15 transferable college units.
- Be eligible for English 101
- Complete enrollment application

FOR MORE INFORMATION:

For general information and application form, contact:
The Counseling Department
(310) 287-4258

For further information, contact:
Bernard Goldberg, (310)287-4206 (B1-202M) or
Dr. Katherine Wolf, (310) 287-4247

For specific information about courses, consult current class schedule.

GRADUATION & TRANSFER REQUIREMENTS

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 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
- Child Development
- Computer Science - Information Technology
- Computer Science - Information Technology (Application Software)
- Dental Hygiene
- Electronics
- Environmental Hazardous Materials Technology
- Law (Legal Assistant/Paralegal)
- Management
- Management (Small Business)
- Marketing
- Office Administration (General)
- Office Administration (Word Processing Option)
- Real Estate
- Travel

*Associate Degree program only

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 are 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 Associate Degree transfer programs are offered by the college:

- Anthropology
- Art
- Biology
- Biology (Health Science Option)
- Business Administration
- Chemistry
- Child Development
- Computer Science - Information Technology
- Economics
- Engineering
- English
- French

Continued

GRADUATION & TRANSFER REQUIREMENTS

Geography
Geology
History
Liberal Arts
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.

The following requirements apply to students entering "the first time after July 1, 1990". 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 interrupt their attendance 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.

III. Competency Requirement. Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12:

A. The competency requirement in reading and written expression may be met by:

1. Completion of a course in College Reading and Composition with a grade of "C" or better. (English 101)

or

2. Completion of a course in Intermediate Composition with a grade of "C" or better. (English 28)

Continued

GRADUATION & TRANSFER REQUIREMENTS

B. The Competency requirement in mathematics may be met by:

1. Completion of Math 115 or 116 or higher math class with a grade of "C" or better

or

2. Achieving a satisfactory score on the Elementary Algebra placement test.

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. 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.

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

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE

PLAN A is for students whose majors as described in the West Los Angeles College Catalog require less than 36 units;

PLAN A requires a minimum of 30 units of the following General Education requirements.

PLAN B is for students whose majors require 36 or more units;

PLAN B requires a minimum of 18 units of the following General Education requirements.

| | PLAN A UNITS | PLAN B UNITS |
|--|---------------------|---------------------|
| A. NATURAL SCIENCES Anatomy 1; Anthropology 101; Astronomy 1; Biology 3, 4, 5; Chemistry 101, 51, 60; Earth Science 1; Environmental Science 1, 2; Geography 1, 3*; Geology 1; Meteorology 3*; Oceanography 1; Physical Science 1; Physics 12, 37; Physiology 1; Psychology 2 | 3 | 3 |
| B. SOCIAL AND BEHAVIORAL SCIENCES 1. At least 3 units in American Institutions to be met from History 11, 12, 13, 14, 41, 42, 43, 44; Political Science 1 2. At least 3 units in other Social Sciences to be met from Administration of Justice 4; African-American Studies 2; Anthropology 102, 103, 121; Child Development 1; Economics 1, 2; Geography 2, 7; History 1, 2, 25; Political Science 2, 4, 7, 14; Psychology 1; Sociology 1, 2, 11 3. At least 3 additional units from 1 or 2 above | 3 3 3 | 3 0 0 |
| C. HUMANITIES Art 101, 102, 103, 109; English—any literature course in the 200 series; Foreign Language—any 5-unit or 3-unit class; French 10; Humanities 1, 5, 30, 31, 60, 61, 72, 73; Music 101, 111, 112, 122, 141; Philosophy 1, 3, 20, 23, 24; Theater 100, 110, 505 | 3 | 3 |

Continued

GRADUATION & TRANSFER REQUIREMENTS

D. LANGUAGE AND RATIONALITY

| | | |
|---|-----------|-----------|
| 1. English Composition—at least 3 units from English 28, 101 (See English Competency) | 3 | 3 |
| 2. Communication and Analytical Thinking—at least 6 semester units from the following courses(only one course from any area): Computer Science 901, 902, 906, 913, 915, 917, 933, 934, 936, 938, English 102,103; Journalism 101; Math 125, 215, 225, 235, 236, 240, 260, 261, 262, 263, 270, 275; Philosophy 6, 8, 9; Speech 101, 104, 121, 151 | 6 | 3 |
| 3. At least 3 additional units from 1 or 2 above | 3 | 0 |
| E. HEALTH AND PHYSICAL EDUCATION | | |
| 1. Health 11 (3 units) AND Physical Education Activity (1 unit) OR 2. Health 2 (3 units) Authorized Physical Education activity exemptions include: a. Medical exemption b. Proof of completion of basic training in one of the armed forces of the United States c. By petition | 3 | 3 |
| F. MATHEMATICS | | |
| Math 115 (Elementary Algebra) See Math Competency | | |
| TOTAL MINIMUM UNITS | 30 | 18 |

*Cross referenced

Note: Courses may satisfy a general education requirement AND at the same time a requirement for the major up to a maximum five courses. A minimum of 60 units, however, must be completed for the degree. It is important to discuss proposed double-counting of courses with a counselor.

REQUIREMENTS FOR A SECOND ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE

The college strongly discourages "multiplication of degrees." Accordingly, a student who contemplates acquiring a second Associate degree should discuss this matter with a counselor to determine whether the student's goal would better be met by either a Baccalaureate degree or occupational certificate, or whether acquisition of a second Associate degree meets a bona fide occupational requirement. The college grants very few petitions for a second Associate degree. The decision of the registrar shall be final.

The requirements for a second Associate in Arts or Associate in Science degree for someone already having earned an Associate, Bachelor's or higher degree are as follows:

1. Completion of at least 30 NEW units, including those required by the new major. No units completed before the date of the last previous degree awarded can be used again.
2. A "C" (2.0) grade point average or better in all work attempted for the second degree.
3. Completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the graduation requirements are completed.
4. Persons requesting a second degree must submit documentation of all college work completed elsewhere, including official transcripts documenting the first degree, when filing a graduation petition for the second degree. The graduation petition must be filed in the Admissions Office before the deadline date posted, during the semester all requirements are being met.

Continued

GRADUATION & TRANSFER REQUIREMENTS

5. General education requirements will be considered to have been met by the person who has an Associate, Baccalaureate or higher degree from an accredited institution. 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. Students also have the option of choosing to follow the Intersegmental General Education Curriculum (IGETC) for CSU or UC campuses or the CSU Certification requirements, which will enable them to complete all their lower division general education courses at West Los Angeles College.

West Los Angeles College can provide the lower division preparation for most majors at most public and private four-year institutions.

For the 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 a four-year institution should see a West Los Angeles College counselor and consult a catalog of these institutions regarding specific requirements for upper division standing.

General education transfer requirements for the University of California (UC) and California State University (CSU) follow.

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. Students also have the option of choosing to follow the Intersegmental General Education Curriculum (IGETC) for CSU or UC campuses or the CSU Certification requirements, which will enable them to complete all their lower division general education courses at West Los Angeles College.

West Los Angeles College can provide the lower division preparation for most majors at most public and private four-year institutions.

For the 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 requirement 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 a four-year institution should see a West Los Angeles College counselor and consult the catalog of these institutions regarding specific requirements for upper division standing.

General education transfer requirements for the University of California (UC) and California State University (CSU) follow.

Continued

GRADUATION & TRANSFER REQUIREMENTS

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

For Transfer either to UC or CSU. Effective Fall 1994 through Summer 1995.

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that students can use to satisfy lower division general education requirements at any CSU and almost every UC Campus. The IGETC is recommended for student intending to transfer to a UC campus, or for those students who are considering either a UC or CSU school. CSU-bound students also have the option of following the CSU Certification requirements.

Students should note that completion of the IGETC is not a requirement for transfer to a CSU or UC school, nor is it the only way to fulfill the lower division, general education requirements of the CSU or UC prior to transfer. Also, the IGETC is often not appropriate for students majoring in certain areas such as engineering or business administration. Interest students should consult with a counselor for detailed information and updated requirements.

WEST LOS ANGELES COLLEGE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM EFFECTIVE FALL 1994 THROUGH SUMMER 1995

AREA 1 - ENGLISH COMMUNICATION

CSU: 3 courses required, one from each group below.

UC: 2 courses required, one each from group A and B

Group A: English Composition, 1 course, 3 semester, 4-5 quarter units

English 101

Group B: Critical Thinking-English Composition, 1 course, 3 semester, 4-5 quarter units

English 103

Group C: Oral Communication (CSU requirement only) 1 course, 3 semester, 4-5 quarter units.

Speech 101, 102, 104, 121, 151

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 Course, 3 semester, 4-5 quarter units

Math 225, +235, +236, +260, +261, +262, 263, 270, 275

AREA 3 - ARTS AND HUMANITIES

At least 3 courses with at least one from the Arts and one from Humanities. 9 semester, 12-15 quarter units.

Arts: Art 101, 102, 103; Music 111, 112, 122, 141; Theater 100, 110, 505

Humanities: English 102, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 219, 234, 239, 240, 250; French 3, 4, 5, 6, 10#; Humanities 1, 30, 31, 60; Philosophy 1, 3, 20, 23, 24; Spanish 2, 3, 4, 5, 6

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

At least three courses from at least two disciplines or an interdisciplinary sequence 9 semester, 12-15 quarter units.

African American Studies 2, Anthropology 102, 103, 121; Economics 1, 2; Geography 2; History 1, 2, +11*, +12*, 13*, 22#, +41*, +42*, +43*, +44*; Political Science 1*, 2, 7, 14; Psychology 1; Sociology 1

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

Two courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by L in parentheses) 7-9 semester, 9-12 quarter units.

Continued

GRADUATION & TRANSFER REQUIREMENTS

Physical Sciences: Astronomy 1; Chemistry 101(L), 102(L), +51(L), +60(L), 12, 13(L); Earth Science 1; Env. Sci 1, 12, 13(L); Geography 1, 3#; 15(L); Geology 1, 2, 6(L), (7L); Meteorology 3#; Oceanography 1; Physics +6(L), +7(L), +12, 14(L), 37(L), +38(L), +39(L)
Biological Sciences: Anatomy 1(L); Anthropology 101; Biology +3 [A with B(L)], 4, +5 [A with B(L)], 6(L), 7(L); Env. Sci. 2, Microbiology 20(L); Physiology 1(L); Psychology 2

LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)

Complete 2 years of the same foreign language of high school level work with a grade of "C" or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement test, OR 550 on the College Board Achievement Test in Foreign Language OR complete one of the courses below.
French 1; Spanish 1; Hebrew +22, Japanese +22

Courses above proficiency level may also be used to meet this requirement.

CSU GRADUATION REQUIREMENT U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS

(Not part of IGETC; may be completed prior to transfer)

6 units, one course from group 1 and one course from group 2

1. Political Science 1*
2. History 11*, 12*, 13*, 41*, 42*, 43*, 44*

Note: Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

= Cross-listed

+ = Indicates that UC course credit may be limited. Please consult the counseling office for additional information

* = Courses designated with an asterisk may be counted in one area only.

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 particular University of California or California State University 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.

Completion of the above program with a total of 60 units and meeting graduation requirements as described in this catalog entitles 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

Course work must be taken in each area.

A. Communication in the English language 9 units (3 units in each area)

- 1. Oral Communication**
Speech 101, 102, 121, 151
- 2. Written Communication**
English 101
- 3. Critical Thinking**

Continued

GRADUATION & TRANSFER REQUIREMENTS

English 102, 103; Philosophy 6, 8, 9; Speech 104

B. Physical Universe and Its Life Forms 9 units

Select at least one course from each area and no more than one course from each subject area. Include one laboratory course. +Meet laboratory requirement.

1. Physical Universe

Astronomy 1; Chemistry 101+, 51+,60+, 12 (same as env Sci 12), 13+ (same as Env Sci13); Earth Science 1; Environmental Science 1, 12, 13+;
Geography 1, 3, 15+; Geology 1, 2, 6+, 7; Meteorology 3 (same as Geog 3);
Oceanography 1; Physical Science 1; Physics 12, 14+, 37+

2. Life Science

Anatomy 1+; Anthropology 101; Biology 3A with 3B+, 4, 5A with 5B, 6+, 7+; Environmental Science 2; Microbiology 20+; Physiology 1+; Psychology 2

3. Math/Quantitative Reasoning

Mathematics 215, 225, 226, 235, 236, 240 260, 261

C. Arts, Literature, Philosophy and Foreign Language

9 units (at least 1 course in the arts, 1 in humaniities)

1. Arts

Art 101, 102, 103,109,111, 201, 501, 502, 708, 709; Humanities 73; Music 101, 111, 112, 121, 122, 141, 501, 561, 725, 775; Phys Ed 460, 462, 463, 814; Theater 100, 110, 200, 505.

2. Humanities

English 127, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 218, 219, 234, 239, 240, 250; Humanities 1, 30, 31, 60, 61, 73; Philosophy 1, 3, 20, 23, 24; Speech 135; French 1, 2, 3, 4, 5, 6, 10 (same as History 22); Hebrew 21, 22; Japanese 21, 22; Spanish 1, 2, 3, 4, 5, 6, 21, 22

D. Social, Political and Economic Institutions and Behavior: Historical Background

9 units (no more than one course from any area; courses must be in at least two disciplines). Note: Courses to satisfy CSU American Institutions requirement denoted by (*).

1. Anthropology and Archeology

Anthropology 102, 103, 121;

2. Economic

Business 1; Economics 1, 2

3. Ethnic Studies

African-American Studies 2; English 219, 234; History 25, 41, 42, 43, 44; Sociology 11

4. Gender Studies

English 239

5. Geography

Geography 2, 7;

6. History

History 1, 2, 11*,12*,13*,14*,22(Fr.10), 25, 41*, 42*, 43*, 44*, 68

7. Interdisciplinary Social or Behavioral Science

None

8. Political Science, Government, and Legal Institutions

Political Science 1*,2, 4, 7, 8, 14

9. Psychology

Child Development 1; Psychology 1

10. Sociology and Criminology

Administration of Justice 1,4; Sociology 1, 2, 7, 11

E. Lifelong Understanding and Self-Development

3 units (no more than one unit of PE)

E1. Integrated Organism

Family and Consumer Studies 21; Health 2, 11; Psychology 16, 52

E2. Activity

Physical Education 102, 262, 289, 301, 460, 462, 463, 665, 666, 667, 668, 682, 683, 684, 690

Only courses on this list may be used. No courses may be used more than once.

*California State Universities require Political Science 1 and a U.S. History (History 11, 12, 13, 14, 41, 42, 43, or 44) for the Bachelor's Degree.

GRADUATION & TRANSFER REQUIREMENTS

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 CSU Liberal Studies programs consist of both upper and lower-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 interested in pursuing a multiple subject teaching credential are encouraged to make a counseling appointment during their first college semester. All transfer institutions offer "waiver" programs. A waiver program exempts students from taking and passing the difficult National Teacher's Examination. Each transfer college requires completion of specific courses in the four areas listed above to qualify for the waiver program. A counselor will assist students in selecting the required courses.

There are also waiver programs available for single-subject credentials. (See a counselor)

NOTE: Always review the requirements of the 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.

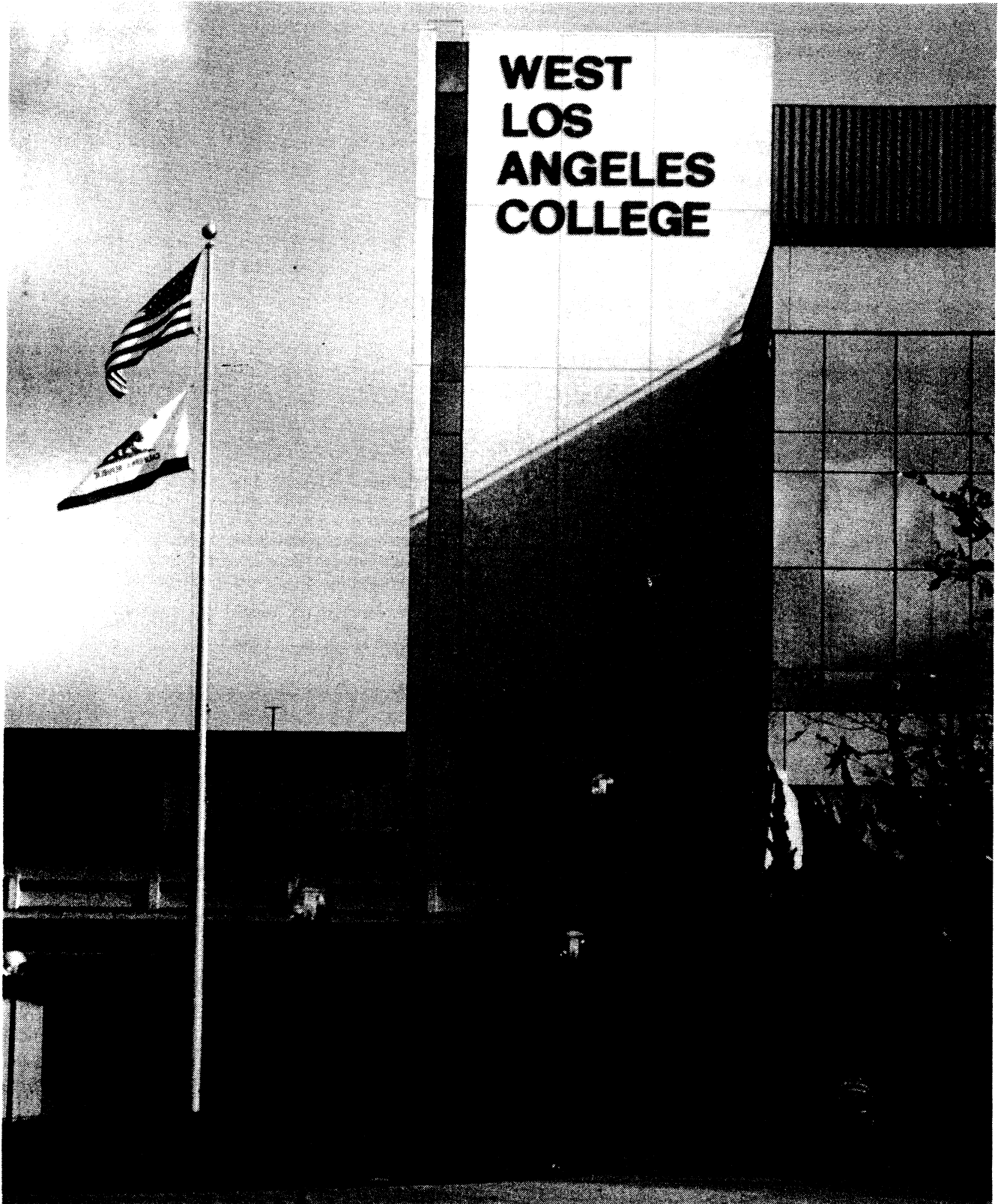
Independent institutions are generous in awarding credit. They invite students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

Continued

GRADUATION & TRANSFER REQUIREMENTS

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 Aid at West Los Angeles College. For further information, students should contact the Office of Financial Aid at the college of their choice.



INSTRUCTIONAL PROGRAMS

Students should refer to the "Graduation Requirements" section for additional information. Check prerequisites before scheduling courses. Students are encouraged to seek assistance from counselors and faculty. Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ACCOUNTING

ASSOCIATE IN ARTS DEGREE

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.

Students desiring to acquire only an associate degree in Accounting should follow the course requirements listed below. Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|------------------|--|
| ACCT 1* | Introductory Accounting I 5 |
| ACCT 2 | Introductory Accounting II 5 |
| CO SCI 901 | Introduction to Computers and Their Uses 3 |
| ECON 1 | Principles of Economics I 3 |
| ECON 2 | Principles of Economics II 3 |
| LAW I | Business Law I 3 |
| MKTG 1 | Principles of Selling 3 |
| BUS/OA 32 | Business Communications 3 |
| | Electives (see *Electives" below) 9 |

CERTIFICATE

| REQUIRED COURSES | UNITS |
|---|---|
| <i>(All courses must be completed with a grade of C or better to count towards the accounting certificate.)</i> | |
| ACCT 1* | Introductory Accounting I 5 |
| ACCT 2 | Introductory Accounting II 5 |
| ACCT 15 | Tax Accounting 1 3 |
| ACCT 37 | Accounting Machine Practice 1 |
| BUS 1 | Introduction to Business 3 |
| LAW 1 | Business Law I 3 |
| | Electives (see "Electives" below) 9 |

| ELECTIVES (9 units from this list) | UNITS |
|------------------------------------|--|
| ACCT 20 | Managerial Accounting 3 |
| CO SCI 901 | Introduction to Computers and Their Uses 3 |
| ECON 1 | Principles of Economics 3 |
| MKTG 1 | Principles of Selling 3 |
| MKTG 2 | Principles of Marketing 3 |
| MGMT 1 | Principles of Management 3 |
| BUS/OA 32 | Business Communications 3 |
| ACCT 25 | Automated Accounting 3 |
| ACCT 12 | Auditing 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.

Students desiring to acquire only an associate degree in Administration of Justice should follow the course requirements listed below. Transfer students wishing a degree in Criminal Justice should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|------------------|--|
| 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 5 | Criminal Investigation 3 |
| AJ 6 | Patrol Procedures 3 |
| AJ 8 | Juvenile Procedures 3 |
| AJ 14 | Report Writing 3 |
| AJ 67 | Community Relations 3 |
| AJ | Elective 6 |
| PSY 1 | General Psychology 1 3 |
| | OR |
| SOC 1 | Introduction to Sociology 3 |

RECOMMENDED

| | |
|------------|--|
| CO SCI 901 | Introduction to Computers and Their Uses 3 |
|------------|--|

Continued

INSTRUCTIONAL PROGRAMS

AIRCRAFT ELECTRONICS TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

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 18 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.

NOTE: The first and second semester constitute the core curriculum for Aircraft Electronics Technology and/or Electronics.

ASSOCIATE DEGREE OR CERTIFICATE (Suggested sequence would be)

| FIRST SEMESTER | | UNITS |
|------------------|---|-------|
| AET 110 | Aircraft Direct Current With Applied Math | 6 |
| AET 115 | Aircraft Alternating Current With Applied Math | 6 |
| SECOND SEMESTER | | UNITS |
| AET 120 | Aircraft discrete Semi-Conductor Circuits | 6 |
| AET 125 | Aircraft integrated Semi-Conductor Circuits | 6 |
| THIRD SEMESTER | | UNITS |
| AET 130 | Fundamentals of digital circuits for Aircraft | 6 |
| AET 135 | Fundamentals of Microprocessor Circuits for Aircraft | 6 |
| FOURTH SEMESTER | | UNITS |
| AET 140 | Aircraft Transceivers I and Communications | 6 |
| AET 145 | Aircraft Transceivers II and Communications | 6 |
| OTHER SELECTIONS | | |
| AET 210 | Basic Avionics Principles | 6 |
| AET 215 | Advanced Avionics Principles | 6 |
| AET 065 | Avionic Systems for Aircraft Maintenance Personnel | 6 |

Two semester course designed to introduce the student to the operating concepts of Aircraft Communication and Navigation Systems currently used aboard commercial transport and large general aviation aircraft.

ANTHROPOLOGY

ASSOCIATE IN ARTS DEGREE

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 with such curriculum could lead to a career 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, child development, journalism, documentary film production, and the legal professions.

Students desiring to acquire only an associate degree in Anthropology should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | | UNITS |
|------------------|--|-------|
| ANTH 101 | Human Biological Evolution | 3 |
| ANTH 102 | Human Ways of Life: Cultural Anthropology | 3 |
| AND | | |

| AT LEAST THREE UNITS FROM THE FOLLOWING: | | UNITS |
|---|--|-------|
| ANTH 103 | Archaeology: Reconstructing the Human Past | 3 |
| ANTH 121 | Anthropology of Religion, Magic, and Witchcraft | 3 |

| AT LEAST NINE UNITS FROM THE FOLLOWING: | | UNITS |
|--|---|-------|
| HIST 1 | Introduction to Western Civilization I | 3 |
| HIST 2 | Introduction to Western Civilization II | 3 |
| PSYCH 1 | General Psychology | 3 |
| SOC 1 | Introduction to Sociology | 3 |
| SOC 2 | American Social Problems | 3 |

| AT LEAST THREE UNITS FROM THE FOLLOWING: | | UNITS |
|---|--|-------|
| 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 |

| RECOMMENDED COURSES | | UNITS |
|---------------------|--|-------|
| COSCI 901 | Introduction to Computers and Their Uses | 3 |
| MATH 225 | Introductory Statistics | 3 |
| PHIL 8 | Deductive Logic | 3 |
| PHIL 9 | Symbolic Logic | 3 |

Continued

INSTRUCTIONAL PROGRAMS

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.

