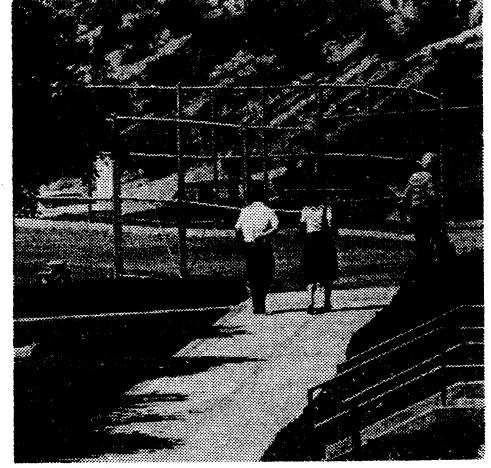
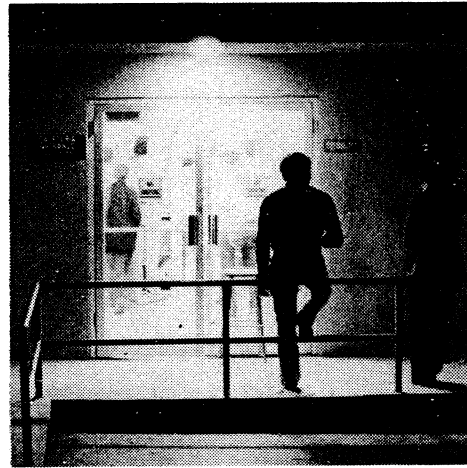
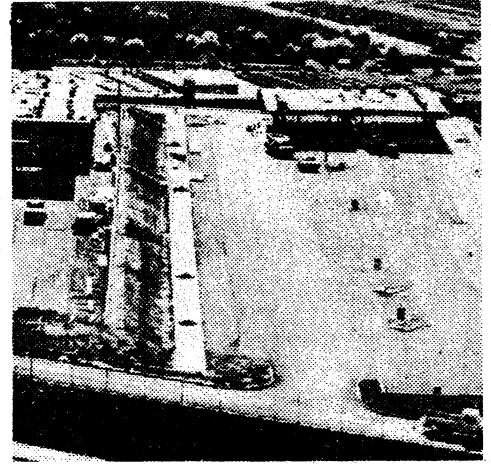
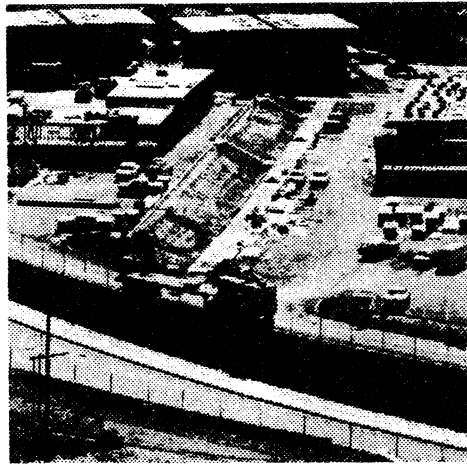
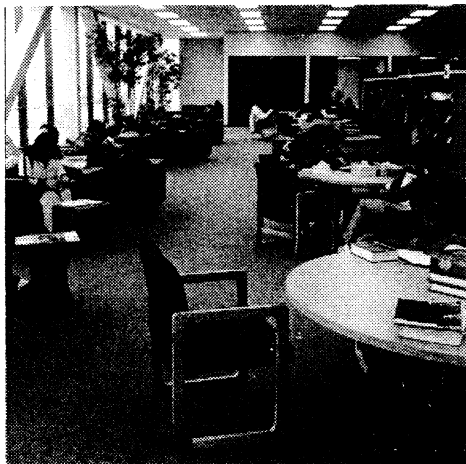
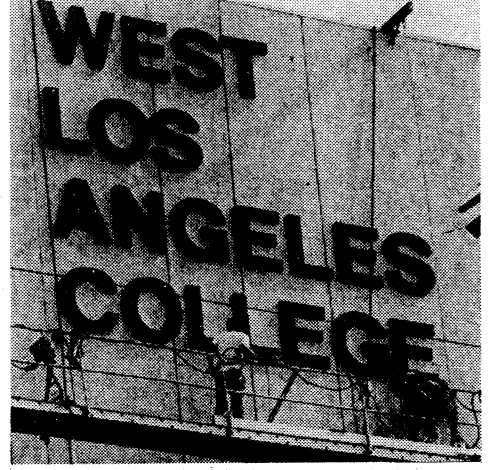
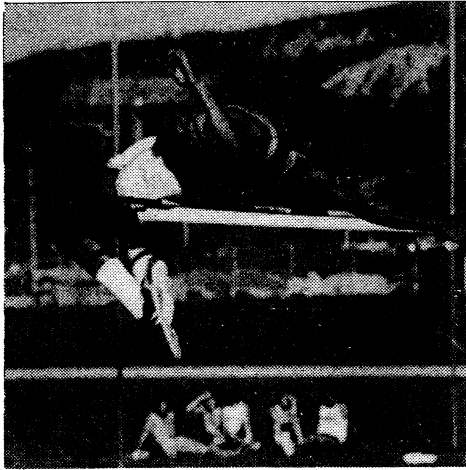
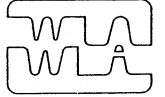