Students desiring to acquire only an associate degree in Art should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

CORE PROGRAM

| (Required of all Art majors) | | UNITS |
|-------------------------------------|--|--------------|
| 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 |

DRAWING AND PAINTING

OPTION REQUIREMENTS:

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

6 units from Art 204, 205

6 units from Art 300, 301, 305

CERAMICS OPTION REQUIREMENTS:

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

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

AVIATION MAINTENANCE TECHNICIAN

ASSOCIATE IN SCIENCE DEGREE

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

Note: AMT 1-8 must be completed with a grade of C or

better before students can enroll in any Airframe classes (AMT 9-14) or Powerplant classes (AMT 12-22).

Note: The Aircraft Maintenance Program is a continuing program with classes starting every 9 weeks with a full-time year round schedule.

Credit for FAA Licenses

A student can be awarded 30 units of credit toward the AS degree if he/she has a FAA Airframe license.

Similarly, a student can be allowed 30 units of a credit toward the AS degree if he/she has a FAA Powerplant license.

If a student has both licenses, a total of 60 units can be allowed toward the AS degree. To be awarded an AS degree, the student also must complete all general education requirements.

ASSOCIATE DEGREE

REQUIRED COURSES

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 Auxiliary Systems | 3 |
| AMT 6 | Basic Electricity and Auxiliary Systems | 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 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 |
| AMT 19 | Reciprocating Powerplant Overhaul | 3 |
| | <i>Prerequisites AMT 15 and AMT 17</i> | |
| AMT 20 | Reciprocating Powerplant Overhaul Lab | 2 |
| | <i>Prerequisites AMT 16 and AMT 18</i> | |
| AMT 21 | Powerplant Trouble Shooting and Testing | 3 |
| | <i>Prerequisite AMT 19</i> | |
| AMT 22 | Powerplant Trouble Shooting and Testing Lab 2 | |
| | <i>Prerequisite AMT 20</i> | |
| AMT 23 | Inspection and Evaluation | 3 |
| | <i>Prerequisites AMT 1 through AMT 22</i> | |
| | <i>or authorization for Written Examinations</i> | |
| AMT 24 | Inspection and Evaluation Lab | 2 |
| | <i>Prerequisites AMT 1 through AMT 22 or authorization for Written Examination</i> | |

NOTE: Student must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrollment in AMT 23, 24.

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

Continued

INSTRUCTIONAL PROGRAMS

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 Auxiliary Systems 3 |
| AMT 6 | Basic Electricity and Auxiliary Systems Lab 2 |
| AMT 7 | Electrical and Instrument Systems 3 <i>Prerequisite for AMT 7 is AMT 5</i> |
| AMT 8 | Electrical and instrument Systems Lab 2 <i>Prerequisite for AMT 8 is AMT 6</i> |
| 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 |
| AMT 24 | Inspection and Evaluation Lab 2 <i>Prerequisites AMT 1 through AMT 14 or authorization for written Examinations</i> |

NOTE: Student must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrollment in AMT 23, 24.

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 Auxiliary Systems 3 |
| AMT 6 | Basic Electricity and Auxiliary 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 <i>Prerequisites AMT 15 and AMT 17</i> |
| AMT 20 | Reciprocating Powerplant Overhaul Lab 2 <i>Prerequisites AMT 16 and AMT 18</i> |
| AMT 21 | Powerplant Trouble Shooting and Testing 3 <i>Prerequisite AMT 1 & 19</i> |
| AMT 22 | Powerplant Trouble Shooting and Testing Lab 2 |
| AMT 23 | Inspection and Evaluation 3 <i>Prerequisites AMT 1 through AMT 8, 15-22 or authorization for Written Examinations</i> |
| AMT 24 | Inspection and Evaluation Lab 2 <i>Prerequisites AMT 1 through AMT 8, 15-22 or authorization for Written Examinations, plus weight and balance from AMT 9 & 10</i> |

*NOTE: Student must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrollment in AMT 23, 24.

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.

Students desiring to acquire only an associate degree in Biology should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|-------------------------|----------------------------|
| BIO 6 | General Biology I 5 |
| BIO 7 | General Biology II 5 |

AND COMPLETE THE COURSES IN THREE OF THE FOLLOWING FOUR GROUPS

| | |
|----------------|---|
| GROUP 1 | |
| CHEM 101 | General Chemistry I 5 |
| AND | |
| CHEM 102 | General Chemistry II 5 |
| GROUP 2 | |
| PHY 6 | General Physics I 4 |
| AND | |
| PHY 7 | General Physics II 4 |
| OR | |
| PHY 37 | Physics for Engineers and Scientists I 5 |
| AND | |
| PHY 38 | Physics for Engineers and Scientists II and Nuclear Physics 5 |
| GROUP 3 | |
| CHEM 211 | Organic Chemistry for Science Majors I 5 |
| AND | |
| CHEM 221 | Biochemistry for Science Majors 5 |
| GROUP 4 | |
| MATH 260 | Introduction to Analysis 5 |
| MATH 261 | 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

Continued

INSTRUCTIONAL PROGRAMS

for the fields of nursing, dental hygiene, respiratory therapy, physical therapy, and other health fields.

Students desiring to acquire only an associate degree in Biology (Health Science Option) should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | | UNITS |
|---------------------|--|-------|
| ANAT 1 | Introduction to Human Anatomy | 4 |
| BIO 5 | Introduction to Human Biology | 4 |
| CHEM 51 | Fundamentals of Chemistry I | 5 |
| OR | | |
| CHEM 60 | Introduction to General Chemistry | 5 |
| MICRO 20 | General Microbiology | 4 |
| PHYSIO 1 | Introduction to Human Physiology | 4 |
| RECOMMENDED COURSES | | UNITS |
| CHEM 101 | General Chemistry I | 5 |
| CHEM 70 | 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 261 for Cellular and Molecular Option and Chemistry 5 for Medical Technology Option.

BUSINESS

ASSOCIATE IN ARTS DEGREE

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 | Introductory Accounting I | 5 |
| OR | | |
| ACCT 21 | Bookkeeping & Accounting I | 3 |
| AND | | |
| ACCT 22 | Bookkeeping & Accounting II | 3 |
| ACCT 37 | Accounting Machine Practice | 1 |
| CO SCI 901 | Introduction to Computers and Their Uses | 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 |

| RECOMMENDED | | UNITS |
|-------------|--|-------|
| MGMT 2 | Organization and Management Theory | 3 |
| RE 18 | Real Estate Investments | 3 |

CERTIFICATE

| REQUIRED COURSES | | UNITS |
|------------------|--|-------|
| ACCT 1 | Introductory Accounting | 5 |
| OR | | |
| ACCT 21 | Bookkeeping & Accounting I | 3 |
| AND | | |
| ACCT 22 | Bookkeeping & Accounting II | 3 |
| CO SCI 901 | Introduction to Computers and Their Uses | 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 | 3 |
| OR | | |
| BUS 32 | Business Communications | 3 |
| MKTG 1 | Principles of Selling | 3 |
| MKTG 21 | Principles of Marketing | 3 |
| RE 1 | Principles of Real Estate | 3 |

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.

Students desiring to acquire only an associate degree in Business Administration should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | | UNITS |
|------------------|---|-------|
| ACCT 1 | Introductory Accounting I | 5 |
| ACCT 2 | Introductory Accounting II | 5 |
| CO SCI 901 | Introduction to Computers and Their Uses .. | 3 |
| ECON 1 | Principles of Economics I | 3 |

Continued

INSTRUCTIONAL PROGRAMS

| | | |
|------------|--|---|
| ECON 2 | Principles of Economics II | 3 |
| LAW 1 | Business Law I | 3 |
| MATH 235 | Mathematical Analysis for Business and Social Science I | 5 |
| BUSINESS 1 | Introduction to Business | 3 |
| MGMT 1 | Principles of Management | 3 |

| RECOMMENDED | | UNITS |
|-------------|---|-------|
| CO SCI 934 | Operating Systems | 3 |
| LAW 2 | Business Law II | 3 |
| MGMT 2 | Organization and Management Theory | 3 |
| MATH 236 | Mathematical Analysis for Business and Social Science II | 4 |
| MKTG 21 | Principles of Marketing | 3 |

Foreign language through level 2 is recommended.

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.

Students desiring to acquire only an associate degree in Chemistry should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS | |
|------------------|--|---|
| CHEM 101 | General Chemistry I | 5 |
| CHEM 102 | General Chemistry II | 5 |
| CHEM 211 | Organic Chemistry for Science Majors I | 5 |
| CHEM 221 | Biochemistry for Science Majors | 5 |
| MATH 262 | Calculus II | 5 |
| MATH 263 | Calculus III | 5 |
| PHY 37 | Physics for Engineers and Scientists I | 5 |
| PHY 38 | Physics for Engineers and Scientists II and Nuclear Physics | 5 |

CHILD DEVELOPMENT

ASSOCIATE IN ARTS DEGREE

CERTIFICATE PROGRAM

The Child Development program serves those entering and currently employed in the rapidly expanding field of Early Childhood Education. Students are prepared to teach in pre-school programs, including private schools, children's centers, Head Start, parent-cooperatives, and parochial schools, as well as to serve as educational aides in elementary schools. The program also benefits anyone interested in understanding children, their development, and their behavior. Child Development major should see a counselor.

Students desiring to acquire only an associate degree in Child Development should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS | |
|------------------|---|---|
| CD 1 | Child Growth and Development | 3 |
| CD 2 | Early Childhood: Principles and Practices .. | 3 |
| CD 3 | Creative Experience for Children | 3 |
| CD 10 | Child Health | 3 |
| CD 11 | Home, School and Community Relations | 3 |
| CD 12 | Parent-Teacher-Child Interaction | 3 |
| CD 21 | Child Development Practice and Observation | 3 |
| CD 22 | Laboratory in Child Development | 4 |
| CD 38 | Administration and Supervision of Early Childhood Programs | 3 |
| FCS 21 | Nutrition | 3 |

| RECOMMENDED | UNITS | |
|-------------|--|---|
| CD 30 | Infant Studies | 3 |
| CD 34 | Observing and Recording Children's Behavior | 3 |
| PSYCH 1 | General Psychology | 3 |
| OR | | |
| ANTHRO 102 | Human Ways of Life: Cultural Anthropology | 3 |
| OR | | |
| SOC 1 | Introduction to Sociology | 3 |

CERTIFICATE

| | UNITS | |
|---------|---|---|
| CD 1 | Child Growth and Development | 3 |
| CD 2 | Early Childhood: Principles and Practices | 3 |
| CD 3 | Creative Experience for Children I | 3 |
| CD 10 | Child Health | 3 |
| CD 11 | Home, School and Community Relations | 3 |
| CD 12 | Parent-Teacher-Child Interaction | 3 |
| CD 21 | Child Development Practice and Observation | 3 |
| CD 22 | Laboratory in Child Development | 4 |
| CD 38 | Administration and Supervision of Early Childhood Programs | 3 |
| FCS 21 | Nutrition | 3 |
| PSYCH 1 | General Psychology | 3 |

COMPUTER SCIENCE INFORMATION TECHNOLOGY

ASSOCIATE IN ARTS DEGREE

CERTIFICATE PROGRAM

This curriculum offers instruction to students interested in careers in computing. A computer science option and an application software option are offered. Regard-

Continued

INSTRUCTIONAL PROGRAMS

less of option chosen, a student may obtain either an Associate in Arts degree or a professional Certificate by completing the appropriate course requirements listed below.

Students desiring to acquire only an associate degree or occupational certificate should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

COMPUTER SCIENCE OPTION

ASSOCIATE DEGREE OR CERTIFICATE PROGRAM

| REQUIRED COURSES | UNITS |
|------------------|---|
| CS-IT 902 | Introduction to Computer Science 3 |
| CS-IT 906 | Beginning Pascal Programming 3 |
| CS-IT 917 | Beginning Micro Assembly Language 3 |
| CS-IT 934 | Operating Systems 3 |
| CS-IT 936 | Introduction to Data Structures 3 |
| CS-IT 937 | Teleprocessing Systems 3 |
| CS-IT 939 | Programming in C 3 |

ELECTIVES

Students may choose any three of the following elective classes.

| | |
|-----------|--|
| CS-IT 913 | Beginning FORTRAN 3 |
| CS-IT 915 | Beginning COBOL 3 |
| CS-IT 945 | Advanced COBOL Programming 3 |
| CS-IT 930 | Microcomputer Application Software 4 |
| CS-IT 933 | Data Base Design & Programming 3 |
| CS-IT 967 | Micro-computer Operating Environments .. 3 |
| CS-IT 948 | Advanced Spreadsheet Applications 3 |
| CS-IT 987 | Local Area Networks 3 |

APPLICATION SOFTWARE OPTION

ASSOCIATE DEGREE OR CERTIFICATE PROGRAM

| Required Courses | UNITS |
|------------------|--|
| CS-IT 901 | Introduction to Computers and Their Use 3 |
| CS-IT 934 | Operating Systems 3 |
| CS-IT 930 | Applications Software 4 |
| CS-IT 937 | Teleprocessing Systems 3 |
| CS-IT 967 | Micro-Computer Operating Environments .. 3 |
| CS-IT 933 | Data Base Design and Programming 3 |
| CS-IT 987 | Local Area Networks 3 |

ELECTIVES

Students may choose any three of the following elective classes.

| | |
|-----------|--|
| CS-IT 948 | Advanced SpreadSheet Applications 3 |
| OA 79 | Word Processing Applications 3 |
| OA 88 | Microcomputer Office Applications: Desktop Publishing 3 |
| ACCT 1 | Inroductory Accounting I 5 |

CRIMINAL JUSTICE

SEE ADMINISTRATION OF JUSTICE

DENTAL HYGIENE

ASSOCIATE IN SCIENCE DEGREE

(ADMISSION BY SPECIAL SELECTION)

The Dental Hygienist, as a member of the dental health team, is qualified by education and license 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 tests and provides oral health instruction.

The program in dental hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The California Board of Dental Examiners has certified our College faculty to teach the three 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

| Program Entrance Requirements | UNITS |
|-------------------------------------|-------|
| Chemistry 60 or Chemistry 101 | 5 |
| Microbiology 20 | 4 |
| Anatomy 1 | 4 |
| Physiology 1 | 4 |
| English 101 | 3 |
| Psychology 1 | 3 |
| Sociology 1 | 3 |
| American History | 3 |
| Speech 101 | 3 |
| *Active Red Cross C.P.R. Card | |

**This item may be obtained after acceptance into the*

Continued

INSTRUCTIONAL PROGRAMS

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 - Fall | | 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 | 2 |
| DH 152 | Special Patient Care | 1 |

| SECOND SEMESTER - Spring | | UNITS |
|--------------------------|-------------------------------|-------|
| DH 108 | Introduction to Perio | 2 |
| DH 150 | Preventive Dentistry | 1 |
| DH 151 | Clinical Dental Hygiene II | 3 |
| DH 153 | Radiology II - Interpretation | 1 |
| DH 154 | Oral Pathology | 2 |
| DH 156 | Head and Neck Histology | 2 |
| DH 207 | Pain Control | 1 |
| DH 256 | Biochemical Nutrition | 3 |

| THIRD SEMESTER - Fall | | UNITS |
|-----------------------|---|-------|
| DH 155 | Dental Materials | 2 |
| DH 200 | Cariology and Occlusion | 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 | 3 |

| FOURTH SEMESTER - Spring | | UNITS |
|--------------------------|---------------------------------------|-------|
| DH 210 | Emergencies in Dental Practice | 1 |
| 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 |

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.

Students desiring to acquire only an associate degree in Economics should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

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 225 | Introductory Statistics | 3 |
| MATH 235 | Mathematical Analysis for Business and Social Sciences I | 5 |
| (if Math 235 is elected, add ECON 10) | | |
| OR | | |
| MATH 261 | Calculus I | 5 |
| MATH 226 | Elementary Statistics Problem Solving | 1 |

Recommended Courses:

Social Science courses beyond the general education requirement, additional mathematics courses, and Computer Science-Information Technology 912.

ELECTRONICS

ASSOCIATE IN SCIENCE DEGREE

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.

Two specialty areas of training may be offered beyond the general electronics technology program: computer technology and communications. The specialty training courses are often attended by people who are employed as technicians who wish to upgrade their skills,

NOTE: The core curriculum in electronics is indicated by asterisks below. These courses provide basic electronic training for technicians and are equivalent to Aviation Electronics Technology 1-6.

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 20 | Electronic Circuits I | 4 |
| ** ELEC 22 | Electronic Circuits II | 4 |
| ** ELEC 24 | Electronic Circuits III | 4 |
| ELEC 54 | Computer Logic | 4 |
| ELEC 56 | Computer Circuits | 3 |
| ELEC 57 | Computer Circuits Laboratory | 3 |
| PHY 12 | Physics Fundamentals | 3 |
| PHY 14 | Physics Fundamentals Laboratory | 1 |
| General education requirements | | 21 |

CERTIFICATE

| REQUIRED COURSES: | UNITS | |
|-------------------|-------------------------------|---|
| *ELEC 4 | Fundamentals of Electronics I | 4 |

Continued

INSTRUCTIONAL PROGRAMS

| | | |
|-----------|--------------------------------------|---|
| *ELEC 6 | Fundamentals of Electronics II | 4 |
| **ELEC 20 | Electronic Circuits I | 4 |
| **ELEC 22 | Electronic Circuits II | 4 |
| **ELEC 24 | Electronic Circuits III | 4 |

*CORE I
**CORE II

Recommended courses beyond the certificate

UNITS

COMPUTER TECHNOLOGY

| | | |
|---------|------------------------------------|---|
| ELEC 54 | Computer Logic | 4 |
| ELEC 56 | Computer Circuits | 3 |
| ELEC 77 | Computer Circuits Laboratory | 1 |

COMMUNICATIONS

| | | |
|---------|----------------------------------|---|
| ELEC 44 | Communications Electronics | 3 |
|---------|----------------------------------|---|

PHYSICS

| | | |
|--------|---------------------------------------|---|
| PHY 12 | Physics Fundamentals | 3 |
| PHY 14 | Physics Fundamentals Laboratory | 1 |

MICROWAVE

| | | |
|---------|---|---|
| ELEC 60 | Microwave Fundamentals | 3 |
| ELEC 61 | Microwave Fundamentals Laboratory | 1 |

CORE COURSES

CORE I

The mathematics portion of Core I courses parallel the content of Aviation Electronics 1, Scientific Calculator Electronics, Mathematics, Electronics 4 and 6 are the same as AET 2 and 3 in the treatment of DC and AC circuits.

CORE II

The prerequisite for Core II courses is satisfactory completion of Core I courses with a "C" or better or equivalent, Electronics 20, 22 and 24 present the same material as AET 4, 5, and 6.

For Further information, students are directed to contact a counselor at the airport campus.

ENGINEERING

ASSOCIATE IN ARTS DEGREE

Students desiring to acquire only an associate degree in Engineering should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS | |
|------------------|---------------------------|---|
| CHEM 101 | General Chemistry I | 5 |

| | | |
|------------|--|---|
| CHEM 10 2* | General Chemistry II | 5 |
| ENGR 2 | Introduction to Engineering Drafting | 3 |
| ENGR 4 | Engineering Descriptive Geometry | 3 |
| ENGR 7 | Statistics | 3 |
| MATH 261 | Calculus I | 5 |
| MATH 262 | Calculus II | 5 |
| MATH 263 | Calculus III | 5 |
| PHY 37 | Physics for Engineers and Scientists I | 5 |
| PHY 38 | Physics for Engineers and Scientists II | 5 |
| PHY 39 | Physics for Engineers and Scientists III | 5 |

*Check with the appropriate university catalog to determine the need for CHEM 102.

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.

Students desiring to acquire only an associate degree in English should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS | |
|------------------|--|---|
| ENG 101 | College Reading & Composition I | 3 |
| ENG 102 | College Reading & Composition II | 3 |

And 6 units from English 205, 206 (English Literature I and II) English 203, 204 (World Literature I and II) English 207,208 (American Literature I and II) English 211, 212, 213

AND 6 UNITS OF ELECTIVES FROM THE FOLLOWING:

Foreign Language through Course 4

Philosophy 24 (Introduction to the Philosophy of Literature)

English 127, 203, 204, 205, 206, 211, 212, 213, 215, 218, 219, 239, 240.

ENVIRONMENTAL HAZARDOUS MATERIALS TECHNOLOGY

ASSOCIATE IN ARTS DEGREE

The EHMT Associate Degree Program is a two-year program. Students successfully completing this 60-unit program are prepared to either enter the workforce at the

Continued

INSTRUCTIONAL PROGRAMS

technician level or transfer into a Bachelors Degree program. Satisfactory completion of the 60 units of required and elective courses, coupled with the college's general education requirements, are required for transfer or the EHMT Associate Degree

ASSOCIATE DEGREE

REQUIRED COURSES (A suggested sequence would be)

FIRST SEMESTER

| | | |
|-----------|---|---|
| ENV SCI 1 | The Human Environment: Physical Processes | 3 |
| OR | | |
| ENV SCI 2 | The Human Environment: Biological Processes | 3 |
| CHEM 51 | Fundamentals of Chemistry | 5 |

SECOND SEMESTER

| | | |
|---------|--|---|
| BIO 5 | Introduction to Human Biology | 4 |
| EHMT 20 | Introduction to Managing Hazardous Materials | 3 |
| EHMT 30 | Hazardous Waste General/Reduction/Treatment | 3 |

THIRD SEMESTER

| | | |
|---------|---|---|
| EHMT 40 | Health Effects of Environmental Hazardous Materials | 3 |
| EHMT 60 | Hazardous Waste Management Applications | 4 |

FOURTH SEMESTER

| | | |
|---------|---|---|
| EHMT 70 | Safety and Emergency Response | 4 |
| EHMT 80 | Hazardous Materials Management Applications | 4 |
| ENG 22 | Technical English | 3 |

STRONGLY RECOMMENDED ELECTIVES

| | | |
|-----------|---|---|
| CS 901 | Introduction to Computers and Their Use | 3 |
| POL SCI 4 | Introduction to State and Local Governments | 3 |
| BUS 1 | Introduction to Business | 3 |

The EHMT Certificate program is designed to be a one-year program that can either prepare students or upgrade working individuals with technician-level skills. Satisfactory completion of the 36-unit program is required for the awarding of the EHMT Certificate.

CERTIFICATE

REQUIRED COURSES (A suggested sequence would be)

FIRST SEMESTER

| | | |
|-----------|---|---|
| ENV SCI 1 | The Human Environment: Physical Processes | 3 |
| OR | | |
| ENV SCI 2 | The Human Environment: Biological Processes | 3 |
| BIO 5 | Introduction to Human Biology | 4 |
| CHEM 51 | Fundamentals of Chemistry | 5 |

SECOND SEMESTER

| | | |
|---------|--|---|
| EHMT 20 | Introduction to Managing Hazardous Materials | 3 |
| EHMT 30 | Hazardous Waste General/Reduction/Treatment | 3 |
| EHMT 40 | Health Effects of Environmental | |

| | | |
|---------|---|---|
| EHMT 60 | Hazardous Materials | 3 |
| | Hazardous Waste Management Applications | 4 |
| ENG 22 | Technical English | 3 |

SUMMER

| | | |
|---------|---|---|
| EHMT 70 | Safety and Emergency Response | 4 |
| EHMT 80 | Hazardous Materials Management Applications | 4 |

RECOMMENDED

| | | |
|------------|---|---|
| CO SCI 901 | Introduction to Computers and Their Use | 3 |
| POL SCI 4 | Introduction to State and Local Governments | 3 |
| BUS 1 | Introduction to Business | 3 |

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.

Students desiring to acquire only an associate degree in French should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | | UNITS |
|------------------|------------------------------|-------|
| ENG 204 | World Literature II | 3 |
| FRENCH 3 | Intermediate French I | 5 |
| FRENCH 4 | Intermediate French II | 5 |
| FRENCH 5 | Advanced French I | 5 |
| FRENCH 6 | Advanced French II | 5 |

| RECOMMENDED | | UNITS |
|---------------|-----------------------------------|-------|
| ENG 203 | World Literature I | 3 |
| FRENCH 10 | French Civilization | 3 |
| HUMANITIES 31 | Man in Contemporary Society | 3 |

GEOGRAPHY

ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer.

Students desiring to acquire only an associate degree in Geography should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an

Continued

INSTRUCTIONAL PROGRAMS

associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|--|-------|
| GEOG 1 Physical Geography | 3 |
| GEOG 2 Cultural Elements of Geography | 3 |
| GEOG 7 World Regional Geography | 3 |
| MATH 225 Introductory Statistics | 3 |
| MATH 226 Elementary Statistics Problem Solving | 1 |
| Foreign Language (2 courses) | 10 |

GEOLOGY

ASSOCIATE IN ARTS DEGREE

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

Students desiring to acquire only an associate degree in Geology should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|---|-------|
| CHEM 101 General Chemistry | 5 |
| CHEM 102 General Chemistry II | 5 |
| GEOL 1 Physical Geology | 3 |
| GEOL 6 Physical Geology Laboratory | 2 |
| MATH 261 Calculus I | 5 |
| MATH 262 Calculus II | 5 |
| PHY 37 Physics for Engineers and Scientists I | 5 |
| PHY 38 Physics for Engineers and Scientists II | 5 |
| PHY 39 Physics for Engineers and Scientists III | 5 |

HEALTH PROFESSIONS

PRE-CHIROPRACTIC

PRE-DENTISTRY

PRE-MEDICINE

PRE-NURSING

PRE-OPTOMETRY

PRE-OSTEOPATHY

PRE-PHARMACY

PRE-PHYSICAL & OCCUPATIONAL THERAPY

PRE-VETERINARIAN

Students interest in the above health professions should see a counselor for specific transfer institution course recommendations.

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.

Students desiring to acquire only an associate degree in History should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

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

AT LEAST 6 UNITS FROM THE FOLLOWING: UNITS

| | |
|---|---|
| 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 1 Government of the United States and California | 3 |

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

Continued

INSTRUCTIONAL PROGRAMS

LAW

(LEGAL ASSISTANT/PARALEGAL)

ASSOCIATE IN ARTS DEGREE

CERTIFICATE PROGRAM

The continued growth of the legal profession has created a need for paralegals/legal assistants to combine some of the duties of a legal secretary with some of the duties of an attorney. These paraprofessionals are highly trained in various aspects of the law and work under the supervision of lawyers. The field of paralegal/legal assistant covers legal research, real estate law, probate, torts, wills, family law, insurance claims, personal injury and civil litigation. These duties were previously beyond the training of legal secretaries and, therefore, were performed by lawyers.

NOTE: This program is not designed for preparation for law school admission. Students should consult catalogs of law schools of their choice or a counselor when planning to attend law school.

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|---|-------|
| LAW 1 Business Law I | 3 |
| LAW 2 Business Law II | 3 |
| LAW 3 Civil Rights and the Law | 3 |
| LAW 10 Intro to Legal Assistant I | 3 |
| LAW 11 Intro to Legal Assistant II | 3 |
| LAW 12 Tort Law and Claims Investigation, | 3 |
| LAW 13 Wills, Trusts and Probate Administration | 3 |
| LAW 14 Law Office Management | 3 |
| LAW 15 Property, Bankruptcy and Family Law | 3 |
| LAW 16 Civil and Criminal Evidence | 3 |
| LAW 17 Legal Writing | 3 |
| LAW 4 Field Practice In Law Office | 1-4 |
| OA 39 WordPerfect | 3 |
| ENG 101 College Reading and Composition I | 3 |

NOTE: Students wishing to enroll in this program must take the WLAC English Placement Test.

| RECOMMENDED COURSES | UNITS |
|--|-------|
| OA 35 Word Processing: Concepts in Information Systems | 3 |
| RE 5 Legal Aspects of Real Estate I | 3 |

Students who wish to earn the Associate Degree must take the above courses and also General Education courses specified in graduation requirements, Plan B.

CERTIFICATE

| | |
|--|-----|
| LAW 1 Business Law I | 3 |
| LAW 2 Business Law II | 3 |
| LAW 10 Introduction to Legal Assistant I | 3 |
| LAW 11 Introduction to Legal Assistant II | 3 |
| LAW 12 Tort Law and Claims investigation | 3 |
| LAW 13 Wills, Trusts, and Probate Administration | 3 |
| LAW 14 Law Office Managements | 3 |
| LAW 15 Property, Bankruptcy and Family Law | 3 |
| LAW 16 Civil and Criminal Evidence | 3 |
| LAW 4 Field Practice in Law Office | 1-4 |

| | | |
|---------|---|---|
| OA 39 | WordPerfect | 3 |
| ENG 101 | College Reading and Composition I | 3 |

PRE-LAW

Students interested in the professions of law should see a counselor regarding specific transfer institution course requirements.

LIBERAL ARTS

ASSOCIATE IN ARTS DEGREE

The Liberal Arts major is designed for both transfer and career majors.

I. The Liberal Arts major requires 30 units of General Education Plan A in the current catalog.

II. No course may be used to fulfill more than one general education requirement.

III. A minimum of 18 units in the major is required in any one of the following patterns:

PATTERN A

Using Graduation Plan A as described in the appropriate catalog, at least three additional units from each of the following:

| | |
|---------------------------------------|-----------|
| A - Natural Science | (3 units) |
| B - Social & Behavioral Science | (3 units) |
| C - Humanities | (3 units) |

In addition to the above, select an additional 9 units from Plan A in Areas A, B, C, D.

PATTERN B

For transfer students, 18 units to include courses in preparation for their transfer major at the university of their choice. Major sheets produced by the Counseling Office may be used as general guidelines.

PATTERN C

For career students, 18 units in any discipline in which West Los Angeles College is authorized to offer a career diploma. Courses clearly and logically related to or supportive of the discipline may also be used. Remedial and developmental courses may not be used toward a major. This pattern requires a contract signed by the student, a counselor, and the appropriate division or discipline chairperson.

PACE

PACE is one option for satisfying the requirements for the Liberal Arts Major pattern A.

Project for Adult College Education is a two-year college Associate of Arts degree program designed with the full-time worker in mind.

PACE is both fast and convenient. Students are able to finish an A.A. degree in Liberal Arts and complete all of the lower division requirements for transfer to the Califor-

Continued

INSTRUCTIONAL PROGRAMS

nia State University System and to many private universities in five semesters (2 1/2 years or less). During each semester, students attend one evening a week for four hours, six to eight Saturdays from 8:00 a.m. to 6:00 p.m. and watch two hours of instructional television per week. Twelve or thirteen units of college credits are completed each semester.

The PACE format is based upon a five semester cycle. Students may enter any semester. A student need not register for all semesters. Students are required to enroll in at least three of the four courses offered in any particular semester to benefit from PACE. Students are enrolled semester long for all courses although formal instruction is divided; half the semester instruction will be given in two of the courses and half in the other two. Each semester is organized around a particular theme.

MANAGEMENT

ASSOCIATE IN ARTS DEGREE

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 3 |
| OR | |
| LAW 1 | Business Law I 3 |
| MGMT 1 | Principles of Management 3 |
| MGMT 2 | Organization & Management Theory 3 |

Select 3 units from:

Business Cooperative Education, Economics, Law, Management, Supervision or Co Sci 901.

CERTIFICATE

| REQUIRED COURSES | UNITS |
|------------------|--|
| 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 |

Select 3 units from: Business Cooperative Education, Economics, Law, Management Supervision or Co Sci 901.

*Please consult English Department for substitutions

MANAGEMENT (SMALL BUSINESS)

ASSOCIATE IN ARTS DEGREE

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 |
| CO SCI 901 | Introduction to Computers and Their Uses 3 |
| BUS 38 | Business Computations 3 |
| LAW 1 | Business Law I 3 |
| MGMT 1 | Principles of Management 3 |
| OR | |
| MGMT 13 | Small Business Management 3 |
| MGMT 2 | Organization and Management Theory 3 |
| MKTG 1 | Principles of Selling 3 |
| MKTG 21 | Principles of Marketing 3 |

Select 3 units from: Business Cooperative Education, Economics, Law, Management, or Co Sci 901.

RECOMMENDED

| RECOMMENDED | UNITS |
|-------------|-------------------------------------|
| CO SCI 933 | Micro Data Base Programming 3 |
| BUS 32 | Business Communications 3 |

CERTIFICATE

| REQUIRED COURSES | 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 |
| MKTG 1 | Principles of Selling 3 |
| MKTG 21 | Principles of Marketing 3 |

MARKETING

ASSOCIATE IN ARTS DEGREE

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.

Continued

INSTRUCTIONAL PROGRAMS

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 |
| CO SCI 901 | Introduction to Computers and Their Uses 3 |
| LAW 1 | Business Law I 3 |
| MGMT 1 | Principles of Management 3 |
| MGMT 6 | Public Relations 3 |
| MKTG 1 | Principles of Selling 3 |
| MKTG 21 | Principles of Marketing 3 |

| RECOMMENDED | UNITS |
|-------------|--------------------------------------|
| ACCT 37 | Accounting Machines Practice 1 |
| MGMT 13 | Small Business Management I 3 |
| MGMT 11 | Management Practice 3 |
| MKTG 32 | Fashion Merchandising 3 |

CERTIFICATE

| | UNITS |
|---------|-------------------------------------|
| BUS 1 | Introduction to Business 3 |
| BUS 32 | Business Communications 3 |
| BUS 38 | Business Computations 3 |
| LAW 1 | Business Law I 3 |
| MGMT 1 | Principles of Management 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 |

MATHEMATICS

ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer.

Students desiring to acquire only an associate degree in Mathematics should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|------------------|---|
| CHEM 101 | General Chemistry I 5 |
| CHEM 102 | General Chemistry II 5 |
| MATH 270 | Linear Algebra 3 |
| MATH 260 | Pre Calculus 5 |
| MATH 261 | Calculus I 5 |
| MATH 262 | Calculus II 5 |
| MATH 263 | Calculus III 5 |
| PHY 37 | Physics for Engineers and Scientists I 5 |
| PHY 38 | Physics for Engineers and Scientists II 5 |

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.

Students desiring to acquire only an associate degree in Music should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|------------------|---|
| MUS 101 | Fundamentals of Music 3 |
| MUS 121 | Music History & Literature I 3 |
| | OR |
| MUS122 | Music History and 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 |
| | *"Performance Organization" |
| MUS 213 | Musicianship III 2 |
| | *"Performance Organization" |
| MUS 321 | Elementary Piano I 2 |
| | *"Performance Organization" |
| MUS 322 | Elementary Piano II 2 |
| | *"Performance Organization" |

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 181, 182, 183, 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.

OFFICE ADMINISTRATION (GENERAL OFFICE)

ASSOCIATE IN ARTS DEGREE

CERTIFICATE PROGRAM

The Office Administration curriculum prepares students for office occupations such as receptionist, word

Continued

INSTRUCTIONAL PROGRAMS

processor and administrative assistant. Emphasis is placed on training and skills leading to promotions and advanced positions in general office occupations.

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|--|-------|
| ACCT 21 Bookkeeping and Accounting I | 3 |
| BUS 1 Introduction to Business | 3 |
| BUS 38 Business Computations | 3 |
| OA 1 Keyboarding/Typewriting I | 3 |
| OA 2 Keyboarding/Typewriting II | 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 Word Processing: Concepts in Information Systems | 3 |
| OA 39 Word Processing: Keyboarding and Operations | 3 |
| OA 79 Word Processing Application | 3 |
| OA 3 OR Keyboarding/Typewriting III | 3 |

CERTIFICATE

| | UNITS |
|--|-------|
| BUS 38 Business Computations | 3 |
| OA1 Keyboarding/Typewriting I | 3 |
| OA 2 Keyboarding/Typewriting II | 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 47 Applied Office Practice | 2 |
| OA 39 Word Processing: Key boarding and Operations | 3 |
| OA 3 Keyboarding/Typewriting III | 3 |
| OA 79 OR Word Processing Applications | 3 |

OFFICE ADMINISTRATION (WORD PROCESSING OPTION)

ASSOCIATE IN ARTS DEGREE

CERTIFICATE PROGRAM

This program is designed for the student who desires to follow a career operating word processing software on a computer.

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|---|-------|
| ACCT 1 Introductory Accounting 1 | 5 |
| OR | |
| ACCT 21 Bookkeeping & Accounting | 3 |
| CO SCI 901 Introduction to Computer Science | 3 |
| BUS 1 Introduction to Business | 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 Word Processing: Concepts in Information Systems | 3 |
| OA 39 Word Processing: Keyboarding and Operations | 3 |
| MGMT 1 Principles of Management | 3 |
| OA 79 Word Processing Applications | 3 |
| OA 88 Microcomputer Office Application: Desk Top Publishing | 3 |
| OR | |
| OA 3 Keyboarding/Typewriting III | 3 |

RECOMMENDED ELECTIVES

| | UNITS |
|------------------------------------|-------|
| BUS 38 Business Computations | 3 |
| LAW 1 Business Law 1 | 3 |
| CO SCI 934 Operating Systems | 3 |
| MGMT 33 Personnel Management | 3 |

CERTIFICATE

| UNITS | |
|--|---|
| ACCT 1 Introductory Accounting | 5 |
| OR | |
| ACCT 21 Bookkeeping and Accounting I | 3 |
| OA 2 Keyboarding/Typewriting II | 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 Word Processing: Concepts in Information Systems | 3 |
| OA 39 Word Processing: Keyboarding and Operations | 3 |
| OA 79 Word Processing Applications | 3 |
| O 88 Microcomputer Office Application: Desk Top Publishing | 3 |
| OR | |
| OA 3 Keyboarding/Typewriting III | 3 |

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

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.

Students desiring to acquire only an associate degree in Philosophy should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

Continued

INSTRUCTIONAL PROGRAMS

ASSOCIATE DEGREE

| REQUIRED COURSES | | UNITS |
|------------------|----------------------------------|-------|
| PHIL 1* | Introduction to Philosophy | 3 |
| PHIL 20* | Ethics | 3 |
| PHIL 8 | Deductive Logic | 3 |
| OR | | |
| PHIL 9 | Symbolic Logic I | 3 |

AT LEAST 9 UNITS FROM THE FOLLOWING:

| | UNITS |
|--|-------|
| ANTHRO 102 Human Ways of Life; Cultural Anthropology | 3 |
| ECON 1 Principles of Economics II | 3 |
| ENG 203 World Literature I | 3 |
| ENG 204 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 |

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

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.

Students desiring to acquire only an associate degree in Physical Education should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | | UNITS |
|------------------|-------------------------------------|-------|
| ANAT 1 | Introduction to Human Anatomy | 4 |
| PHYSIOL 1 | Elementary Physiology | 4 |

AND

SELECT A MAXIMUM OF 4 UNITS FROM

| THE FOLLOWING: | | UNITS |
|------------------|-------------------------------|-------|
| PE 102 | Swimming Skills | 2-2 |
| PE 665, 667, 684 | Team Sports | 2-2 |
| PE 460, 463 | Dance Activities | 2-2 |
| PE 503-516 | Inter-collegiate Sports | 2-2 |

AND

SELECT A MAXIMUM OF 8 UNITS FROM

| THE FOLLOWING: | | UNITS |
|----------------|---|-------|
| PE 603-652 | Professional and Sports Skills | 1 |
| 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 1, II, III | 2-2-3 |

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.

Students desiring to acquire only an associate degree in Physics should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | | UNITS |
|------------------|--|-------|
| CHEM 101 | General Chemistry I | 5 |
| CHEM 102 | General Chemistry II | 5 |
| MATH 262 | Calculus II | 5 |
| MATH 263 | Calculus III | 5 |
| PHY 37 | Physics for Engineers and Scientists I | 5 |
| PHY 38 | Physics for Engineers and scientists II | 5 |
| PHY 39 | Physics for Engineers and Scientists III | 5 |

| RECOMMENDED | UNITS |
|--------------|-------|
| FRENCH | 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.

Students desiring to acquire only an associate degree in Political Science should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | | UNITS |
|------------------|---|-------|
| HIST 11 | Political and Social History of the United States I | 3 |

OR

Continued

INSTRUCTIONAL PROGRAMS

| | | |
|----------|--|---|
| 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 |

AT LEAST 6 ADDITIONAL UNITS FROM

| THE FOLLOWING: | | UNITS |
|----------------|--|-------|
| ANTHRO 101 | Human Biological Evolution | 3 |
| OR | | |
| SOC 1 | Introduction to Sociology | 3 |
| ECON 1 | Principles of Economics I | 3 |
| HIST 1 | Introduction to Western Civilization I | 3 |
| OR | | |
| HIST 2 | Introduction to Western Civilization II | 3 |
| HIST 13 | The United States in the Twentieth Century | 3 |
| OR | | |
| HIST 14 | Selected Issues of United States History | 3 |

(see catalog for History course limitations)

PSYCHOLOGY

ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree in psychology is designed for those who wish to complete a Baccalaureate degree in the field. Emphasis is placed on meeting lower division requirements at a four-year institution or university. Professional opportunities which the curriculum could lead to occur in the healing professions; natural sciences; marriage, child, and family counseling; industry and business; public health; social welfare; National Park Service; environmental improvement and conservation programs; and zoological institutions. Psychology also provides valuable background for those seeking careers in such fields as anthropology, sociology, social work, law, medicine, nursing and mental health facilities, the foreign service and trade, geriatrics, and child development.

Students desiring to acquire only an associate degree in Psychology should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS | |
|------------------|-------------------------------|---|
| PSYCH 1 | General Psychology I | 3 |
| PSYCH 2 | General Psychology II | 3 |
| MATH 225 | Introductory Statistics | 3 |

AT LEAST SIX UNITS

| FROM THE FOLLOWING: | UNITS | |
|---------------------|---------------------------|---|
| PSYCH 14 | Abnormal Psychology | 3 |
| PSYCH 16 | Love and Marriage | 3 |

| | | |
|----------|--|---|
| PSYCH 52 | Psychological Aspects of Human Sexuality | 3 |
|----------|--|---|

RECOMMENDED

| | UNITS | |
|------------|---|---|
| ANTHRO 101 | Human Biological Evolution | 3 |
| ANTHRO 102 | Human Ways of Life: Cultural Anthropology | 3 |
| BIO 3 | Introduction to Biology | 3 |
| BIO 6 | General Biology I | 5 |
| CHEM 51 | Fundamentals of Chemistry I | 5 |
| PHYSICS12 | Physics Fundamentals | 3 |
| PHYSIO 1 | Introduction to Human Physiology | 4 |
| SOC 1 | Introduction to Sociology | 3 |

REAL ESTATE

ASSOCIATE IN ARTS DEGREE

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 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.

(Students should verify broker's license requirements with state Department of Real Estate.)

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 |
| Electives | | 12 |

ELECTIVES (Select specialization desired) UNITS

| | | |
|--------|---|---|
| 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 |
| MGMT 2 | Organization & Management Theory | 3 |
| MKTG 1 | Principles of Selling | 3 |
| ACCT 1 | Introductory Accounting I | 5 |
| BUS 5 | Business Law I | 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.

(Students should verify broker's license requirements with state Department of Real Estate.)

| | UNITS | |
|------|------------------------------|---|
| RE 1 | Real Estate Principles | 3 |

INSTRUCTIONAL PROGRAMS

| | | |
|-----------|--------------------------------------|---|
| 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 |
| Electives | | 6 |

| ELECTIVES | | UNITS |
|-----------|---|-------|
| RE 4 | Real Estate office Administration | 3 |
| RE 10 | Real Estate Appraisal II | 3 |
| RE 11 | Escrows I | 3 |
| RE 14 | Real Estate Property Management | 3 |
| ACCT 1 | Introductory Accounting I | 5 |
| LAW 1 | Business Law I | 3 |

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 18 | Real Estate Investments | 3 |

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.

A background in Sociology is useful in almost any career in government, law, business, and non-profit organizations. Advanced degrees in Sociology prepare one to do research or analysis of data for government agencies from the Census Bureau to the Center for Disease Control, to city planning agencies and local police forces. Sociologists are employed by large businesses, advertisers, management consultants, and life insurance companies. They work at "think tanks", do individual and family counseling, and work in education at the secondary level, as well as in colleges and universities.]

Students desiring to acquire only an associate degree in Sociology should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education re-

quirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS | |
|------------------|---------------------------------|---|
| SOC 1 | Introduction to Sociology | 3 |
| SOC 2 | American Social Problems | 3 |
| AND | | |

AT LEAST ONE OF THE FOLLOWING:

| | UNITS | |
|------------|--|---|
| CO SCI 901 | Introduction to Computers and Their Uses | 3 |
| MATH 225 | Introductory Statistics | 3 |
| PHIL 6 | Logic in Practice | 3 |
| PHIL 8 | Deductive Logic | 3 |
| PHIL 9 | Symbolic Logic I | 3 |
| AND | | |

SOC 11 Ethnic and Racial Minorities in the U.S. 3

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:

- BIO 4, 5, PSYCH 2, ANTH 101
- ANTH 102
- ECON 1, 2, POL SCI 1
- HIST 12, 13, 14, 16, 41, 42
- PHIL 1, 20, 23
- PSYCH 1

NOTE: Most CSU institutions and UCLA require Mathematics 225 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 upgrades professional opportunities in business, industry, education, and government work, as well as providing personal enrichment in understanding Hispanic language and culture.

Students desiring to acquire only an associate degree in Spanish should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED | UNITS | |
|-----------|----------------------------|---|
| SPANISH 1 | Elementary Spanish I | 5 |

Continued

INSTRUCTIONAL PROGRAMS

| | | |
|--------------------|------------------------------|--------------|
| SPANISH 2 | Elementary Spanish II | 5 |
| SPANISH 3 | Intermediate Spanish I | 5 |
| SPANISH 8 | Conversational Spanish | 2 |
| SPANISH 101 | Language Lab | 2 |
| RECOMMENDED | | UNITS |
| ENGLISH 204 | World Literature II | 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.

Students desiring to acquire only an associate degree in Speech should follow the course requirements listed below. **Transfer** students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an associate degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for associate degree).

ASSOCIATE DEGREE

| REQUIRED COURSES | UNITS |
|---|-------|
| SPEECH 101 Public Speaking | 3 |
| SPEECH 121 Interpersonal Communications | 3 |
| SPEECH 104 Argumentation I | 3 |
| SPEECH 151 Group Discussion | 3 |
| AND | |

A MINIMUM OF NINE UNITS FROM THE FOLLOWING:

| | UNITS |
|--|-------|
| SPEECH 102 Public Speaking II | 3 |
| SPEECH 111 Voice & Articulation | 3 |
| SPEECH 135 Storytelling | 3 |
| THEATRE 200 Introduction to Acting | 3 |

TRAVEL

ASSOCIATE IN ARTS DEGREE

CERTIFICATE PROGRAM

The travel industry is today a major economic and social force in the world. Travel by millions of people brings about inter-relationships of enormous importance in domestic and international affairs.

The number of travel agencies in the United States has grown to more than 35,000 in 1994. Today, the travel industry offers more challenging opportunities than ever before to the person who is prepared to meet the requirements of this interesting field. Instruction is offered for persons wishing to enter the travel industry, and for persons already in the travel industry who wish to develop greater competency in their profession. Effective course selection can prepare a student for a career in one of the many travel related businesses.

ASSOCIATE DEGREE

Students completing this curriculum should be prepared and available for opportunities for employment, and/or advancement in present employment, in various areas of the travel industry. The Degree requirements will be fulfilled by completing any 12 of the 14 3-unit travel classes listed below, plus 24 semester units of general education subjects, as described in this catalog, for a total of 60 semester units.

REQUIRED COURSES

| REQUIRED COURSES | UNITS |
|---|-------|
| TRAV 100 Introduction to the Travel Industry | 3 |
| TRAV 105 Domestic Airline Reservations and Ticketing | 3 |
| TRAV 110 Airline Computer Reservations APOLLO | 3 |
| TRAV 115 Airline Computer Reservations SABRE | 3 |
| TRAV 120 Airline Computer Reservations Advanced SABRE | 2 |
| TRAV 125 Airline Computer Reservations Advanced APOLLO | 2 |
| TRAV 130 Travel Destination Geography I | 3 |
| TRAV 135 Travel Destination Geography II | 3 |
| TRAV 140 Travel Industry Marketing & Sales | 3 |
| TRAV 145 International Airline Reservations and Ticketing | 3 |
| TRAV 155 Tour Escorting, Planning & Operations | 3 |
| TRAV 160 Opening, Operating and Managing a Travel Agency | 3 |
| TRAV 165 Travel Agency Accounting & Profitmaking | 3 |
| TRAV 180 Cruise Sales Specialization | 3 |
| TRAV 200 Introduction to the Airline Industry | 3 |
| TRAV 300 Basic Introduction to the Hospitality Industry | 3 |

CERTIFICATE

The Basic Certificate serves newcomers in the field preparing for entry-level positions. To earn this Certificate, students must complete Travel 100 and any four additional 3 unit courses from the above, for a total of 15 units.

RECOMMENDED

FIRST SEMESTER COURSES

| FIRST SEMESTER COURSES | UNITS |
|---|-------|
| TRAV 100 Introduction to the Travel Industry | 3 |
| TRAV 105 Domestic Reservations and Ticketing | 3 |
| TRAV 110 Airline Computer Reservations APOLLO | 3 |
| OR | |
| TRAV 115 Airline Computer Reservations SABRE | 3 |
| TRAV 130 Travel Destination Geography I | 3 |
| OR | |
| TRAV 135 Travel Destination Geography II | 3 |
| TRAV 140 Travel Industry Marketing & Sales | 3 |

ADVANCED CERTIFICATE

The Advanced Certificate is designed for students who have completed the Basic Certificate program and then complete any five of the remaining courses.

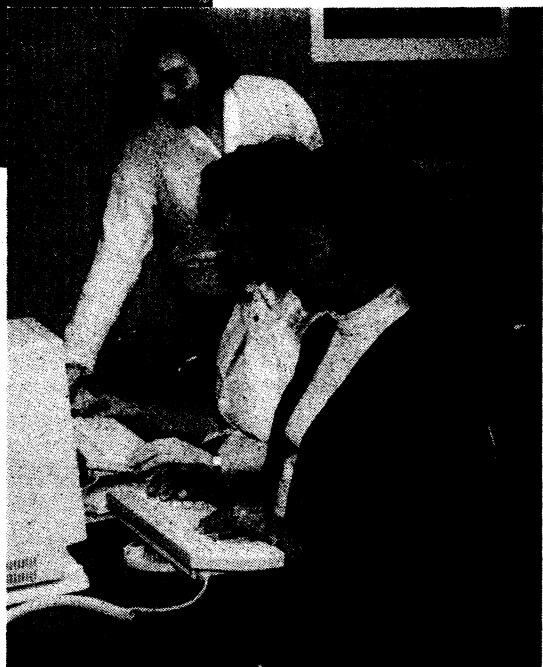
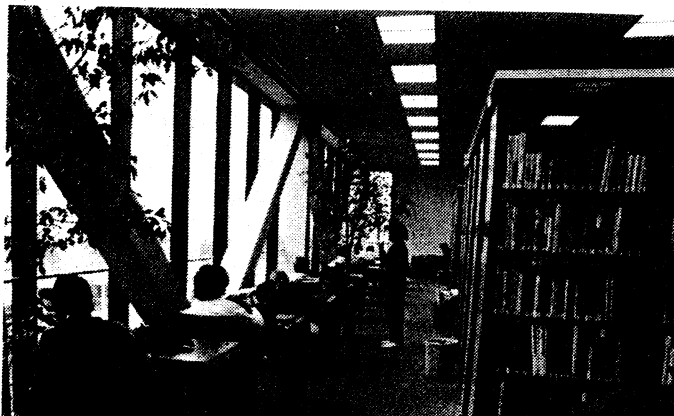
To obtain the Advanced Certificate, students may not apply any course which was previously used to obtain

Continued

INSTRUCTIONAL PROGRAMS

their Basic Certificate.

In order to receive a basic or advanced Certificate of Completion or a Degree in Travel, students must submit a petition to the Admissions Office during the semester in which the requirements will be completed. All courses must be completed with a grade of C or better.



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 repeated 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 offered for college credit. All courses which meet the **major** requirement of the educational programs listed in this catalog may be applied towards graduation requirements for the Associate Degree. All transfer courses may be applied to the Associate Degree. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree are designated by the code NDA, non degree applicable. 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 campuses of the University of California.

CALIFORNIA STATE UNIVERSITY

CSU - Courses so designated are acceptable for credit at all campuses of the California State University. 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.

CALIFORNIA ARTICULATION NUMBERING SYSTEM (CAN)

Courses listed with a "CAN" designate those that are identically listed in the California State University and University of California higher education systems. The basic premise of the CAN numbering system is that identically numbered CAN courses are acceptable "in lieu of" each other and will assist students and counselors in decisions concerning transfer to those systems. While the courses are comparable, they are not necessarily identical. The numbering system was recently implemented and additional courses with the CAN designation will be added on an ongoing basis.

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 a course may be repeated for credit.

COURSE PREREQUISITE POLICY

To help students succeed in classes, many courses in this catalog list either "required" or "recommended" prerequisites or corequisites. (Anything listed after "Prerequisite:" is required; recommended prerequisites simply say "Recommended.") Prerequisite means the preparation or previous coursework considered necessary for success in the course. Corequisite refers to concurrent enrollment in another course, and unless indicated as "recommended" is required. Although it is not absolutely mandatory for a student to have met the recommended prerequisites to be successful, *the college strongly advises students to complete such prerequisites as pre-enrollment preparation*. Every effort has been made in this catalog to list only required or recommended requisites that have been established or reviewed in accordance with current Title 5 regulations.

Required prerequisites include:

1. Courses for which specific prerequisites have been validated in accordance with Title 5 regulations.
2. Sequential coursework in a degree program
3. Courses in which a prerequisite is necessary for transfer to a four-year college

Students who have questions about prerequisites should consult a college counselor or an instructor before registration.

Required Prerequisite Waiver Procedure. Students may petition to waive a prerequisite. A waiver requires written explanation of alternative coursework, background, or abilities which adequately prepare students for the course. Prerequisite waiver petitions are available in the Admissions Office.

Reasons for seeking a prerequisite waiver must include one or more of the following:

1. The prerequisite course is not available
2. The student has reason to believe prerequisite has not been validly established and is in violation of Title 5 regulations
3. The student has the knowledge or ability to succeed in the course without meeting the prerequisite
4. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.

Continued

COURSE DESCRIPTIONS

ACCOUNTING

(See Also Business)

1 Introductory Accounting I (5) UC:CSU

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.

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.

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

15 Tax Accounting I (3) CSU

Prerequisite: Accounting 1 or equivalent.

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.

16 Tax Accounting II (3) CSU

Prerequisite: Successful completion of Accounting 15.

This course deals with tax laws, accounting procedures and preparation of state and federal tax returns required for partnerships, corporations, estates and trusts. Federal and state returns for inheritance and gift taxes will also be considered along with review of individual tax returns to update the student on new tax laws and forms.

17 Payroll Accounting (2)

This course presents methods and procedures of compiling payroll records and preparation of payroll tax returns required by state and federal laws, including state and federal unemployment and social security, insurance and workmen's compensation reports.

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

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 1.

Note

UC Transfer Credit Limit: A maximum of 5 units from Accounting 1, 21 and 22 will be acceptable for UC credit.

22 Bookkeeping and Accounting II (3) UC:CSU

Prerequisite: Accounting 21 or equivalent.

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.

Note

UC Transfer Credit Limit: A maximum of 5 units from Accounting 1, 21 and 22 will be acceptable for UC credit.

25 Automated Accounting Methods and Procedures (3)

Prerequisite: Completion of one semester of Accounting Principles (or equivalent), through and including material on payroll accounting with a grade of C or better.

This Introduction to Accounting, using the microcomputer, will provide information and practice in the basic machine operations, plus instruction in the following areas: general ledger, depreciation, accounts receivable, accounts payable, and payroll. Real-world applications will be stressed throughout the course.

37 Accounting Machine Practice (RPT2)

Students should have some basic arithmetic skills.

Laboratory 2 hours.

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

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 presented.

Note

UC Transfer Credit Limit: A maximum of one course from Administration of Justice 1, 4 will be acceptable for UC credit.

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.

Continued

3 Legal Aspects of Evidence (3) 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 Systems (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.

Note

UC Transfer Credit Limit: A maximum of one course from Administration of Justice 1, 4 will be acceptable for UC credit.

5 Criminal Investigation (3) CSU

This course covers the fundamentals of investigation; crime scene search and recording, collection and presentation 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.

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.

7 Traffic Control (3) CSU

This course covers traffic law enforcement regulation and control, fundamentals of traffic accident investigation, and the California Vehicle Code.

8 Juvenile Procedures (3) CSU

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.

15 Police Supervision (3) CSU

Prerequisite: Employment in law enforcement.

This course is specifically designed to prepare law enforcement officers for the duties and responsibilities of the police supervisor. It is primarily concerned with supervisory functions, techniques and the underlying principles governing their applications.

16 Recruitment and Selection Process (3) CSU

An in-depth coverage of the legal selection process designed to assist students with employment into a law

enforcement agency. Course includes written exam techniques, agility exam, explanation of background investigation, psychology test, medical exam, and practical ways to assist the candidate through the academy.

42 Advanced Criminal Law (3) CSU

Prerequisite: Administration of Justice 2.

This course is the study of criminal law with special emphasis on major crimes of particular interest to peace officers and examines penal provisions in State codes and leading case law.

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.

62 Fingerprint Classification (3) CSU

A practical course which covers the technical terminology of fingerprinting, pattern interpretation, classification of fingerprinting, searching and filing procedures. Time will also be devoted to laboratory work in the classroom. A certificate will be awarded on completion.

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.

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.

86 Issues in Law Enforcement (3)

Lecture 3 hours.

This course surveys literature and media presenting the issues, problems and perceived image of law enforcement.

AEROSPACE PRODUCTION TECHNOLOGY

102 Fabrication and Repair of Advanced Composites (5) NDA

This course covers plastic processes, materials, forming, mold making, bonding, laminating and extruding. This lab includes extensive hands on projects using materials and resins which include fiberglass, kevlar and graphite. A total of twenty-one projects are required. Repair methods will be emphasized in all areas,

Continued

COURSE DESCRIPTIONS

including aircraft structural installation. This class includes information and processes transferable to Cerritos College courses: PMT 1, 14, 21, 22, 24. A large part of the lab of PMT 31 may also be credited for advanced students coming from industry with department approval.

122 Technical Mathematics II (3) NDA

This course surveys the elements of advanced technical and vocational mathematics with application to problems commonly found in industrial and technological settings, including strength of materials and work and power.

AFRICAN-AMERICAN STUDIES

2 The African-American in Contemporary Urban Society (3) UC:CSU

A survey of the urbanization of African-Americans with emphasis on social and political contemporary problems, proposed solutions to civil rights, and equality of opportunity.

AIRCRAFT ELECTRONICS TECHNOLOGY

65A Avionic Systems for Aircraft Maintenance Personnel I (6)

Prerequisite: Possession of a valid FAA Mechanic Certificate, Repairman Certificate, Certification per Federal Aviation Regulation 65.80.

Lecture 5 hours; Laboratory 5 hours.

This course is designed to introduce the student to the operating concepts of aircraft communication and navigation systems currently used aboard commercial transport and large general aviation aircraft.

65B Avionic Systems for Aircraft Maintenance Personnel II (6)

Prerequisite: AET 65A with a grade of C or better.

Lecture 5 hours; Laboratory 5 hours.

This course is designed to introduce the student to the operating concepts of aircraft communication and navigation systems currently used aboard commercial transport and large general aviation aircraft.

110 Aircraft Direct Current with Applied Mathematics (6) CSU

Prerequisite: Pre-assessment test completion or equivalent.

Lecture 4 hours; Laboratory 5 hours.

A study is made of series, parallel, 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. A review of arithmetic, graphs, mathematical terms and

the correct usage of the scientific calculator as it applies to Aircraft Electronics.

115 Aircraft Alternating Current with Applied Mathematics (6)

Prerequisite: AET 110 or equivalent.

Lecture 4 hours; Laboratory 5 hours.

A study of inductance, transformers, filters, reactance, resonant circuits, power factor and impedance matching, with motor and generator applications; graphical and vector representations are 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. A study is also included of trigonometry, phase angles, graphing and the usage of the Scientific Calculator as it applies to A/C Aircraft Electronics Technology.

120 Aircraft Discrete Semi Conductor Circuits (6)

Prerequisite: AET 115.

Lecture 4 hours; Laboratory 5 hours.

This combined lecture/lab course begins the student's transition from passive to active circuits using discrete semiconductor devices, including various diodes, transistors and other devices. Linear and waveshaping circuits are studied. Troubleshooting failure modes is emphasized. The student must provide consumable supplies, adequate hand tools, as well as a scientific calculator with an operator's manual.

125 Aircraft Integrated Semi Conductor Circuits (6) CSU

Prerequisite: AET 120 or equivalent.

Lecture 4 hours; Laboratory 5 hours.

This combined lecture/lab course extends the student's semiconductor knowledge into the area of integrated circuits. Particular emphasis is placed on the various uses of operational amplifiers. An IC based AM/FM radio kit is built and analyzed. Troubleshooting techniques are enhanced. The student must provide consumable supplies, adequate hand tools, as well as a scientific calculator with operator's manual.

130 Fundamentals of Digital Circuits for Aircraft (6) UCS

Prerequisite: AET 115.

Lecture 4 hours; Laboratory 5 hours.

This combined lecture/laboratory course presents the basic principles and applications of digital logic sequential and combinational circuits. Decimal, binary, octal and hexadecimal number systems are utilized. The operation of common gate and memory circuits are analyzed, including the use of Boolean algebra and Karnaugh mapping. The characteristics of various semiconductor families are discussed. Troubleshooting failures are stressed. The course may be taught as a self-paced offering. The student will be required to provide hand tools and consumable supplies, as well as an appropriate scientific calculator, with operator's manual.

Continued

135 Fundamentals of Microprocessor Circuits for Aircraft (6) CSU

Prerequisite: AET 130 or equivalent.

Lecture 4 hours; Laboratory 5 hours.

This combined lecture/lab course expands upon the digital concepts presented in AET 130 and begins the knowledge of basic microcomputers that utilize stored programs. Emphasis is placed on elementary programming in machine and assembly language through the use of flowcharting. Simplification techniques utilizing Boolean algebra is taught, along with binary and two complement arithmetic methods. Architecture of the microprocessor is studied in detail. The interfacing of the microprocessor to the "outside world" is explored through student experimentation. Troubleshooting failures are stressed. The course may be presented in a self-paced mode. The student will be required to provide hand tools and consumable supplies, as well as a scientific calculator, with operator's manual.

140 Aircraft Transceivers I and Communications (6) CSU

Prerequisite: Successful completion of AET 110 through AET 125 or equivalent, with a GPA of 2.0 or better.

Lecture 4 hours; Laboratory 5 hours.

Instruction is offered in the theory of operation of aircraft AM, FM and single sideband receivers and transmitters for communication and navigation equipment. FCC regulations, radio broadcast transmitter licensing operation and maintenance leading to the FCC General Radio Operators License. In the lab practice is provided in testing, alignment, and troubleshooting procedures for aircraft and broadcast, communication receivers, transmitters, AM, FM, SSB, and navigation receivers.

145 Aircraft Transceivers II and Communications (6) CSU

Prerequisite: Successful completion of AET 110 through AET 125 and AET 140 or equivalent, with a GPA of 2.0 or better.

Lecture 4 hours; Laboratory 5 hours.

Advanced instruction is offered in the theory of operation of aircraft AM, FM, and single sideband receivers and transmitters for communication and navigation equipment. FCC regulations, radio broadcast transmitter licensing operation and maintenance leading to the FCC General Radio Operators License. In the lab practice is provided in testing, alignment, and troubleshooting procedures for aircraft and broadcast, communication receivers, transmitters, AM, FM, SSB and navigation receivers.

210 Basic Avionics Principles (6) CSU

Prerequisite: AET 110 through 145 (or equivalent) and a valid Federal Communications Commission General Radio Operators License.

Lecture 4 hours; Laboratory 5 hours.

This combined lecture/lab course is designed to introduce and acquaint the student with the principles, installation and correct maintenance of various avionics components and systems, as well as to expand upon his/her current electronics knowledge. Projects with

current avionics equipment and systems will be chosen by the student after consulting with, and approval by the instructor. The student will then be responsible for setting and maintaining the pace of this self-study area. Projects should include (but are not limited to) HF and VHF communications, VHF and UHF navigation, ADF navigation, UHF pulse equipment, as well as airborne radar. The student will be required to supply adequate hand tools and certain consumable supplies. In addition, an appropriate scientific calculator, with operator's manual, is required.

215 Advanced Avionics Principles (6)

Prerequisite: AET 100 through 150 (or equivalent) and a valid Federal Communications Commission General Radio Operators License.

Lecture 4 hours; Laboratory 5 hours.

This combined lecture/lab course is designed to extend the student's knowledge of the principles, installation and correct maintenance of various avionics components and systems, as well as to expand upon his/her current electronics knowledge. Emphasis is on the operation of FAA Certificated Repair Stations. Projects with current avionics equipment and systems will be chosen by the student after consulting with, and approval by the instructor. The student will then be responsible for setting and maintaining the pace of this self-study area. Projects should include (but are not limited to) advanced HF and VHF communications, VHF and UHF navigation, ADF navigation, UHF pulse equipment, as well as airborne radar. The student will be required to supply adequate hand tools and certain consumable supplies. In addition, an appropriate scientific calculator, with operator's manual, is required.

ANATOMY

(See also: Physiology)

1 Introduction to Human Anatomy (4) UC:CSU

Recommended: College Biology.

Lecture 3 hours; laboratory 3 hours.

This course presents the structure of the human body by subdividing it into individual body systems. The functional anatomy of each level of organization is then studied from the microscopic level of organization to the gross level. In addition, the embryological development of each body system and selected pathologies will be examined. Laboratory exercises include the study of histological slides, photomicrographs, x-rays, human skeleton and the dissection of a cat. This course is intended to meet the requirements of students majoring in nursing, dental hygiene, occupational therapy, psychology, physical education and life sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introductory biology.

Continued

ANTHROPOLOGY

101 Human Biological Evolution (3) UC:CSU (CAN ANTH 2)

The course focuses on the relationship between human biology, culture and the physical environment, as interpreted within the framework of evolutionary theory and the science of genetics. It traces man's place in the animal kingdom, with special emphasis on primates. Archeological evidence, associated with human fossils, is examined and human physical variability is probed within the context of Mendelian and population genetics.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU (CAN ANTH 4)

The course presents an anthropological understanding of the varieties of life styles in human societies throughout the world, from nomadic hunting-gathering tribes to highly technologically-developed societies such as ours. The varied forms of marriage and the family, economic, political, and legal arrangements; religious expressions; and art forms are examined in their own contexts and compared to others. Extensive use is made of audio-visual materials.

103 Archaeology: Reconstructing the Human Past (3) UC:CSU (CAN ANTH 6)

The course focuses on the discovery and reconstruction of the ways of life of extinct societies through the excavation, analysis and interpretation of their material remains, including refuse, stone tools, pottery, burials, housing. By examining these remains within the context of the environment and change over time, students acquire a means of understanding the human past. Extensive use is made of audio-visual materials.

121 Anthropology of Religion, Magic, and Witchcraft (3) UC:CSU

This course provides a socio-cultural understanding of religious behaviors. It deals with the components, function and symbolism of religious behavior, as manifested through practices such as magic, witchcraft, totemism, divination, shamanism, ancestor worship and cults. Belief in gods, demons, ghosts, spirits, mana, the other world, and the soul are probed. Special emphasis is given to tribal religious systems through the use of information gathered by anthropologists in the field. Nontribal religious systems are included for comparative purposes. Extensive use is made of audio-visual materials.

ART

(Outstanding works of students' art may be retained for a maximum of two years by the college art gallery.)

UC Transfer Credit Limit: A maximum of 12 units of the following courses will be acceptable for credit: Art 501,

502, 503, 708, 709, 710, 711. A maximum of 16 units of the following courses will be acceptable for credit: Art 201, 202, 203, 204, 205, 206, 300, 301, 302, 304, 305.

101 Survey Of Art History I (3) UC:CSU (CAN ART 2)

This course introduces the student to some of the great civilizations of the world. By studying the visual arts which they created, the student will come to understand the beliefs and aspirations of such cultures as Ancient Egypt, Greece and Rome, as well as Africa, India, and Pre-Conquest Central America.

102 Survey of Art History II (3) UC:CSU (CAN ART 4)

NOTE: Art 101 is not a prerequisite to Art 102. This course introduces the student to the visual arts of Western Europe and the U.S. beginning with the Renaissance and ending in the late 20th century. The constantly changing world view of this period will be studied in the works of such artists as Michaelangelo and Rembrandt and also through such movements as Romanticism, Impressionism, Expressionism and Cubism.

103 Art Appreciation I (3) UC:CSU

This broad introduction to the nature, vocabulary, media, and history of art, with selections from western and non-western cultures, is designed to expand awareness and understanding of the visual art as a unique medium for human inter-relationship.

107 Mexican Art-Modern (Chicano Studies 52) (3) CSU (UC Pending)

This course surveys the pictorial arts of Mexico from the Pre-Revolutionary years of 1900 to the present day. It includes the Renaissance of Indigenous Mexican Art, the contemporary popular and fine arts, and investigates the development of Mexican-American Art. Among the artists discussed are Rivera, Tamayo, and Barragan.

109 Arts of Africa, Oceania, and Ancient America (3) CSU (UC Pending)

This course introduces the student to some of the great cultures of the world. The Ife and Benin kingdoms of Africa, as well as the Maya and Aztec kingdoms of Central America are just some of civilizations which are brought to life once more through a study of their visual arts.

111 History of Contemporary Art (3) CSU (UC Pending)

This course traces the development of 20th century European and U.S. painting, sculpture and architecture. Beginning with the late 19th century art movements of Impressionism and Post-Impressionism, this course attempts to reveal the meaning behind such visually challenging "isms" as Cubism, Expressionism, Dadaism, and Surrealism. Artists discussed will include Monet, Picasso, Matisse, Dali, and Warhol.

201 Drawing I (3) UC:CSU (CAN ART 8)

Lecture 2 hours; studio 2 hours.

This introduction to drawing places emphasis upon fundamental rendering of three dimensional form in

Continued

space. Pencil, pen and charcoal are used. Students are expected to complete an additional 2 hours per week of studio homework.

202 Drawing II (3) UC:CSU

Prerequisite: Art 201 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours.

Compositional aspects of drawing as applied to still life, natural forms, landscape and the human figure are explored. Students are expected to complete an additional 2 hours per week of studio homework.

203 Drawing III (3) UC:CSU

Prerequisite: Art 202 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours.

This course is a continuation of Art 202. Students are expected to complete an additional 2 hours per week of studio homework.

204 Life Drawing I (3) UC:CSU

Prerequisite: Art 201 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours.

An introductory study of human structure and proportion is provided. Fundamental drawing approaches are explored in black and white media with emphasis upon the development of observation and skill in graphic representation. Students are expected to complete an additional 2 hours per week of studio homework.

205 Life Drawing II (3) UC:CSU

Prerequisite: Art 204 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours.

This course consists of drawing from the human figure with emphasis upon the development of observation, structure and draftsmanship. Various media are explored stressing line and tone. Students are expected to complete an additional 2 hours per week of studio homework.

206 Life Drawing III (3) UC:CSU

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.

300 Introduction to Painting (3) UC:CSU

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.

301 Watercolor Painting I (3) UC:CSU

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

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.

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 (CAN ART 14)

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

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

Prerequisite: Art 501 with a grade of C or better.

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

Continued

COURSE DESCRIPTIONS

expected to complete an additional 2 hours per week of studio homework.

708 Introduction to Ceramics (3) UC:CSU

Lecture 1 hour; studio 5 hours.

This course provides a general introduction to the materials and processes of ceramic art. Instruction in basic hand construction methods of vessel forms is provided. Analysis of form, function and decoration emphasizing the proper use of materials and tools is emphasized.

709 Ceramics I (3) UC:CSU

Prerequisite: Art 708 with a grade of C or better or equivalent.

Lecture 1 hour; studio 5 hours.

Continued utilization of an expansion upon skills developed in Art 708. Increased emphasis upon individual growth in creative design abilities. Introduction to use of the potter's wheel.

710 Ceramics II (3) UC:CSU

Prerequisite: Art 709 with a grade of C or better or equivalent.

Continued utilization of an expansion upon skills developed in Art 709. Increased emphasis upon individual growth in creative design abilities. Introduction to use of the potter's wheel.

711 Ceramics III (3) UC:CSU

Prerequisite: Art 710 with a grade of C or better or equivalent.

Lecture 1 hour; studio 5 hours,

Continued utilization of an expansion upon skills developed in Art 710. Increased emphasis upon individual growth in creative design abilities. Increased skill building on the potter's wheel.

712 Ceramics Workshop (2)

This course provides a studio experience for beginning and advanced students. A variety of construction methods are undertaken simultaneously, including hand-building and wheel-thrown objects. 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

Conference 1 Hour Per Unit

Allows students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

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.

AVIATION MAINTENANCE TECHNICIAN

Note: Subject credit for courses in this program may be obtained at California State University, San Jose and at National University after transfer.

Program entrance requirement: All new and re-entering students must have appropriate placement level demonstrated through the assessment process.

1 Maintenance Procedures (3)

Corequisite: 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)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 1

Laboratory 6 hours.

Instruction and practice is offered in the ground operations 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)

Corequisite: 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 composites.

4 Basic Aircraft Science Laboratory (2)

Corequisite: 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)

Corequisite: 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

Continued

scientific notation. Communication and navigation systems, cabin atmosphere control, and ice and rain control systems are also covered.

6 Basic Electricity and Auxiliary System Laboratory (2)

Corequisite: 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, and ice and rain control.

7 Electrical and Instrument Systems (3)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 8 and satisfactory completion of AMT 5
Lecture 3 hours.

Instruction is offered in the function of aircraft electrical systems and components, generators, and aircraft instruments, including flight, navigation, engine instruments, and position and warning systems.

8 Electrical and Instrument Systems Laboratory (2)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 7 and satisfactory completion of AMT 6
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, plus position and warning systems.

9 Assembly, Rigging and Inspection (3)

Corequisite: 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)

Corequisite: 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)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 12.
Lecture 3 hours.

This course offers a study of metal and non-metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.

12 Aircraft Metal Assembly Laboratory (2)

Corequisite: 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, honeycomb and composites are evaluated. Structural repairs using various fastening and bonding techniques are emphasized.

13 Hydraulic, Landing Gear, and Fuel Systems (3)

Corequisite: 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, & Fuel Systems Laboratory (2)

Corequisite: 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)

Corequisite: 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)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 15.

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 (3)

Corequisite: 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.

Continued

18 Ignition and Fuel Metering Systems Laboratory (2)

Corequisite: 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)

Prerequisite: Aviation Maintenance Technician 15 and 17. Corequisite: Must be taken concurrently with Aviation Maintenance Technician 20.

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. Corequisite: Must be taken concurrently with Aviation Maintenance Technician 19.

Laboratory 6 hours.

Instruction and practice is offered is 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)

Prerequisite: Aviation Maintenance Technician 19.

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 22.

Lecture 3 hours.

Instruction is offered in power plant inspection and troubleshooting procedures for power plants. Course includes turbine engine theory and operation.

22 Powerplant Trouble Shooting and Testing Laboratory (2)

Prerequisite: Aviation Maintenance Technician 20.

Corequisite: 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)

Note: Student must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrollment in AMT 23, 24.

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)

Note: Student must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrollment in AMT 23, 24.

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams. Corequisite: 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 using the appropriate reference material and correct procedures to determine airworthiness of an airframe or powerplant. Students perform general, airframe, and powerplant practical projects.

31 Inspection Authorization for Aviation Mechanics (3) NDA

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.

32 Aviation Management (3) NDA

This course surveys general aviation management principles and practices, including airport and airline management. Among specific topics are repair station requirements, flight operations, aircraft maintenance, safety, regulations, personnel management, marketing, office administration, and trends.

BIOLOGY

(See also: Anatomy, Environmental Science, Microbiology, and Physiology)

3 Introduction to Biology (4) UC:CSU

Lecture 3 hours; laboratory 3 hours.

This is a course in general biology designed to fulfill a laboratory science requirement for students not majoring in biology. Students must be enrolled concurrently in a lecture and a lab section. The lecture portion of the course (Biology 3A) emphasizes the basic principles in biology and the fundamental characteristics of all living organisms. Lecture topics include the scientific method, cell structure and function, levels of organization of living organisms, heredity, the genetic control of cellular processes, evolution, and ecology.

The laboratory portion of the course (Biology 3B) emphasizes the diversity of living organisms. Laboratory topics include an introduction to the microscope, study of the cell, a survey of the microorganisms, plants, and animals that comprise the kingdoms of life, and the anatomic study of the earthworm, grasshopper, and fetal pig.

Note: UC Transfer Credit Limit: A maximum of one course from Biology 3, 5 will be accepted for credit. No

Continued

credit will be given for Biology 3 or 5 if taken after Biology 6,7.

4 Heredity and Human Development (3)

UC:CSU

Lecture 3 hours.

This is an introductory genetics course for nonscience majors. Emphasis is placed on the facts and fictions of heredity including its relationship to evolution, reproduction, genetic counselling and various human conditions and diseases. This course fulfills a non-laboratory science requirement.

5 Introduction to Human Biology (4)

UC:CSU

Lecture 3 hours; laboratory 3 hours.

This is a course in biology, emphasizing the human. It is designed to fulfill a laboratory science requirement and will also provide a foundation for advanced courses in biology, including human anatomy, physiology, and microbiology. Students must be enrolled concurrently in a lecture and a lab section. The lecture portion of the course (Biology 5A) emphasizes the fundamental principles in biology, cell structure and function, and the levels of organization in the human body. Lecture topics include the scientific method, an introduction to biological chemistry, heredity, the genetic control of cellular processes, and the organ systems of the body. The laboratory portion of the course (Biology 5B) includes an introduction to the microscope, detailed study of cells and tissues, and the dissection of the fetal pig.

Note: UC Transfer Credit Limit: A maximum of one course from Biology 3, 5 will be accepted for credit. No credit will be given for Biology 3 or 5 if taken after Biology 6,7.

6 General Biology I (5) UC:CSU

(Bio 6 & 7 equal CAN BIO 1 SEQ A)

Prerequisite: Chemistry 101 with a grade of C or better.

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, pre-medical, pre-dental and pre-pharmacy majors.

7 General Biology II (5) UC:CSU

(Bio 6 & 7 equal CAN BIO 1 SEQ A)

(Biology 7 may be taken before Biology 6.)

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.

Many four-year institutions recommend the completion of both Biology 6 and 7 as a core program.

185 Directed Study - Biology (1) UC:CSU

285 Directed Study - Biology (2) UC:CSU

385 Directed Study - Biology (3) UC:CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Biology on

a contract basis under the direction of a supervising instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

BUSINESS

**Also listed alphabetically in this catalog:
Accounting, Business, Computer Science,
Finance, Law, Management, Marketing,
Office Administration, Real Estate.**

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.

5 Business Law I (3) UC:CSU

(Same as Law I)

Essentials of the law of contracts, agency, employment, personal property, bailments, sales and real property in their application to everyday problems pertaining to business and to the individual. Elementary safeguards regarding sales and sales contracts. Case discussion and lecture method.

31 Business English (3)

This course offers intensive review of grammar (function and application of the parts of speech) sentence structure, punctuation, capitalization, proofreading concepts and letter style formats. These principles are applied to the writing of concise sentences and paragraphs which will contribute to success and advancement of careers requiring good communication skills.

32 Business Communications (3) CSU

Prerequisite: Business 31 with a grade of C or better.

Business 32 develops the ability to use techniques of expository and argumentative writing when composing business letters, memos, and reports. Emphasis is placed on the fundamentals of clear, direct expression, correct English usage, and the psychology of business letter composition and communication.

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, mark-down and turnover, cash and trade discounts; simple interest and applications of compound interest principles to investment, annuity and depreciation problems

Continued

COURSE DESCRIPTIONS

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.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

CHEMISTRY

12 Environmental Chemistry (3) UC:CSU

(Same as Environmental Sciences 12)

Corequisite: Chemistry 13.

Lecture 3 hours.

A beginning course in inorganic and organic chemistry studying the metric system of measurement; chemical symbols, formulas and nomenclature systems; chemical equations; physical properties including density, solubility and states of matter; chemical properties including reactivity, ignitability and chemical compatibility; energy in chemical reactions; acids, bases, buffers pH; basic principles of equilibrium and an introduction to radioactivity. Organic topics focus on functional group identification including hydrocarbons, organic halides, alcohols, ketones, acids, esters, amines, carbohydrates, lipids and proteins, family nomenclature systems using both IUPAC and common names and chemical and physical properties based on families and molecular weights.

13 Environmental Chemistry Laboratory

(1) UC:CSU

(Same as Environmental Sciences 13)

Laboratory 3 hours.

This laboratory course is designed to complement Chemistry 12. It will provide an introduction to laboratory techniques, analytical methodologies, quality assurance/quality control, and "hands-on" use of analytic instruments. Laboratory topics will include detection and measurement of radioactivity, methods of water analysis, isolation and separation techniques, air pollutant monitoring, and physical and chemical properties of organic compounds.

18 Introductory Organic Chemistry II (5)

UC:CSU

Prerequisite: Chemistry 211

Lecture 3 hours; Laboratory 5 hours.

Chemistry 18 is a continuation of Chemistry 211 with additional emphasis on mechanisms in stereochemistry. Special attention is given to reactions and organic compounds of biochemical importance. Significant laboratory time is devoted to the synthesis of complex organic compounds.

Note: UC Transfer Credit Limit: A maximum of two

courses from Chemistry 18, 70, 211, 221 will be accepted for UC credit.

51 Fundamentals of Chemistry (5) UC:CSU

(Formerly Chem 3)

Recommended; One year of high school algebra or Mathematics 115.

Lecture 3 hours; laboratory and/or discussion and quiz, 4 hours.

A descriptive course in inorganic and organic chemistry. Topics include the metric system of measurement; chemical symbols; formulas and nomenclature systems; chemical equations; physical properties including density, solubility and states of matter; chemical properties; acids, bases, buffer and pH; basic principles of equilibrium and an introduction to radioactivity. Organic topics focus on functional group identification including hydrocarbons, organic halides, alcohols, ketones, acids, esters, amines, carbohydrates, lipids and proteins.

This course is designed for nursing and other allied health majors, students in environmental hazardous materials, elementary education or liberal arts who do not intend to take Chemistry 101.

60 Introduction to General Chemistry (5)

UC:CSU

(Formerly Chem 10)

Prerequisite: One year of high school algebra or Mathematics 115.

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 101 should take this course in preparation for Chemistry 101. Chemistry 60 is also recommended for students who have been away from high school chemistry for more than two years.

UC transfer credit limit Maximum of one course from Chemistry 51 or 60. No credit for Chemistry 51 or 60 if taken after Chemistry 101.

70 Introductory Organic and Biochemistry

(4) UC:CSU

(Formerly Chem 9)

Prerequisite: Chemistry 101, 51 or 60, 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.

Note: UC Transfer Credit Limit: A maximum of two courses from Chemistry 70, 211, 221 or 18 will be accepted for UC credit.

101 General Chemistry I (5) UC:CSU

(CAN CHEM 2)

(Formerly Chem 1)

Prerequisites: 1. Either high school chemistry or Chemistry 60 with a grade of C or better.

Continued

2. A minimum of two years of high school mathematics or completion of Mathematics 125 or its equivalent.

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, liquid solids, solutions, oxidation-reduction, acid and bases, and an introduction to chemical thermodynamics. The laboratory emphasizes basic laboratory skills, chemical principles, and quantitative relationships.

No UC credit for Chemistry 51 or 60 if taken after Chemistry 101. One course maximum credit for 51 or 60.

102 General Chemistry II (5) UC:CSU (CAN CHEM 4)

(Formerly Chem 2)

Prerequisite: Chemistry 101 with a grade of C or better. 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.

No UC credit for Chemistry 51 or 60 if taken after Chemistry 101.

211 Organic Chemistry for Science Majors I (5) UC:CSU

(Formerly Chem 14)

Prerequisite: Chemistry 102 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.

Note: UC Transfer Credit Limit: A maximum of two courses from Chemistry 70, 211, 221 will be accepted for UC credit.

221 Biochemistry for Science Majors (5) UC:CSU

(Formerly Chem 15)

Prerequisite: Chemistry 211 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.

Note: UC Transfer Credit Limit: A maximum of two courses from Chemistry 18, 70, 211, 221 will be accepted for UC credit.

185 Directed Study - Chemistry (1) UC:CSU

285 Directed Study - Chemistry (2) UC:CSU

385 Directed Study - Chemistry (3) UC:CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising

instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

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 Early Childhood: Principles and Practices (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.

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 resources 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 children's development. Special emphasis is placed on the dynamics of human relations in the multicultural urban setting. The cooperation between all agencies connected with the young child is studied in depth.

12 Parent-Teacher-Child Interaction (3)

Continued

COURSE DESCRIPTIONS

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 and Observation (3) CSU

Prerequisite: Child Development 1 and 2. Verification of annual tuberculosis test and fingerprinting required.

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 I (4) CSU

Prerequisite: Child development 1,2 and 21. Verification of annual tuberculosis test and fingerprinting required.

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.

38 Administration and Supervision of Early Childhood Programs (3) CSU

Prerequisite: Child Development 1 and 11. 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.

CINEMA

(See Theater)

COMPUTER SCIENCE INFORMATION TECHNOLOGY

For all Computer Science-Information Technology courses, a maximum of 6 courses regardless of department is acceptable for transfer to UC campuses.

901 Introduction to Computers and Their Use(3) CSU

Lecture 3 hours.

This course is a "computer literacy" course intended for students with little or no prior experience with computers. The course covers computer concepts and terminology as well as "hands-on" use of the MS-DOS operating system, word processing, spreadsheet and Windows Software on 386 or 486 computers.

902 Introduction to Computer Science(3) CSU

Lecture 3 hours.

This course is a "Computer Science" and introduction to programming class for students who intend to major in Computer Science, computer programming, engineering and the physical sciences. The class will cover computer concepts and terminology as well as "hands-on" use of the MS-DOS operating system, word processing, spreadsheet, data base and telecommunications software packages. Computer programming concepts will be illustrated utilizing the Pascal programming language.

906 Beginning Pascal Programming (3) UC:CSU

Prerequisite: CS-902 or equivalent experience.

Lecture 4 hours.

This course is intended as an introduction to programming for students interested in transferring to a four-year institution and majoring in computing or students interested in a career in the data processing industry. Topics to be covered include top down structured design principles, algorithm design, and internal data representation. Particular emphasis will be placed on the importance of program segmentation and inter-segment data communication. The Pascal programming language will be utilized, and students will learn the syntax of this language.

913 Beginning FORTRAN (3) UC:CSU (CAN CSCI 4)

Prerequisite: CS-902 or equivalent experience with a high level language and Mathematics through trigonometry

Lecture 3 hours.

This course prepares the student to use FORTRAN 77 in order to solve computational problems. The use of

Continued

subprograms will be emphasized as an accepted technique of programming and to make students aware of the extensive library of existing FORTRAN subprograms in the area of mathematics, statistics, and engineering.

915 Beginning COBOL(3) UC:CSU

Prerequisite: CS-906 or equivalent experience
Lecture 3 hours.

This is a first course in the COBOL programming language intended for students who have completed CS-906 and have an understanding of programming fundamentals. It covers the syntax of the COBOL language and the concepts of sequential and indexed files. Business programming fundamentals such as reporting, exception reports, and screens are also discussed.

917 Beginning Micro Assembly Language (3) UC:CSU

Prerequisite: CS-902 or equivalent experience
Lecture 3 hours.

This course will teach the student how to use the assembly language for PC's. Topics to be covered include hardware architecture and software concepts, program design and debugging, and use of operating system calls.

930 Micro-computer Application Software (4) CSU

Prerequisite: CS-901, 902 or equivalent experience and knowledge of business arithmetic.
Lecture 3 hours. Lab 2 hours.

This course teaches students how to use spreadsheet software in order to enhance their productivity in business situations and to facilitate their work in other college classes such as business, accounting, mathematics, and science. Students will learn to use all features of the LOTUS program including formulas, functions, graphics, and data management.

933 Data Base Design and Programming (3) CSU

Prerequisite: CS-901 or CS-902 or equivalent experience with DOS and a microcomputer data base program.
Lecture 3 hours.

This course will teach the student how to construct software systems using the Dbase programming language. Dbase is an exceptionally powerful data base manager and computer language which offers the programmer a great deal of flexibility. Students will learn how to use the rich set of commands built into Dbase to create, enter data into, access and link data base files. Students will also produce executable programs in the Dbase command language. The class will also cover the differences between relational, hierarchical and networked data bases and the advantages of each.

934 Operating Systems (3) UC:CSU

Prerequisite: CS-901 or CS-902 or equivalent experience.
Lecture 3 hours.

This course covers the structure and features of operating systems using the most common microcomputer operating system: MS-DOS. Topics covered will include Common DOS commands, disk structure, file systems

creation, organization and maintenance and Batch files. Operating systems theory and design will be reviewed. Significant features of Windows, UNIX and Norton Utilities will be discussed.

936 Introduction to Data Structures(3) UC:CSU

Prerequisite: CS-906 or equivalent experience with the Pascal programming language

Lecture 2 hours. Laboratory 2 hours.

This course introduces the student to the concept of "software engineering", a disciplined approach to the design, production, and maintenance of computer programs. Concepts of data structures such as stacks, queues, linked lists, binary search trees, sorting algorithms, and recursive programming techniques will be covered. The course will expose students to advanced features of the Pascal programming language.

937 Teleprocessing Systems(3) CSU

Prerequisite: Computer Science CS-901 or CS-902 or equivalent experience

Lecture 3 hours.

This course introduces students to basic concepts of telecommunications. Modems, Serial I/O, Protocols, security and telecommunications software will be covered. Students will use telecommunications software to communicate with mainframe computers as well as designing and implementing an on-line information service.

939 Programming in C (3) UC:CSU

Prerequisite: CS-902 or equivalent experience.

Lecture 2 hours; Laboratory 2 hours.

This course will teach the student how to construct software systems using the C programming language. C is an exceptionally powerful computer language which offers the programmer a great deal of flexibility. Students will learn how to use the rich set of operators built into C to produce fast executable code while maintaining readable source code.

945 Advanced COBOL Programming (3) UC:CSU

Prerequisite: CS-915 or equivalent

Lecture 3 hours.

This is an advanced course in the use of the COBOL programming language in business. Subjects to be covered include tables, sequential, indexed, and random files, use of the COPY library, called and calling programs, and screen handling.

948 Advanced Spreadsheet (3) CSU

Prerequisite: CS-930 or equivalent experience with spreadsheet programs.

Lecture 4 hours.

This course will teach the student how to use advanced features of the LOTUS 123 spreadsheet program in order to perform typical business and financial analysis. Topics to be covered include financial functions, conditional functions, macros, template design, three dimensional spreadsheet models, and presentation quality graphics.

Continued

COURSE DESCRIPTIONS

967 Microcomputer Operating Environments (3)

This class is an introductory course in using operating environments such as Microsoft Windows. Topics include Graphical User Interfaces, Multi-tasking, Spoolers and memory management. Students learn to perform standard operating system tasks such as running applications, copying files and copying data from one application to another. Students will also learn to use utility programs such as Microsoft Windows Accessories.

971 Expert Systems Programming (3) CSU

Prerequisite: CS-902

This course discusses the development and use of Expert Systems using LISP, Prolog or other expert systems languages. Problems will include design of diagnostic systems, natural language processors, games and tutorial programs.

987 Introduction to Local Area Networks (3)

Prerequisite: CS-934 and CS-937 or equivalent experience.

Lecture 2 hours. Laboratory 2 hours.

This course will introduce students to the fundamental concepts of local area networks (LANs) as well as provide practical experience implementing a LAN. Network topology, network operating system configuration and installation, network administration, and installation of software on a network will be covered. Since DOS proficiency is vital to understanding LANs, students will be required to successfully complete a DOS quiz at the first class meeting.

991 Programming Laboratory (1)

Laboratory 2 hours.

This class provides access to modern networked microcomputers for any student at West Los Angeles College. Students enrolled in this class will be provided with a "user-ID" which will allow them to use word processing, spreadsheet, and desk-top publishing software as well as computer programming languages. Written instructions will be provided in the use of the computer facilities.

Any or all of the above UC transferable courses combined: Maximum UC credit allowed, 6 courses total.

DENTAL HYGIENE

(Courses are open to enrolled Dental Hygiene Majors only.)

88 Dental Hygiene Development Clinic RPT 2 (1) NDA

Enrolled student in Dental Hygiene

Lecture 1 hour.

Discussions and exercises presented will center on case reasoning for Clinical Dental Hygiene. Accumulated theoretical knowledge will be related to practical clinical applications.

100 Principles of Clinical Dental Hygiene (2)

Enrolled student in Dental Hygiene

Lecture 2 hours.

This course will provide beginning dental hygiene students with the scientific knowledge and understanding of the basic principles of dental techniques and procedures for applying comprehensive dental hygiene services.

101 Clinical Dental Hygiene I (2)

Enrolled student in Dental Hygiene

Laboratory 6 hours.

This pre-clinical Dental Hygiene Services course is designed to develop the skills and technique required for performing dental hygiene services and orienting the student to the role of the clinical dental hygienist.

102 Radiology I - Introduction to Radiology (1)

Enrolled student in Dental Hygiene

Lecture 1 hour.

A study of the principals and techniques of exposing and processing dental radiographs. Emphasis is placed on radiation safety and protection.

103 Radiology I - Laboratory (1)

Enrolled student in Dental Hygiene

Laboratory 3 hours.

This laboratory course is designed to provide experience in exposing, processing, mounting charting and interpreting dental radiographs on a manikin.

104 Tooth Morphology (2)

Enrolled student in Dental Hygiene

Lecture 2 hours.

Through lecture and demonstration, the morphological characteristics and development of the teeth and oral structures are presented. Emphasis is on comparative crown and root anatomy. Some drawing and wax carving of teeth may be required.

105 General Pathology (2)

Enrolled student in Dental Hygiene

Lecture 2 hours.

This lecture course focuses on the basic pathologic mechanisms in human disease. Major diseases and disorders encountered in practice are discussed with emphasis on the clinical aspects of the diseases.

106 Anatomy and Embryology of the Head and Neck (2)

Enrolled student in Dental Hygiene

Lecture 2 hours.

A detailed study of the anatomy and embryology of the human head, neck, face and jaw through lecture and demonstration.

108 Introduction to Periodontics (2)

Enrolled student in Dental Hygiene

Lecture 2 hours.

This course is designed to provide the dental hygiene student with an introduction to periodontics. Periodontics will be presented in health and in disease historically and clinically. Etiology, prevention, diagnosis and Phase I therapy will be discussed.

Continued

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 primary preventive dentistry procedures. Content centers on the strategies to prevent plaque diseases and the skills required for effective patient education and motivation.

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.

Clinic 9 hours

At UCLA School of Dentistry, students apply knowledge and basic clinical skills learned in DH 101 and other related classes toward proficiency in performing dental hygiene service. Emphasis will be on the periodontal maintenance and recall patient, and the patient with mild to moderate active periodontal involvement.

152 Special Patient Care (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.

The role of dental hygienist in the care of the special dental patient is the focus of this lecture course. The determining factors and treatment considerations for medically, physically and emotionally handicapped patients will be explored.

153 Radiology II - Interpretation (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

The clinical discipline of Radiographic interpretation of oral and maxillofacial disease is presented for the dental hygienist. Techniques in extradiagonal and specialized radiography are discussed.

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.

Introduction to the interpretation of clinical and histological pathological conditions with emphasis on clinical signs and symptoms. Oral abnormalities are presented through the use of color slides and case histories.

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 dentistry. The study of dental materials enables the dental hygienist to understand the behavior of these

materials and provides a scientific rationale for selecting, using and understanding the varied relationships of dental bio-materials.

156 Histology of Oral Tissues (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 and demonstration, the histological structure of oral tissues is presented.

200 Cariology and Occlusion (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 understanding, recognition and proper treatment of dental tissue pathology. Lectures and discussion cover the aspects of occlusal dysfunction, dental caries, dental desensitization and traumatic injuries to the teeth.

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.

In a clinical setting students apply specific knowledge and skills learned in preclinical and didactic courses. Emphasis will be on treating the patient with moderate active periodontal involvement. Rotating assignments into dental specialty clinics at UCLA provide the opportunity to learn of the role of the dental hygienist in these areas.

203 Expanded Functions - Laboratory (1)

Enrolled student in Dental Hygiene

Laboratory 3 hours.

This laboratory course is designed to provide experience in selected functions and manipulations or various dental materials with emphasis on the role of the dental hygienist as a member of the health team. Procedures include: Placement and removal of rubber dam; sizing of stainless steel crowns; sizing, placement and removal of temporary crowns and restorations; mouth-guard construction placement and removal of anterior and posterior matrices; finishing of amalgam restoration; intro-oral photographs; placement of pit fissure sealants, placement and removal of periodontal dressings, placement and removal of sutures; vitality testing, placement of temporary wire ligation and taking amalgam impression.

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 course in dental health education is designed to orient dental hygiene students in the role of dental health educator. The course focuses on the concepts of school program planning, development of evaluation mechanisms and coordinating efforts with educational and community systems in teaching elemen-

Continued

COURSE DESCRIPTIONS

tary and 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 practicum course to dental health education, DH 204, is designed to provide the dental hygiene student with experiences in dental health education.

206 Periodontics (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.

Lectures on anatomy, histology and pathology of the periodontium are correlated with the clinical aspects of periodontal disease and the various therapeutic measures currently in use. Rationale and procedures for sub-gingiva curettage will be discussed.

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.

Laboratory 3 hours

Management of pain control through the use of local anesthetics and nitrous oxide and oxygen sedation is studied through lectures and laboratory exercises.

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, anti-septics, autonomic drugs, anti-inflammatory drugs and antibiotics.

210 Emergencies in Dental Practice (1)

Prerequisite: Enrolled student in Dental Hygiene.

Lecture 1 hour.

This course is designed to provide the student with the background and skill to recognize and manage any emergency situation that might develop. Emphasis will be placed on prevention, prompt recognition, and effective treatment of life-threatening emergency situations that can occur in the practice of dentistry.

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.

This course is designed to provide the dental hygienist with an advanced background in periodontics. The development of a periodontal treatment philosophy will be accomplished through reading in the classical and

current literature. Emphasis will be placed on nuances of periodontal care, controversies and state of the art understanding developed through the reading of scientific literature.

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.

In a clinical setting students apply specific knowledge/skills learned in clinical/didactic courses. Emphasis will be on treating the patient with moderate to advanced active periodontal involvement. Clinical experiences at higher levels of skill/proficiency are required to prepare the student for licenses. Rotating assignments into dental specialty clinics at UCLA provide the opportunity to learn of the role of the 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.

Lecture, discussion and group activities will focus on the legal, ethical and managerial aspects of dental hygiene practice.

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 a study of the concepts and methods of preventive dentistry as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing and health policy are discussed.

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 3 hours.

The purpose of this practicum is to provide experiences in program planning and implementation at various governmental and voluntary community agencies.

256 Biochemical Nutrition (3)

Prerequisite: Open only to Dental Hygiene students.

Lecture 3 hours.

The relationship of diet and nutrition to various diseases such as periodontal disease, cancer, diabetes, and obesity will be considered as will the nutritional considerations of patients with special needs. Each major nutrient group will be covered along with its biological role.

90 Special Project in Dental Hygiene (2) NDA

Prerequisite: Permission of the instructor, enrolled dental hygiene student or graduate of an approved dental hygiene program.

Laboratory 6 hours.

Continued

This course allows dental hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

91 Special Project in Dental Hygiene (4) NDA

Prerequisite: Permission of the instructor, enrolled dental hygiene student or graduate of an approved dental hygiene program.

Laboratory 12 hours.

This course allows dental hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

92 Special Project in Dental Hygiene (6) NDA

Prerequisite: Permission of the instructor, enrolled dental hygiene student or graduate of an approved dental hygiene program.

Laboratory 18 hours.

This course allows dental hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

DRAFTING

1 General Drafting I (3) CSU

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.

3 Applied Technical Drafting II (4) CSU

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.

55 Computer Aided Design and Drafting (3) CSU

Lecture 2 hours. Laboratory 3 hours.

This course is an introduction to computer-aided drafting and design (CADD). Students will learn to use typical menu oriented systems to prepare drawings (two dimensional and produce industrial quality prints on a plotter).

185 Directed Study - Drafting (I) CSU

285 Directed Study - Drafting (2) CSU

385 Directed Study - Drafting (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Drafting on a contract basis under the direction of a supervising instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

EARTH SCIENCE

(See also: Environmental Science, Geography, and Oceanography)

1 Earth Science (3) UC:CSU

Lecture 3 hours.

This course provides a broad-based, integrated introduction to the geosciences. The course content includes a survey of topics from geology, geography, oceanography, meteorology, and astronomy. This course is designed to fulfill a natural science requirement.

ECONOMICS

1 Principles of Economics I (3) UC:CSU (CAN ECON 4)

This introductory microeconomics 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.

2 Principles of Economics II (3) UC:CSU (CAN ECON 2)

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.

EDUCATION

1 Introduction to Teaching (3) CSU

This course introduces students to the field of professional education and a teaching career. Students are assigned to schools to observe current teaching practices and trends to assist a master teacher in the operation of a modern classroom.

ELECTRONICS

Applicable laboratory material fees will be announced by the instructor.

Continued

COURSE DESCRIPTIONS

2 Introduction to Electronics (3) CSU

Corequisite: Concurrent enrollment in Math 115.

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 115 or concurrent enrollment in Math 115.

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 or better, Math 115 with a grade of C or better.

Lecture 3 hours; laboratory 3 hours.

As 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.*

20 Electronic Circuits I (4) CSU

Corequisite: Electronics 6.

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.

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 provides 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 and / or completion of Core I and II.

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.*

44 Communications Electronics (3)

Prerequisite: Electronics 20 and / or completion of Core I and II.

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 and / or completion of Core I and II. Concurrent enrollment in Electronics 22 is desirable.

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 and / or completion of Core I and II. Concurrent enrollment in Electronics 24 is desirable.

Continued

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

Corequisite: 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.

60 Microwave Fundamentals (3)

Prerequisite: Coursework in linear circuits.

This course presents theory and application of the generation, control, and propagation of electromagnetic energy on the upper frequency ranges, along with modulation, techniques, transmission medium, oscillators, transmitters, and receivers.

61 Microwave Fundamentals Laboratory (1)

Corequisite: Electronics 60.

This course provides practical, hands-on experience in theoretical areas covered in Electronics 60.

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

2 Introduction to Engineering Drafting (3) UC:CSU

Prerequisite: High school drafting, college drafting or General Engineering 52.

Lecture 1 hour; laboratory 5 hours.

Intermediate level multi-view and pictorial drawings are covered. Introduction to Descriptive Geometry. Sketching, auxiliary views, developments, intersection and linear tolerancing are included.

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: Mathematics 261

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)

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.

ENGLISH

21 English Fundamentals (3) NDA

Prerequisite: Appropriate placement level demonstrated through English assessment process.

English Fundamentals is a course in beginning critical reading and writing of short essays.

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 Advanced Vocabulary (3) NDA

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.

28 Intermediate Reading and Composition (3)

Prerequisite: Completion of English 21 with a grade of C or better or appropriate placement level demonstrated through English assessment process.

This is a course in writing composition and critical reading. It is a prerequisite for English 101. The emphasis is on writing based on primarily critical reading and secondarily life experiences. Required: nine to ten compositions, including at least four to five essays of at least 500 words each

33 Basic Vocabulary (3) NDA

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 combin-

Continued

COURSE DESCRIPTIONS

ing forms. The student becomes aware of the utility and beauty of language.

46 Reading and Study Improvement (3)

NDA

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.

85 College English as a Second Language II (5) CSU

Prerequisite: Appropriate placement level demonstrated through English assessment process.

This course introduces ESL students to the English writing sequence by giving practice in writing short academic essays in response to readings in non-fiction and literature. Attention will be given to sentence structure, vocabulary, grammar and critical reading.

86 College English as a Second Language III (5) CSU (UC Pending)

Prerequisite: Appropriate placement level demonstrated through English assessment process.

This course prepares advanced ESL students for English 101 with intensive practice in essay writing and critical reading skills.

101 College Reading and Composition I (3) UC:CSU (CAN ENGL 2)

Prerequisite: Appropriate placement level demonstrated through English assessment process or a grade of "C" or better in English 28.

This course teaches students to write college-level essays as a result of and in response to reading and analyzing college level texts. This course focuses equally on writing and critical reading of a diverse variety of authors. Texts may include full length works and literature of all kinds. Students will learn to prepare a research paper in which they accurately, clearly, and coherently synthesize ideas and information from a variety of sources and points of view.

Acceptable for English 3 credit, UCLA.

102 College Reading and Composition II (3) UC:CSU (CAN ENGL 4)

Prerequisite: English 101 with a grade of C or better.
This course extends the reading and writing skills obtained in English 101. 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.

103 Composition and Critical Thinking (3) UC:CSU

Prerequisite: English 101 with grade of C or better.

This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 101. The course will focus on the development of logical reasoning and analytical and argumentation writing skills.

127 Creative Writing (3) UC:CSU RPT 2

Prerequisite: English 101 or equivalent.

English 127 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.

203 World Literature 1 (3) UC:CSU

Prerequisite: English 101

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.

204 World Literature II (3) UC:CSU

Prerequisite: English 101

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.

205 English Literature I (3) UC:CSU (CAN ENGL 8)

Prerequisite: English 102.

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.

206 English Literature II (3) UC:CSU (ENGL 205 + 206 equal CAN ENGL SEQ B)

Prerequisite: English 102

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.

207 American Literature I (3) UC:CSU

Prerequisite: English 101.

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.

208 American Literature II (3) UC:CSU

Prerequisite: English 101.

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.

Continued

COURSE DESCRIPTIONS

209 California Literature (3) UC:CSU

This course surveys literary works by and about Californians, ranging from Indian myths to poems to short stories and novels. The course introduces students to writing critical essays about literature and explores - through reading, writing, and class discussion - the archetypal patterns reflected in the literature of California.

210 The Twentieth Century Novel (3) UC:CSU

Prerequisite: English 101

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.

211 Fiction (3) UC:CSU

Prerequisite: English 101

This course offers an analysis of selected novels and short stories from different nations and cultures. Students will write critical papers in response to these works of literature.

Note: UC transfer credit-limit: one course from English 211, 212, 240

212 Poetry (3) UC:CSU

Prerequisite: English 101

In this course, students read and analyze selected poems as they consider the range of poetic forms and explore the nature of poetry.

Note: UC transfer credit limit: one course from English 211, 212, 240

213 Dramatic Literature (3) UC:CSU

Prerequisite: English 101

This survey of drama analyzes plays by important and influential playwrights. These may include Sophocles, Shakespeare, Ibsen, Beckett, Williams, Hansberry and Shepard.

215 Shakespeare I (3) UC:CSU

Prerequisite: English 101.

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.

Acceptable for English 90 credit, UCLA.

218 Children's Literature (3) CSU

Prerequisite: English 101

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.

219 The Literature of American Ethnic Groups (3) UC:CSU

Prerequisite: English 28.

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.

234 African-American Literature (3) UC:CSU

Prerequisite: English 101.

This course surveys the literary, social and historical aspects of essays, novels, dramas, short stories and poetry written by African-Americans. Critical papers are required.

239 Women in Literature (3) UC:CSU

Prerequisite: English 101.

This course is a survey of literature by and about women from early times to the present. Poetry, autobiographical writings, short stories and novels will be analyzed from the viewpoint of women's roles and images. Critical writing is required.

240 Literature and the Motion Picture I (3) UC:CSU

Prerequisite: English 28.

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. Note: UC transfer credit limit: one course from English 211, 212, 240

250 Mythology and Literature (3) UC:CSU

Prerequisite: English 101.

An introduction to the mythology of Western and Middle Eastern civilizations. The course treats these Western and Middle Eastern myths as they appear in epics, plays, and other literature, both ancient and modern, and shows how myths relate to folk stories, dreams, and fantasy through powerful symbols shared by people all over the world.

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 101.

Conference 1 hour per unit.

Allows students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

ENGLISH AS A SECOND LANGUAGE

3 College English as a Second Language (12)

Prerequisite: Appropriate placement level demonstrated

Continued

COURSE DESCRIPTIONS

through ESL assessment process. Level 3 is divided into modules 3A, 3B and 3C.

Level 3A Writing/Grammar (6) NDA

Corequisite: ESL 3B and 3C are recommended.
This is a high beginning course in academic English as a Second Language for non-native speakers of English. It emphasizes the development of writing through guided and free composition. Reading, speaking and listening activities reinforce writing and grammar-in-context lessons.

Level 3B Reading/Vocabulary (3) NDA

Corequisite: ESL 3A and 3C are recommended.
This is a high beginning course in academic English as a Second Language for non-native speakers of English. It emphasizes the development of reading and vocabulary skills leading to college-level proficiency.

Level 3C Listening/Speaking (3) NDA

Corequisite: ESL 3A and 3B are recommended.
This is a high beginning course in academic English as a Second Language for non-native speakers of English. It emphasizes the pronunciation principles, listening strategies and conversational skills.

4 College English as a Second Language (12) NDA

Prerequisite: Completion of ESL 3 with a C or better or appropriate placement level demonstrated through English assessment process.
Level 4 is divided into modules 4A, 4B and 4C.

Level 4A Writing/Grammar (6) NDA

Corequisite: ESL 4B and 4C are recommended.
This is an intermediate course in academic English as a Second Language for non-native speakers of English. It emphasizes the development of skills leading to college-level writing proficiency.

Level 4B Reading/Vocabulary (3) NDA

Corequisite: ESL 4A and 4C are recommended.
This is an intermediate course in academic English as a Second Language for non-native speakers of English. It emphasizes the development of skills leading to college-level proficiency in reading and vocabulary.

Level 4C Listening/Speaking (3) NDA

Corequisite: ESL 4A and 4B are recommended.
This is an intermediate course in English as a Second Language for non-native speakers of English. It emphasizes the development of listening comprehension and conversational skills and pronunciation to improve communication.

5 College English as a Second Language (12) NDA

Prerequisite: Completion of ESL 4 with a C or better and appropriate placement level demonstrated through English assessment process.
Level 5 is divided into modules 5A, 5B and 5C.

Level 5A Writing/Grammar (6) NDA

Corequisite: ESL 5B and 5C are recommended.
This is a high intermediate course in English as a Second Language for non-native speakers of English. It

emphasizes the development of skills leading to college-level writing proficiency. Coursework includes paragraph and short essay writing.

Level 5B Reading/Vocabulary (3) NDA

Corequisite: ESL 5A and 5C are recommended.
This is a high intermediate course in English as a Second Language for non-native speakers of English. It emphasizes the development of skills leading to vocabulary expansion and college-level reading proficiency.

Level 5C Listening/Speaking (3) NDA

Corequisite: ESL 5A and 5B are recommended.
This is a high intermediate course in English as a Second Language for non-native speakers of English. Students will improve listening comprehension, conversational skills and pronunciation in conversational situations and brief formal presentations. Coursework includes idiomatic expressions.

6 College English as a Second Language (12) NDA

Prerequisite: Completion of ESL 5 with a C or better and appropriate placement level demonstrated through English assessment process.
Level 6 is divided into modules 6A, 6B and 6C.

Level 6A Writing/Grammar (6) NDA

Corequisite: ESL 6B and 6C are recommended.
This is an advanced course in English as a Second Language for non-native speakers of English. It emphasizes the development of writing and grammar skills necessary for college-level writing. Coursework includes paragraph and essay writing.

Level 6B Reading/Vocabulary (3) NDA

Corequisite: ESL 6A and 6C are recommended.
This is an advanced course in English as a Second Language for non-native speakers of English. It emphasizes the development of college-level reading and vocabulary skills.

Level 6C Listening/Speaking (3) NDA

Corequisite: ESL 6A and 6B are recommended.
This is an advanced course in English as a Second Language for non-native speakers of English. Students will improve listening comprehension skills, oral skills and pronunciation within a wide range of communication tasks. Coursework includes idiomatic expressions.

ENVIRONMENTAL HAZARDOUS MATERIALS TECHNOLOGY

20 Introduction to Managing Hazardous Materials (3) CSU

This course is designed to give the student a general overview of the hazardous materials technology area. A discussion of past and current sources of pollution and introduction to the technologies that could be used to alleviate environmental problems; a presentation of the management systems, source controls, attenuating

Continued

COURSE DESCRIPTIONS

methodologies, etc. which are designed to protect the human community from potentially harmful substances; a historical perspective of the legislative process that has led to current regulations, and where to find and how to read these regulations will be presented. Discussion of career opportunities will also be included.

30 Hazardous Waste Generation/Reduction/Treatment (3) CSU

The study of industrial processes and their generation of waste streams in seven selected industries: electroplating, metal finishing and printed circuitboard production, oil refining and chemical production, steel production, general manufacturing, printing and graphic reproduction, agriculture, and consumer services. The course will center on various raw materials and chemicals used in industry, examining the changes that occur as they move through the industrial process, and understanding the material balance concept of inventory. Through the course, discussion of applicable regulation will be included, and the importance of waste minimization concepts will be stressed.

40 Health Effects of Environmental Hazardous Materials (3) CSU

This course covers the acute and chronic health effects produced by exposure to chemical, physical, and biological agents. Emphasis will be on those hazardous materials commonly associated with industrial operations, waste disposal and remediation sites. Topics will include routes of entry, toxic effects, risk evaluation, permissible exposure limits, medical surveillance, control methods for reducing exposure, and understanding an MSDS.

50 Health Safety and Emergency Response Training in Hazardous Materials

This course introduces principles in recognizing and identifying hazardous materials, personal protection and emergency response using lectures, discussions, simulations and actual training exercises. This course fulfills OSHA Standard 1910.120.

60 Hazardous Waste Management Applications (4) CSU

Prerequisite: Environmental Hazardous Materials Technology 30

Lecture 3 hours; laboratory 3 hours.

This course provides an overview of hazardous waste regulation with emphasis in generator compliance, site investigation and remediation, permitting, enforcement, and liability. The lecture portion of the course explains the hazardous waste regulatory framework, introduces the student to the wide variety and types of environmental resources available, and develops research skills in the hazardous waste area. The laboratory portion of the course complements the lectures by providing "hands-on" application of the regulations at the technician level. Proper methods of preparing a hazardous waste manifest, labeling of storage containers, sampling and analysis, preparing a Phase I Environmental Audit, and selecting environmental consultants are among the many skills developed in the laboratory.

70 Safety and Emergency Response (4) CSU

Prerequisite: Environmental Hazardous Materials Technology 40

Lecture 3 hours; laboratory 3 hours.

This course will provide "hands-on" instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics will include: hazard analysis, contingency planning, house-keeping and safety practices including the proper use and selection of PPE. In addition, site control and evaluation, handling of drums and containers, field sampling and monitoring, and the proper use of instruments will be covered. Also incident response planning, emergency response (including field exercises in the use of APR and SCBA equipment), and an understanding of the ICS system will be covered. This course satisfies the requirements for generalized employee training under OSHA (1910.120).

80 Hazardous Materials Management Application (4) CSU

Prerequisite: Environmental Hazardous Materials Technology 40.

Lecture 3 hours; laboratory 3 hours.

A study of the requirement and applications of federal, state and local laws and regulations relating to hazardous materials. This course will emphasize compliance with Dept. of Transportation, OSHA Hazard Communication, SARA Title III Community Right-To-Know, Underground Tank, Asbestos, Proposition 65, and Air Toxics Regulations. The lecture portion of the course will provide the student with an understanding of the legal framework of hazardous materials laws; the laboratory portion will focus on applications of these laws, such as: proper labeling, shipping, and handling of hazardous materials; using MSDS's; permitting and monitoring functions, as well as planning and reporting functions.

ENVIRONMENTAL SCIENCE

See also: Earth Science,
Environmental Hazardous
Materials Technology.

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

This is a course in basic ecology and natural history which fulfills a nonlaboratory science requirement. Topics to be covered include ecosystem structure and

Continued

COURSE DESCRIPTIONS

function, use of natural resources, and survival of plant and animal species. Environmental problems such as population and pollution will be discussed as well as local plant and animal species.

12 Environmental Chemistry (3) UC:CSU

(Same as Chemistry 12 and will fulfill transfer as general Chemistry course. Students should be enrolled concurrently in Environmental Science 13.)

Lecture 3 hours.

This course introduces basic inorganic, organic, and biochemistry. The course also surveys selected chemical and biochemical topics of widespread interest, such as the uses, side effects and abuse of drugs, including narcotics, sex hormones and food additives. Environmental pollution, water purification, energy sources, plastics, metals and other modern materials are discussed.

13 Environmental Chemistry Laboratory (1) UC:CSU

(Same as Chemistry 13 and will transfer as a general Chemistry course.)

Laboratory 3 hours.

This laboratory course is designed to complement Environmental Sciences 12. It will provide an introduction to laboratory techniques, analytical methodologies, quality assurance/quality control, and "hands-on" use of analytic instruments. Laboratory topics will include detection and measurement of radioactivity, methods of water analysis, isolation and separation techniques, air pollutant monitoring, and physical and chemical properties of organic compounds.

20 Introduction to Managing Hazardous Materials (3) CSU

(Same as EHMT 20)

This course is designed to give the student a general overview of the hazardous materials technology area. A discussion of past and current sources of pollution and introduction to the technologies that could be used to alleviate environmental problems, a presentation of the management systems, source controls, attenuating methodologies, etc. which are designed to protect the human community from potentially harmful substances, a historical perspective of the legislative process that has led to current regulations, and where to find and how to read these regulation will be presented. Discussion of career opportunities will also be included.

FAMILY AND CONSUMER STUDIES

21 Nutrition (3) UC:CSU (CAN HEC 2)

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.

FINANCE

2 Investments

Analysis of stocks and bonds, mutual funds, real estate trusts, commodities and related investments. Functions and operations of the investment market.

8 Personal Finance and Investments

Consists of lectures, discussions and practice with regard to one's personal financial activities. Particular attention is given to consumer credit, life and property insurance, savings plans, taxes, retirement plans, estate transfer, securities and miscellaneous investments.

FRENCH

1 Elementary French I (5) UC:CSU

(French 1 and 2 equal CAN FREN SEQ A)

Corequisite: French 101

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.

2 Elementary French II (5) UC:CSU

(French 1 and 2 equal CAN FREN SEQ A)

Prerequisite: French 1 with a grade of C or better, two years of high school French or equivalent.

Corequisite: French 101

This course completes the basic grammar of the French language. Films and filmstrips are employed to develop an understanding of French culture and history, as well as to improve comprehension, to enrich vocabulary, and to serve as topics for oral discussion and written composition. Same as French 52 with French 62.

3 Intermediate French 1 (5) UC:CSU (CAN FREN 8)

Prerequisite: French 2 with a grade of C or better, three years of high schools French or equivalent.

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.

Acceptable for French 4 credit, UCLA.

4 Intermediate French II (5) UC:CSU (CAN FREN 10)

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.

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.

Continued

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.

10 French Civilization (3) UC:CSU

Same as History 22

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.

101 French Language Lab (1) CSU RPT2

A mediated, independent study course which allows students to enhance their French language skills through audio, video, and computer work in the language lab.

185 Directed Study - French (1) UC:CSU

285 Directed Study - French (2) UC:CSU

385 Directed Study - French (3) UC:CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

GEOGRAPHY

**See also: Earth Science,
Environmental Science,
and Oceanography**

1 Physical Geography (3) UC:CSU (CAN GEOG 2)

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.

2 Cultural Elements of Geography (3) UC:CSU (CAN GEOG 4)

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.

3 Introduction to Weather and Climate (3) UC:CSU

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

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.

15 Physical Geography Laboratory (2) UC:CSU

Prerequisite: Geography 1 or concurrent enrollment in Geography 1.

This course will introduce the student to the description, analysis, explanation and representation of natural phenomena such as: earth-sun relations; earth representation on maps and air photos; temperature, moisture, and pressure; air masses, fronts, and storms; land form evolution by tectonic, erosional, and depositional forces.

GEOLOGY

**See also: Earth Science
and Oceanography**

1 Physical Geology (3) UC:CSU (Geol 1 & 6 equal CAN GEOL 2)

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. Geology 1 and Geology 6 taken together fulfill a laboratory science course.

2 Earth History (3) UC:CSU

(Formerly Historical Geology)

Prerequisite: Geology 1.

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.

Note: US Transfer Credit Limit: A maximum of 4 units from Geology 2, 7 will be accepted for UC credit.

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 rockforming minerals, igneous, metamorphic and sedimentary rocks and the interpretation of topographic and geologic maps.

7 Earth History Laboratory (2) UC:CSU

Prerequisite: Geology 2 or concurrent enrollment in Geology 2.

Laboratory 3 hours.

This course deals with laboratory exercises which aid

Continued

COURSE DESCRIPTIONS

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. Note:

US Transfer Credit Limit: A maximum of 4 units from Geology 2, 7 will be accepted for UC credit.

HAZARDOUS MATERIAL TECHNOLOGY

See Environmental Hazardous
Materials Technology

HEALTH

2 Fitness and Health (3) UC:CSU

Lecture 2 hours; laboratory 2 hours.

This course surveys issues that particularly affect physical fitness and health. Laboratory activities develop an understanding of activities that promote lifelong fitness.

11 Principles of Healthful Living (3)

UC:CSU

This course will survey information regarding personal and community health and basic principles of healthful living. Such subjects as drug and alcohol abuse, cancer, AIDS, nutrition, diet, personal care and consumer health will be covered.

Note: UC Transfer Credit Limit: A maximum of one course from Health 2, 11 will be accepted for UC credit.

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

21 Fundamentals of Hebrew I (3) UC:CSU

This course introduces the fundamentals of pronunciation and grammatical structure.

22 Fundamentals of Hebrew II (3) UC:CSU

Prerequisite: Hebrew 21.

This course completes the elementary grammar of Hebrew.

Note: UC transfer credit limit: 5 units from Hebrew 21 & 22.

HISTORY

Note: Check with Counseling Office to determine which History courses meet the American Institutions Requirement

1 Introduction to Western Civilization I (3)

UC:CSU

(CAN HIST 2)

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.

2 Introduction to Western Civilization II (3)

UC:CSU

(CAN HIST 4)

The course encompasses major developments in western history over the past three centuries. Emphasis is given to political, economic, cultural and diplomatic thoughts and actions of peoples and nations. Special attention is placed upon the impact of ideas: nationalism, democracy, capitalism, socialism, communism, imperialism, etc.

11 Political and Social History of the United States I (3) UC:CSU

(CAN Hist 8)

The political, social, economic and constitutional history of the United States from the colonial settlements through the Civil War is surveyed.

NOTE: UC Transfer Credit Limit: A maximum of one course from History 11, 14, 41, 43 and one course from History 12, 13, 42, 44 will be accepted for UC credit.

12 Political and Social History of the United States II (3) UC:CSU

(CAN Hist 10)

The course encompasses major developments in U.S. history since 1865. Emphasis is given to political, economic, cultural, and diplomatic thoughts and actions.

A maximum of one course from History 12, 13, 42, 44 will be accepted for UC credit.

13 The United States in the Twentieth Century (3) UC:CSU

A survey of major political, economic, cultural and foreign relation aspects of twentieth century America.

14 Selected Issues of United States History (3) UC:CSU

A topical study of major issues in American history from its beginning to the present. Areas of concentration include/religion in colonial America, causes of the revolution, drafting the Constitution, Jeffersonian America, literary Renaissance, slavery and abolitionism, causes for the Civil War, Industrial Revolution and labor, U.S. emergence as a world power. Progressives in America, the New Deal, the Cold War, and others.

UC Credit not granted for History 14 if taken after History 11.

Continued

COURSE DESCRIPTIONS

22 French Civilization (3) UC:CSU

Same as French 10.

25 History of the Jewish People (3) UC:CSU

This course traces the development of the Jewish people from the time of Abraham to the present day, describing their experiences in all important countries of the world. Special emphasis on the holocaust and Zionism.

41 The African-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 African-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 African-American in American civilization.

See NOTE: History 11.

42 The African-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 African-American's part in the social and political development of American Civilization.

Maximum UC credit allowed: one course from History 12, 13, 42, 44.

43 The Mexican-American in the History of the United States I (3) UC:CSU

A survey of U.S. History from the early Colonial Era through the Civil War with special emphasis on the contribution of the Mexican-American. Included is a survey of the United States Constitution. This course provides a background in the political and social development of the United States for students majoring in the Social Sciences and, in addition, for those who wish to gain a better understanding of the Mexican-American in American civilization.

Maximum UC credit allowed: one course from History 11, 14, 41, 43.

44 The Mexican-American in the History of the United States II (3) UC:CSU

A survey of the U.S. History from the end of the Civil War to the present time, with special emphasis on the Mexican-American in the social, economic and political development of American civilization. Included is a continued survey of the United States Constitution.

See History 42 for UC credit limit.

68 Introduction to the Pacific Rim (3) CSU

An introduction to the history and culture of the nations of the Pacific Rim in Eastern Asia. This course is designed to introduce Pacific Rim cultures and history.

185 Directed Study - History (1) UC:CSU

285 Directed Study - History (2) UC:CSU

385 Directed Study - History (3) UC:CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

HUMANITIES

1 Cultural Patterns of Western Civilization (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.

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 Egypt, Mesopotamia and Greece to the Early Renaissance presents a history of culture and values with emphasis on artistic, literary, musical, religious and philosophical traditions, using a wide variety of audio/visual materials.

31 People in Contemporary Society (3) UC:CSU

This survey of the cultural heritage of Western Civilization from the High Renaissance to the end of the Twentieth Century presents a history of culture and values with emphasis on artistic, literary, musical, philosophical, and cinematic traditions, using a wide variety of audio/visual materials.

60 People and Their World: Technology and the Humanities (3) UC:CSU

This course provides opportunities to examine the interaction between society and technology. Challenging and stimulating questions about cultural and social values in light of the effects of modern technology are developed and discussed.

61 People and Their World: The Creative Process (3) CSU

This course focuses on the creative processes. It surveys creativity as expressed through art, architecture, literature, and music, incorporating historical, psychological and philosophical perspectives.

Continued

COURSE DESCRIPTIONS

185 Directed Study - Humanities (1) UC:CSU

JAPANESE

21 Fundamentals of Japanese I (3) UC:CSU
This is a course in spoken Japanese which 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 (Roomaji) to facilitate mastery of the spoken language.

**22 Fundamentals of Japanese II (3)
UC:CSU**

Prerequisite: Japanese 21 with a grade of C or better, or the equivalent.

Japanese 22 is a continuation of Japanese 21. Together Japanese 21 and 22 are equivalent to Japanese 1, a 5-unit course. This course stresses pronunciation, intonation, grammar, and basic vocabulary. An introduction to the written language of KANJI, HARAGANA and KATAKANA is included.

UC Credit Limit: a maximum of 5 units from Japanese 21, 22 will be accepted for UC credit.

LAW

**1 Business Law I (3) UC:CSU
(CAN BUS 8)**

(Same as Business 5)

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.

Note: UC Transfer Credit Limit: A maximum of one course from Law 1, 2, Business 5 will be accepted for UC credit.

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.

Maximum one course from Law 1 or 2 acceptable for UC transfer.

3 Civil Rights and the Law (3) UC:CSU

Comparative and analytical study of the law and related problems concerning the Bill of Rights to the U.S. Constitution. Life and the death penalty, freedoms of speech and press, freedom of religion, racial and sexual equality, and privacy are some of the topics under consideration, with emphasis on recent court decisions and current events. Recommended elective for Paralegal Certificate.

4 Directed Field Work in Legal Assisting (4)

Prerequisite: Law 10

Directed field work in selected private law firms or public institutions of legal assisting are assigned to individual students. An effort is made to rotate office assignments.

10 Introduction to Legal Assistant I (3) CSU
Lecture 3 hours.

An introductory course in formalizing the career of the legal assistant; an introduction to law; social forces and the law; comparison of the role of the legal assistant and the lawyer; and an introduction to legal terminology and bibliography, including research problems.

**11 Introduction to Legal Assistant II (3)
CSU**

Prerequisite: Law 10

Lecture 3 hours.

A continuation of Law 10 with a study of the composition, location and jurisdiction of all courts; a study of document production and administration within the judicial structure; a detailed examination of civil and criminal litigation; an introduction to legal drafting and writing.

12 Tort Law and Claims Investigation (3)

Prerequisite: Concurrent enrollment or completion of Law 10

Lecture 3 hours.

A study of the fundamental principles of law of torts, including insurance and an examination of the techniques of investigation involved in the lawyer's handling of tort and insurance claims.

13 Wills, Trusts, and Probate Administration (3)

Lecture 3 hours.

A study of the fundamental principles of the law of wills and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court; and the administration of estates in California Probate Courts.

14 Law Office Management (3)

Lecture 3 hours.

A study of the basic objectives of the management of a law office; a study of hardware and software used in a law office; an examination of indexing and filing principles; law office manuals; a study of basic accounting principles; practice in and study of law office correspondence.

15 Property, Bankruptcy, and Family Law (3)

Lecture 3 hours.

A study of the law of personal property and real property, including community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, study of the system of recording and search of public documents, a study of the bankruptcy laws and forms and a study of family law, with emphasis on the dissolution of marriage.

Continued

16 Civil and Criminal Evidence (3)

Prerequisite: Law 10

Lecture 3 hours.

A study of the rules of civil and criminal evidence and the admissibility of such evidence in court; deposition comprehension and use in court; interrogatory summarizing and use in court.

17 Legal Writing (3)

Prerequisite: Law 10

Advanced legal drafting and writing, including special research and projects.

20 Basic Probate Procedures (3)

Prerequisite: Law 10.

Lecture 3 hours.

A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the handling of probates of both testate and intestate decedents,

LEARNING SKILLS

1 Learning Skills - Reading (3) RPT3 NDA

Corequisite: Enrollment in one or more college course.

Laboratory 6 hours.

A self-paced program intended for all students having difficulty with their college reading, assignments. Course features diagnostic testing, individual attention and instant feedback about students' progress toward prescribed goals. (This 3-unit course is modularized into three 1-unit modules.)

2 English Fundamentals (3) RPT 3 NDA

A self-paced, individualized Basic Skills class utilizing multi-media and computer-assisted instruction, workshops, and cooperative study groups.

3 Vocabulary Development (5) RPT 3 NDA

Learning Skills 3A and 3B are group conversation classes designed to provide ESL students with class activities that will expand their comprehension and use of spoken English. Through the use of role-playing, practice dialogues, and impromptu speaking exercises, students are given the opportunity to improve their oral communication skills in a small group setting.

Learning Skills 3C, 3D, and 3E are individualized, self-paced vocabulary programs for all students, and have been designed on various levels of difficulty. These courses focus on continued vocabulary growth and development, as well as provide students with helpful strategies for understanding complex vocabulary words.

4 The Mechanics of Spelling (1) RPT 3 NDA

There are two courses available in spelling, the first being presented at a lower level of difficulty than the second. The first course offers individualized instruction in basic word-attack skills, covering vowels, consonants, blends, digraphs, and syllables. The second course offers individualized instruction in the basic rules and complicated patterns of spelling, covering vowels, consonants, and word families.

10 Mathematics Fundamentals (3) NDA

Prerequisite: Learning Skills 40

Individualized review of math skills for students with identified learning disabilities.

40 Learning Disabled Students' Individualized Diagnostic Process (1) RPT 1 NDA

Individualized diagnostic assessment processes are conducted. Students with learning disabilities identify problems, become aware of individual strengths and weaknesses in achievements and learning skills, and develop individual educational plans outlining goals, objectives and recommendations. Students identified as learning disabled qualify for services and classes in the Learning Disabilities Program.

41A Study Strategies for the Learning Disabled (1) NDA

Recommended Corequisite: Learning Skills 40

This course is a first of a series designed to help students with identified learning disabilities develop strategies to cope with the demands of the regular college classroom environment. These strategies include time management, organizational skills, communication skills, and goal setting/decision-making. Orientation to college, the nature of learning disabilities and how to compensate for them, personality and learning style will be explored.

41B Study Strategies for the Learning Disabled (1) NDA

Recommended Corequisite: Learning Skills 40

This course is the second of a series designed to help students with identified learning disabilities develop strategies to cope with the demands of the regular college classroom environment. These strategies include active learning, classroom listening and notetaking, memorizing, learning, problem solving and evaluation.

41C Study Strategies for the Learning Disabled (1) NDA

Recommended Corequisite: Learning Skills 40

This course is the third of a series designed to help students with identified learning disabilities develop strategies to cope with the demands of the college classroom environment. Topics include writing, word processing, error monitoring strategies, organizing research and effective test preparation and test-taking techniques.

41 Study Strategies for the Learning Disabled (3) RPT 2 NDA

Prerequisite: Learning Skills 40.

This course will help students with identified learning disabilities to develop strategies to cope with the demands of the academic environment. Such strategies include discovering "hidden agendas," time management, note-taking, memory, and comprehension skills.

49 Introduction to Computer Assisted Instruction (CAI) (.5) NDA

Individualized instruction designed to introduce students to CAI programs in the Language Arts by using hands-on interactive instructional programs. Students

Continued

COURSE DESCRIPTIONS

will become familiar with word processing programs available in the Learning Resources Center using the Apple IIE, IIGS and Macintosh computers.

(Graded on a credit/no-credit basis.)

50 Introduction to Computer Assisted Instruction (CAI) (.5) NDA

Individualized instruction in using the Apple IIE, IIGS and Macintosh computers in Learning Resources Center. Students will become familiar with the concepts of CAI in addition to the vocabulary used in CAI packages. A variety of CAI programs will be available.

(Graded on a credit/no-credit basis.)

LIBRARY SCIENCE

101 Library Research Methods (1) CSU

Lecture 1 hour.

This course teaches the student how to make independent use of library resources for maximum educational and life-long personal benefit. Standard research techniques are emphasized and specialized information sources are examined. Students learn how to find information efficiently.

MANAGEMENT

(See also: Business)

1 Principles of Management(3) CSU

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

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.

6 Public Relations (3) CSU RPT 1

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.

13 Small Business Management I (3) CSU

This course discusses the challenges of entrepreneurship and provides the tools to enhance success. Course provides detailed treatment of strategic planning for small business, an in-depth coverage of creating and managing the business, new sources of small business funding, effective decision making and hands-on emphasis for creating a business plan.

15 Small Business Management II (3) CSU

Prerequisite: Management I and 13.

This course focuses on problems confronting the small business firm and explores potential ways to effectively resolve each problem. Course includes guest lectures and field trips. It is case-oriented.

33 Personnel Management (3) CSU

Prerequisite: Management 1.

This course discusses the growth and development of human resource management: legal environment and implementation of Equal Employment Opportunity, unions and their relationship to business enterprise: employee selection and development, handling personnel problems and employee compensation systems. Guest lecturers will be featured

MARKETING

(Formerly Merchandising)

1 Principles of Selling (3) CSU

This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing are covered. The course is designed to help students currently involved in sales as well as those seeking to improve their communication skills. Sales presentations, video tapes and case studies are used.

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.

MATHEMATICS

To enroll in a mathematics course, one of the following must be satisfied:

1. The prerequisite must have been completed.

or

2. Appropriate placement level demonstrated through math assessment process.

100 Mathematics Workshop (1) RPT 3 NDA

Corequisite: Current enrollment in any mathematics course.

Recommended: For students concurrently enrolled in any mathematics course.

Laboratory 3 hours

This course is designed to increase comprehension of all

Continued

COURSE DESCRIPTIONS

levels of mathematics, utilizing tutorial assistance from a mathematics instructor.

Credit/No Credit only.

105 Arithmetic for College Students (3) NDA

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.

112 Pre Algebra (3) NDA

This course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

115 Elementary Algebra (5)

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, factoring and statement problems.

116 Algebra Review (3)

A review of the first course in algebra. This course includes the solutions of linear and quadratic equations, graphing, and statement problems. It is recommended for those who require further practice in order to continue their study of mathematics.

120 Plane Geometry (5)

This is a basic course in the fundamentals of Euclidean plane geometry, stressing the development of logical proof in a mathematical system.

125 Intermediate Algebra (5)

Prerequisite: Mathematics 115 with a grade of C or better or appropriate placement level demonstrated through math assessment process.

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.

215 Principles of Mathematics 1 (3) CSU

Prerequisite: Mathematics 125 with a grade of C or better or appropriate placement level demonstrated through math assessment process.

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.

225 Introductory Statistics (3) UC:CSU (CAN STAT 2)

Prerequisite: Mathematics 125 with a grade of C or better. Students must enroll concurrently in Math 226. 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.

226 Elementary Statistics Problem Solving (1) CSU

Corequisite: Mathematics 225.

This course is intended for those students enrolled in Math 225. It supplements the statistics course work through problem analysis, problem solving, and the use of hand-held calculators.

235 Mathematical Analysis for Business and Social Sciences I (5) UC:CSU

Prerequisite: Mathematics 125 with a grade of C or better.

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.

Maximum UC credit allowed, 2 courses from 235 & 236, 261 & 262 combined.

236 Mathematical Analysis for Business and Social Sciences II (5) UC:CSU

Prerequisite: Mathematics 120 and 125 with a grade of C or better.

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.

Maximum UC credit allowed, 2 courses from 235 & 236, 261 & 262 combined.

240 Trigonometry (3) CSU

Prerequisite: Mathematics 120 and 125 with a grade of C or better.

This course of analytical trigonometry includes solutions of triangle problems, radian measure, graphs of trigonometric functions, trigonometric equations, identities, polar coordinates and inverse trigonometric functions and complex numbers.

260 Pre Calculus (5) UC:CSU

Prerequisite: Mathematics 240 with a grade of C or better or appropriate placement level demonstrated through math assessment process.

This course in *pre-calculus* combines the traditional courses of college algebra and analytic geometry and covers such topics as inequalities, functions, matrices and determinants, properties of the straight line, con-

Continued

COURSE DESCRIPTIONS

ics, algebraic and transcendental functions and parametric equations

Maximum UC credit: 4 units.

261 Calculus I (5) UC:CSU (CAN MATH 18)

Prerequisite: Mathematics 260 with a grade of C or better.

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.

262 Calculus II (5) UC:CSU (CAN MATH 20)

Prerequisite: Mathematics 261 with a grade of C or better.

The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of integration, curves in polar coordinates and sequences and series.

263 Calculus III (5) UC:CSU

Prerequisite: Mathematics 262 with a grade of C or better.

The third course of calculus deals with such topics as multivariable calculus, partial differentiation, two and three-dimensional vectors, Stokes and divergence theorems, and differential equations.

270 Linear Algebra (3) UC:CSU (CAN Math 26)

Prerequisite: Mathematics 263 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.

Offered Fall semester only.

275 Ordinary Differential Equations (3) UC:CSU (CAN Math 24)

Prerequisite: Mathematics 263 which may be taken concurrently.

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.

Offered Spring semester only as an evening class.

METEOROLOGY

**See also: Earth Science,
Environmental Science,
and Geography.**

3 Introduction to Weather and Climate (3) UC:CSU

(Same as Geography 3.)

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

MICROBIOLOGY

20 General Microbiology (4) UC:CSU

Prerequisite: College Biology with a grade of C or better.

Recommended: Chemistry 51 or 60.

An introduction to the fundamental principles of microbiology. Included are general aspects of the structure, metabolism, multiplication, genetics and classification of bacteria, fungi, protozoa, and viruses; the methods used to control these microorganisms, the human body's natural defense mechanisms, and some selected microbial pathogens. The laboratory portion of the course covers microscopic and cultural techniques for studying and identifying micro-organisms.

MUSIC

UC Transfer Credit Limit: A maximum of 12 units from the following courses will be accepted for UC transfer: Music 181, 182, 183, 184, 321, 322, 323, 324, 341, 411, 412, 413, 414, 561, 725, 775.

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.

111 Music Appreciation I (3) UC:CSU

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying a wide variety of musical styles and periods, past and present. The emphasis is on perceptive listening, along with expository readings.

112 Music Appreciation II (3) UC:CSU

NOTE: Music Appreciation I is not a prerequisite to Music Appreciation II.

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying a variety of twentieth century musical styles. The emphasis is on perceptive listening, along with expository readings. Music 112 differs from Music 111 in that the focus is on twentieth century composers and styles.

Continued

COURSE DESCRIPTIONS

121 Music History and Literature I (3) CSU (UC Pending)

(Music 121 meets the GE requirement for the Associate Degree.)

A survey of musical practices and styles from the earliest times to 1750, including the Romanesque, the Gothic, the Renaissance, and the Baroque. The artistic philosophy of each style period is explored.

Note: Music History and Literature I is not a prerequisite to Music History and Literature II.

122 Music History and Literature II (3) UC:CSU

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

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying jazz styles of music from their beginnings to the present. The emphasis is on perceptive listening, along with expository readings.

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 are required.

201 Harmony I (3) UC:CSU

Required of all music majors.

Prerequisite: Music 101, with a grade C or better.

Corequisite: Concurrent enrollment in Music 211.

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, harmonic 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 with a grade C or better.

Corequisite: 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 with a grade C or better.

Corequisite: 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 thirteenthths.

211 Musicianship I (2) UC:CSU

Required of all music majors.

Prerequisite: Music 101 or equivalent with a grade C or better. Corequisite: 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.

212 Musicianship II (2) UC:CSU

Prerequisite: Music 211 with a grade C or better.

Corequisite: Music 202.

This course consists of sight reading, eartraining and keyboard application of the subject matter covered in Music 202.

213 Musicianship III (2) UC:CSU

Prerequisite: Music 212 with a grade C or better.

Corequisite: Music 203.

This course consists of sight reading, eartraining and keyboard application of the subject matter covered in Music 203.

299 Music Honors (1) UC:CSU RPT 3

Designed for the advanced Music major.

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.

For UC transfer, Music 299 is considered the same as Directed Study.

321 Elementary Piano I (2) UC:CSU

Student should have access to a piano for practice.

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 with a grade C or better or equivalent.

Student should have access to a piano for practice.

This course is a continuation of skills and concepts started in Elementary Piano I.

See UC information under Music heading

323 Elementary Piano III (2) UC:CSU

Prerequisite: Music 322 with a grade C or better or equivalent.

Student should have access to a piano for practice.

Continued

COURSE DESCRIPTIONS

This course is a continuation of skills and concepts developed in Elementary Piano II.

See UC information under Music heading

324 Elementary Piano IV (2) UC:CSU

Prerequisite: Music 323 with a grade C or better or equivalent

Student should have access to a piano for practice.

This course is a continuation of skills and concepts developed in Elementary Piano III.

See UC information under Music heading

341 Intermediate Piano (2) UC:CSU RPT 3

Prerequisite: Music 324 with a grade C or better or equivalent

The performance of appropriate repertoire is developed with emphasis on memorization and artistic interpretation.

See UC information under Music heading

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.

See UC information under Music heading

412 Elementary Voice II (2) UC:CSU

Prerequisite: Music 411 with a grade C or better or equivalent

An extension of principles introduced in Music 411 with a greater emphasis on interpretation.

See UC information under Music heading

413 Elementary Voice III (2) UC:CSU

Prerequisite: Music 411 and 412 with a grade C or better 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.

See UC information under Music heading

414 Elementary Voice IV (2) UC:CSU

Prerequisite: Music 413 with a grade C or better 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.

See UC information under Music heading

501 College Choir (.5) UC:CSU RPT 3

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.

See UC information under Music heading

561 Chamber Chorale (.5) UC:CSU RPT 3

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.

See UC information under Music heading

725 Community Orchestra (.5) UC:CSU RPT 3

Open to all musicians who play orchestral instruments by audition.

Standard orchestral literature is rehearsed and performed.

See UC information under Music heading

775 Jazz Ensemble (.5) UC:CSU RPT 3

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 UC information under Music heading

OCEANOGRAPHY

**See also: Earth Science,
Environmental Science,
and Geography**

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 people and the sea.

OFFICE ADMINISTRATION

1 Keyboarding/Typewriting I (3)

Students with ability to type 35 w.p.m. should enroll in Office Administration 2.

Five hours weekly.

Mastery of the keyboard and the basic operations of electric typewriters or computers are developed. 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 typing speed of 35 w.p.m.

2 Keyboarding/Typewriting II (3) CSU

Prerequisites: Office Administration 1, ability to type 35 w.p.m.

Five hours weekly.

Skills developed include correct techniques in the op-

Continued

COURSE DESCRIPTIONS

eration of electric typewriters or computers and speed and accuracy in typing letters, business forms, tabulation problems and manuscripts. The student should achieve a minimum 5-minute typing speed of 45 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 and speed and accuracy in typing business letters and memorandums, special business forms, rough drafts, statistical and business reports. The student should achieve a minimum typing speed of 50 w.p.m. Students who have had word processing may do the production work using the computer.

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., Office Administration 31.

Three hours weekly.

Skills developed include proficiency in operating transcribing machines; production typing of mailable letters and memorandums from machine dictation; and review of business letter styles, word division, spelling, punctuation, and capitalization. Students use computers or typewriters.

9 Keyboarding/Typing Improvement (1)

RPT 1 NDA

Prerequisite: Completion of beginning typing course with grade of C or better, or ability to type 25 w.p.m.

Three hours weekly.

Speed and accuracy are improved through timed writings and corrective drills. Students may enroll for two semesters. 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. Students use computers.

15 Script Shorthand I (3) CSU

Prerequisite: Ability to type 35 w.p.m.

This system of shorthand uses the letters in the alphabet rather than traditional shorthand symbols. Therefore, it takes less time to learn the theory and achieve employable speeds. Excellent for employment tests or note-taking in classes and meetings.

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)

Students are introduced to the legal terminology of the law office. Students are also 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

Students' knowledge of legal terminology is further strengthened. 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.

31 Business English (3)

Lecture 3 hours.

This course is required for Office Administration majors.

Note: Same as Business 31.

This course offers intensive review of grammar (function and application of the parts of speech) sentence structure, punctuation, capitalization, proofreading concepts and letter style formats. These principles are applied to the writing of concise sentences and paragraphs which will contribute to success and advancement of careers requiring good communication skills.

32 Business Communications (3) CSU

Lecture 3 hours.

This course is required for Office Administration majors.

Note: Same as Business 32.

Prerequisite: Office Administration 31 with a grade of C or better.

Business 32 develops the ability to use techniques of expository and argumentative writing when composing business letters, memos, and reports. Emphasis is placed on the fundamentals of clear, direct expression, correct English usage, and the psychology of business letter composition and communication.

34 Business Vocabulary and Spelling (2)

Two hours weekly.

Vocabulary building and spelling skills are stressed. 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.

Word processing vocabulary and features found on Microsoft Word for Windows software. The occupation of Word Processing is also examined.

39 Word Processing, Keyboarding and Operations (3) RPT 2

Prerequisite: Ability to type 40 w.p.m.; completion of, or concurrent enrollment in, Office Administration 35 or other computer class.

Continued

COURSE DESCRIPTIONS

Five hours weekly.

This course teaches word processing skills such as inputting, editing, formatting, and printing using WordPerfect software on the IBM.

44 Medical Terminology (3)

Three hours weekly.

The student develops a comprehensive medical vocabulary applicable to all specialties of medicine through the learning of Greek and Latin prefixes, suffixes, word roots, etc. A basic understanding of anatomy and physiology is provided. Training in the spelling, pronunciation and definition of medical terms is given as well as training in the use of a medical dictionary.

47 Applied Office Practice (2) RPT 3

Corequisite : Enrollment in at least one other office administration course. Performance, 5 hours.

The student will work 5 hours a week on campus. The course provides an opportunity to gain practical experience in many areas of office work. Placements are made according to the skills possessed by the student and the requirements of the assigned office.

64 Office Administration Laboratory (1) NDA

Corequisite: Concurrent enrollment in Office Administration 35, Office Administration 75A, or Office Administration 79.

This course is designed to reinforce the lectures presented in Office Administration 35, 75, and 79. It gives the practice needed to apply fundamental word processing principles to projects.

75A Word Processing: Equipment and Operations (1) CSU

Prerequisite: Ability to type 25 w.p.m. This is a short-term class in word processing for personal use. Word processing software on the IBM-PC is used to develop computer application skills for all students, including non-business majors.

Three hours weekly.

This class presents word processing skills on the micro-computer, including keyboarding, editing, and printing various types of documents. Spreadsheets and databases are also covered. It is designed for all students, including non-business majors.

79 Word Processing Applications (3)

Prerequisite: Ability to type 40 w.p.m. Completion of Office Administration 35 and Office Administration 39.

Five hours weekly.

Basic word processing skills, such as inputting, editing, formatting, and outputting are taught utilizing the WordPerfect word processing program on the IBM-PC.

88 Microcomputer Office Applications: Desktop Publishing(3) RPT 2

Prerequisite: One of the following: Office Administration 35, 39, Computer Science 901, 902.

This course provides information and hands-on training in using IBM or compatible microcomputers, laser printers, and an up-to-date desktop publishing software package. Students will learn to produce camera-ready, near typeset quality reports, newsletters, flyers

and business forms. Pagemaker software is used.

185 Directed Studies - Office Administration (1)

285 Directed Study - Office Administration (2)

385 Directed Study - Office Administration (3)

Prerequisite: Ability to type 50 w.p.m., Office Administration 39, 79, or 69.

Students will work on independent projects as discussed and approved by instructor.

Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

PERSONAL DEVELOPMENT

1 Introduction to College (1) RPT 1 NDA

This course covers educational and vocational planning, including preparation of a detailed term-by-term plan, fixing of goals and objectives, career guidance, library skills, institutional roles and governance, student government, and deficiencies in preparation with relation to objectives and study skills.

8 Career Planning and Development (2) CSU

Personal development 8 is an introduction to career planning and is designed for students who are contemplating vocational choice. The focus is on a comprehensive career and personal evaluation, the development of an appropriate educational plan, and the ability to utilize a personal career strategy.

15C Strategies for Success in College and Life (1) NDA

This course is designed to teach students methods that enhance their success in college and life. Utilizing a *product* approach, students will develop workable, realistic goals for their education and life pursuits.

PHILOSOPHY

1 Introduction to Philosophy I (3) UC:CSU (CAN PHIL 2)

A critical analysis of traditional problems of knowledge, metaphysics, philosophy of science and philosophy of religion is made.

3 History of Greek Thought (3) UC:CSU

A critical presentation of western thought from the Greek Classical philosophers to the medieval philosophers is made.

6 Logic in Practice (3) UC:CSU (CAN PHIL 6)

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.

Continued

COURSE DESCRIPTIONS

8 Deductive Logic (3) UC:CSU

This introductory course is designed to promote clear deductive thinking. It begins with a general discussion of the nature of logic and language and informal fallacies. Traditional Aristotelian logic is then studied and modern symbolic logic is introduced. Techniques of proof, translation, and logical analysis of arguments are covered.

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.

18 Business Ethics (3) UC:CSU

This course introduces the study of values and their importance in the practical conduct of business.

20 Ethics (3) UC:CSU (CAN PHIL 4)

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

A philosophical inquiry is made by examining great literary works on such themes as freedom, guilt, love, self-knowledge, God, evil, reality, death and the meaning of life.

185 Directed Study - Philosophy (1) UC:CSU

285 Directed Study - Philosophy (2) UC:CSU

385 Directed Study - Philosophy (3) UC:CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Philosophy on a contract basis under the direction of a supervising instructor.

Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

PHYSICAL EDUCATION

All Physical Education classes require critical thinking to satisfactorily complete the course.

UC Transfer Credit Limit: A maximum of 4 units from the following courses will be accepted for UC transfer: Physical Education 102, 682, 683, 666, 668, 679, 262, 289, 665, 667, 684, 504, 506, 508, 509, 514, 515, 516, 690. A maximum of 12 units will be accepted from Physical Education 462, 460, 463, 814.

Water Activities (1) UC:CSU RPT 3 except as noted

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

102 Swimming - Skills

Individual and Dual Activities (1) UC:CSU RPT 3

Activity 2-3 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

262 Track and Field - Skills

289 Bowling - Skills

666 Body Conditioning

668 Body Dynamics

679 Golf - Skills

690 Weight Training and Conditioning - Skills

682 Tennis - Skills

683 Racquetball - Skills

Team Sports (1) UC:CSU RPT3

Activity 3 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

665 Basketball - Skills

667 Flag-Touch Football - Skills

684 Volleyball - Skills

Dance Activities (1) UC:CSU RPT3

Activity 3 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

460 Ballet Techniques

462 Modern Dance

463 Modern Jazz Dance

Intercollegiate Sports (2) UC:CSU RPT 1

Activity 10 hours in the sports season.

504 Basketball

506 Cross Country

508 Football

509 Golf

514 Tennis

515 Track and Field

516 Volleyball

712 Introduction to Physical Education (3) UC:CSU

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.

718 Fundamentals of Athletic Training (3) UC:CSU

Lecture 2 hours; Lab 2 hours

This course will emphasize the principle techniques and ethics used by the athletic trainer in the prevention and care of athletic injuries.

Continued

COURSE DESCRIPTIONS

814 Dance Production (2) RPT3 UC:CSU

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.

PHYSICAL SCIENCE

1 Physical Science 1 (3) UC:CSU

This integrated course for non-science majors develops fundamental concepts and principles of physics, chemistry, geology, astronomy, and related fields. The course emphasizes the ideas that will give an overall understanding of our physical universe.

PHYSICS

6 General Physics I (4) UC:CSU (CAN PHYS 2)

Corequisite: Concurrent enrollment in Mathematics 240 or equivalent trigonometry.

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.

See Note: Physics 12.

7 General Physics II (4) UC:CSU (Physics 6 + 7 equal CAN PHYS SEQ A)

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.

See Note: Physics 12.

12 Physics Fundamentals (3) UC:CSU

Prerequisite: One year high school algebra or Mathematics 115.

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.

NOTE: No UC credit will be given for Physics 11 or 12 if taken after Physics 6, 7, or 37, 38, 39 series.

14 Physics Fundamentals Laboratory (1) UC:CSU

Prerequisite: 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.

37 Physics for Engineers and Scientists I (5) UC:CSU

(Physics 37 + 38 + 39 equal CAN PHYS SEQ B)

Prerequisite: Mathematics 261 with a grade of "C" or better.

Corequisite: Mathematics 262.

Lecture 4 hours; laboratory 3 hours.

The first semester of a three-semester calculus-level sequence in introductory physics. Topics studied included kinematics, particle dynamics, momentum and impulse, work-energy, rotational dynamics, statics, oscillations, gravitation, mechanics of solids and fluids, and special relativity.

NOTE: No UC credit will be given for Physics 11 or 12 if taken after Physics 6, 7, or 37, 38, 39 series.

38 Physics for Engineers and Scientists II (5) UC:CSU

Prerequisite: Physics 37 and Mathematics 262.

Corequisite: Mathematics 263

Lecture 4 hours; laboratory 3 hours.

The second semester of a three-semester calculus-level sequence in introductory physics. Topics studied include electric fields, magnetism, electrical and magnetic properties of matter, direct and alternating current circuits, Maxwell's equations, electromagnetic waves and wave theory.

Subject to UC limitation if combined with other physics courses. See Physics 12.

39 Physics for Engineers and Scientists III (5) UC:CSU

Prerequisite: Physics 37 and Mathematics 262.

Corequisite: Mathematics 263

Lecture 4 hours; laboratory 3 hours.

The third semester of a three-semester calculus-level sequence in introductory physics. Topics studied include thermodynamics, waves and sound, geometrical and physical optics, quantum mechanics, some statistical mechanics, and nuclear physics.

UCLA transfer students should plan to complete the sequence at WLAC. See note, Physics 12.

185 Directed Study - Physics (1) UC:CSU

385 Directed Study - Physics (3) UC:CSU

PHYSIOLOGY

See also: Anatomy

1 Introduction to Human Physiology (4) UC:CSU

Prerequisite: College Biology with a grade of C or better.
This course presents the biochemical and biophysical

Continued

COURSE DESCRIPTIONS

principles underlying the physiological processes of the human. Lecture topics include the neural and hormonal regulation of bodily processes, and the integration of the organ systems to maintain a constant fluid environment within the body. Special emphasis will be placed on the evaluation of body temperature, blood pressure, breathing, and urine output, as well as the interpretation of clinical laboratory tests. Laboratory exercises will introduce the student to the spectrophotometer, EKG machine, blood pressure cuff, and urinalysis tests. This course is intended to meet the requirements of students majoring in nursing, dental hygiene, occupational therapy, psychology, physical education, and life sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introductory biology.

185 Directed Study - Physiology (1) UC:CSU

285 Directed Study - Physiology (2) UC:CSU

385 Directed Study - Physiology (3) UC:CSU

Conference 1 hour per unit

Allows students to pursue Directed Study in Physiology on a contract basis under a direction of a supervising instructor.

Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

POLITICAL SCIENCE

1 The Government of the United States (3) UC:CSU (CAN GOVT 2)

This course deals with the principles, problems, structures, and functions of United States and California Governments.

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, China, Nigeria and the Soviet Union.

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 RPT 1

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.

8 The Modern Far East (3) UC:CSU

This course is a comparative study of government and politics of Asia, focusing on China, Japan, India and Southeast Asia. Emphasis on governmental structure, functions and political processes and their relationship to current problems and modernization.

14 Government and Politics in the Middle East (3) UC:CSU

Introduces political and governmental patterns prevalent in the Middle East, including the Arab states, Iran, and Israel. Emphasis is given to the Arab-Israeli conflict.

185 Directed Study - Political Science (1) UC:CSU

285 Directed Study - Political Science (2) UC:CSU

385 Directed Study - Political Science (3) UC:CSU

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.

Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

PSYCHOLOGY

1 General Psychology I (3) UC:CSU (CAN PSYCH 2)

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

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.

14 Abnormal Psychology (3) UC:CSU

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) 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 circum-

Continued

COURSE DESCRIPTIONS

stances that make the marital union an opportunity for a growing, greater, "other-centered" self-realization.

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.

185 Directed Study - Psychology (1) UC:CSU

285 Directed Study - Psychology (2) UC:CSU

385 Directed Study - Psychology (3) UC:CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

REAL ESTATE

1 Real Estate Principles (3) CSU

Required for real estate salesperson's license and 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.

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.

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 or possession of a salesperson's license.

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, or possession of a salesperson's real estate license.

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 salesperson's real estate license.

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.

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.

Continued

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.

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.

18 Real Estate Investments I (3) CSU

Prerequisite: Real Estate 1.

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.

21 Real Estate Economics (3) CSU

Prerequisite: Real Estate 1.

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.

SECRETARIAL SCIENCE

(See Office Administration)

SOCIOLOGY

1 Introduction to Sociology (3) UC:CSU (CAN SOC 2)

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.

2 American Social Problems (3) UC:CSU (CAN SOC 4)

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.

7 Juvenile Delinquency (3) 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.

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.

185 Directed Study - Sociology (1) UC:CSU

285 Directed Study - Sociology (2) UC:CSU

385 Directed Study - Sociology (3) UC:CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor.

Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

SPANISH.

1 Elementary Spanish I (5) UC:CSU (CAN SPAN 2)

This is the first term of a two-term sequence in first-year Spanish. Communicative proficiency is the main objective. The four skills of listening, speaking, reading and writing are developed with emphasis on the active use of these skills. Culture is incorporated into the course in textual and visual materials to stimulate interest and reinforce understanding and appreciation of the Spanish-speaking world.

NOTE: Same as Spanish 21 with Spanish 22.

2 Elementary Spanish II (5) UC:CSU (CAN SPAN 4)

Prerequisite: Spanish 1 with a grade of C or better or two years of high school Spanish or equivalent.

This course is a continuation of Spanish 1. It is designed to provide the student with further skill development in understanding, reading, oral and written communication. More advanced cultural material is presented to further develop the interest, knowledge and appreciation for the lifestyle of Hispanic people.

3 Intermediate Spanish I (5) UC:CSU (CAN SPAN 8)

Prerequisite: Spanish 2 with a grade of C or better or three years of high school Spanish)

Continued

COURSE DESCRIPTIONS

This course assists the student with the continued development of proficiency in Spanish language skills. It reviews and expands grammatical concepts learned in previous courses and emphasizes idiomatic construction and conversational ability. Discussion of selected literary and cultural readings will provide training in oral and written expression.

4 Intermediate Spanish II (5) UC:CSU (CAN SPAN 10)

Prerequisite: Spanish 3 with a grade of C or better or four years of high school Spanish.

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 with a grade of C or better.

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 with a grade of C or better.

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 RPT3

This course is designed to increase the student's ability to comprehend native spoken Spanish and increase his/her fluency in conversation. Reading and writing are used to enhance opportunities for a student to acquire and use new structures and vocabulary.

UC transfer credit limit: 4 units. No UC credit for Spanish 8 if taken after Spring 1994.

14 Spanish for Public Service Personnel (3) CSU RPT 1

This course emphasizes practical usage of Spanish in the areas of public service, business and community activities.

21 Fundamentals of Spanish I (3) UC:CSU

Lecture 3 hours

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

Corequisite: Spanish 101

This course provides the second half of the fundamentals of first semester Spanish. It stresses pronunciation, grammar, practice in understanding, speaking, reading and writing simple Spanish. Students are introduced to Spanish and Spanish-American culture and civilization through simple readings. Emphasis is placed upon the spoken language through practical material for simple conversation based on everyday experiences.

Note: Spanish 21 and Spanish 22 together are equivalent to Spanish 1. UC Transfer Credit limit: A maximum of 5 units from Spanish 21, 22 will be accepted for UC credit.

101 Spanish Language Lab (1) CSU RPT 3

A mediated, independent study course which allows students to enhance their Spanish language skills through audio, video, and computer work in the language lab.

SPEECH COMMUNICATIONS

101 Oral Communication I (3) UC:CSU (CAN SPCH 4)

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.

102 Oral Communication II (3) UC:CSU

Prerequisite: Speech 101

Oral Communication 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.

103 Business and Professional Speaking (3) CSU RPT 2

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.

104 Argumentation (3) UC:CSU (CAN SPCH 6)

This course is an introduction to critical thinking which seeks to explore the various steps in the critical thinking process. Emphasis is placed on both how and why we make decisions. Topics explored include: claims, definitions, evidence, reasoning, fallacies, and persuasion.

Note: UC credit limits: one course from 104, 121, 151.

Continued

111 Voice and Articulation (3) 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 Phonetics Alphabet) is taught as a means of identifying sounds and enhancing listening skills.

113 English Speech as a Second Language (3) CSU RPT 1

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.

121 The Process of Interpersonal Communication (3) UC:CSU

This is an advanced course in the analysis of principles and the significance of interpersonal social interaction in all areas of life. Reasoning is applied to problem-solving tasks in a discussion situation.

Note: UC credit limits: one course from 104,121,151.

135 Storytelling (3) CSU

Lecture 3 hours.

Emphasizes history, sources, selection, analysis, preparation and presentation of narrative prose and verse for all age levels. Develops adult story teller's knowledge, critical ability, appreciation and taste in the field of children's literature. Especially useful for teachers, nurses, librarians, recreation leaders and parents.

151 Small Group Communication (3) UC:CSU

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.

Note: UC credit limits: one course from 104,121,151.

185 Directed Study - Speech (1) UC:CSU

285 Directed Study - Speech (2) UC:CSU

385 Directed Study - Speech (3) UC:CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Speech on a contract basis under the direction of a supervising instructor.

Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

STATISTICS

(See Mathematics 225)

SUPERVISION

1 Elements of Supervision (3) CSU

This course introduces the 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.

THEATER

100 Introduction to the Theater (3) UC:CSU

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 World Theater (3) UC:CSU

Lecture 3 hours.

This course surveys theater from its prehistoric beginnings to contemporary drama. It emphasizes the reflection of the culture in the drama of each historical period and follows throughout the threads of subject matter, dramatic structure, playwrights, acting techniques and approaches, playing space, and visual elements.

200 Introduction to Acting (3) CSU

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.

505 History of Motion Pictures (3) UC:CSU

This course will involve the viewing of about 14 full length motion pictures. Discussions will follow each screening, centering on various film making techniques such as acting, narrative techniques, and the effect of changing social mores will also be discussed. Several formal, typewritten papers will be required.

185 Directed Study - Theater (1) UC:CSU RPT2

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.

Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

Continued

COURSE DESCRIPTIONS

TRAVEL

West Los Angeles College Travel Training Program is a member of the American Society of Travel Agents.

100 Introduction to the Travel Industry (3)

Students are introduced to the world of the travel industry from the perspective of the travel agent, including air, cruise, rail, and motorcoach travel, hotels, resorts, and car rental.

105 Domestic Airline Reservation and Ticketing (3)

Students learn how to plan schedules, compute airfares, and write tickets for air travel in the United States.

110 Airline Computer Reservations - Apollo (3)

Introduction to United Airlines' APOLLO computer system, one of the two systems most widely used by travel agents. Learn how to build and modify passenger name records, quote fares, price itineraries, and perform other basic functions on the computer.

115 Airline Computer Reservations - Sabre (3)

Introduction to American Airlines' SABRE computer system, one of the two systems most widely used by travel agents. Learn how to build and modify passenger name records, quote fares, price itineraries, and perform other basic functions on the computer.

120 Airline Computer Reservation - Advanced Sabre (2) (Travel 120 is a continuation of Travel 115)

Prerequisite: Travel 115.

Covers advanced concepts of American Airlines' SABRE computer system, including special formats for hotels, car rentals, best available fares and seat assignments, and other auxiliary services.

125 Airline Computer Reservation-Advanced Apollo (2) (Travel 125 is a continuation of Travel 110)

Prerequisite: Travel 120.

This course covers advanced concepts of United Airlines' APOLLO computer system including special formats for hotels, car rentals, best available fares and seat assignments, and other auxiliary services.

130 Travel Destination Geography I (3)

Tourist attractions and history of North America, Europe, and the Middle East are the focus of this course.

135 Travel Destination Geography II (3)

Tourist attractions and history of Central and South America, the Pacific, the Orient, and Africa are covered in this course.

140 Travel Industry Marketing and Sales (3)

Marketing objectives, strategy planning, travel motivation and research, promotional ideas, press release, advertising and sales techniques and application.

145 International Airline Reservations and Ticketing (3)

Prerequisite or corequisite: Travel 105.

Students learn how to plan schedules, compute airfares, and write tickets for international air travel.

155 Tour Escorting, Planning and Operations (3)

Students learn how to be expert tour guides including costing preplanning and day-to-day responsibilities.

160 Opening, Operating and Managing a Travel Agency (3)

Prerequisite or corequisite: Travel 100.

How to open and operate a travel agency including staff, documentation, sales reports, client-agent relationships, agent-supplier relationships, problem solving and trends in the industry.

165 Travel Agency Accounting and Profitmaking (3)

The bookkeeping procedures required by ARC and IATA, including bonding, sales reports, receipts and disbursements, payroll, profit and loss, and personal record keeping for commissioned sales are covered.

180 Cruise Sales Specialization (3)

Students are offered an overview of the cruise industry, including history and expansion of business, the cruise sales and booking process for individuals and groups, office procedures and documentation. Domestic and international cruise destinations are surveyed and an in-depth look at various cruise lines is provided.

200 Introduction to the Airline Industry (3)

Provides students with an introduction to the organization and operation of airlines; provides an understanding and overview of aviation policies, procedures, government and voluntary regulations and the differences between various operating departments within airlines.

300 Introduction to the Hospitality Industry (3)

Overview of the hospitality industry, its history and the interrelationships of the hotel, restaurant, travel and leisure industries. Special emphasis on career opportunities, service skills and on the economics and social influences of the hospitality industry.

Continued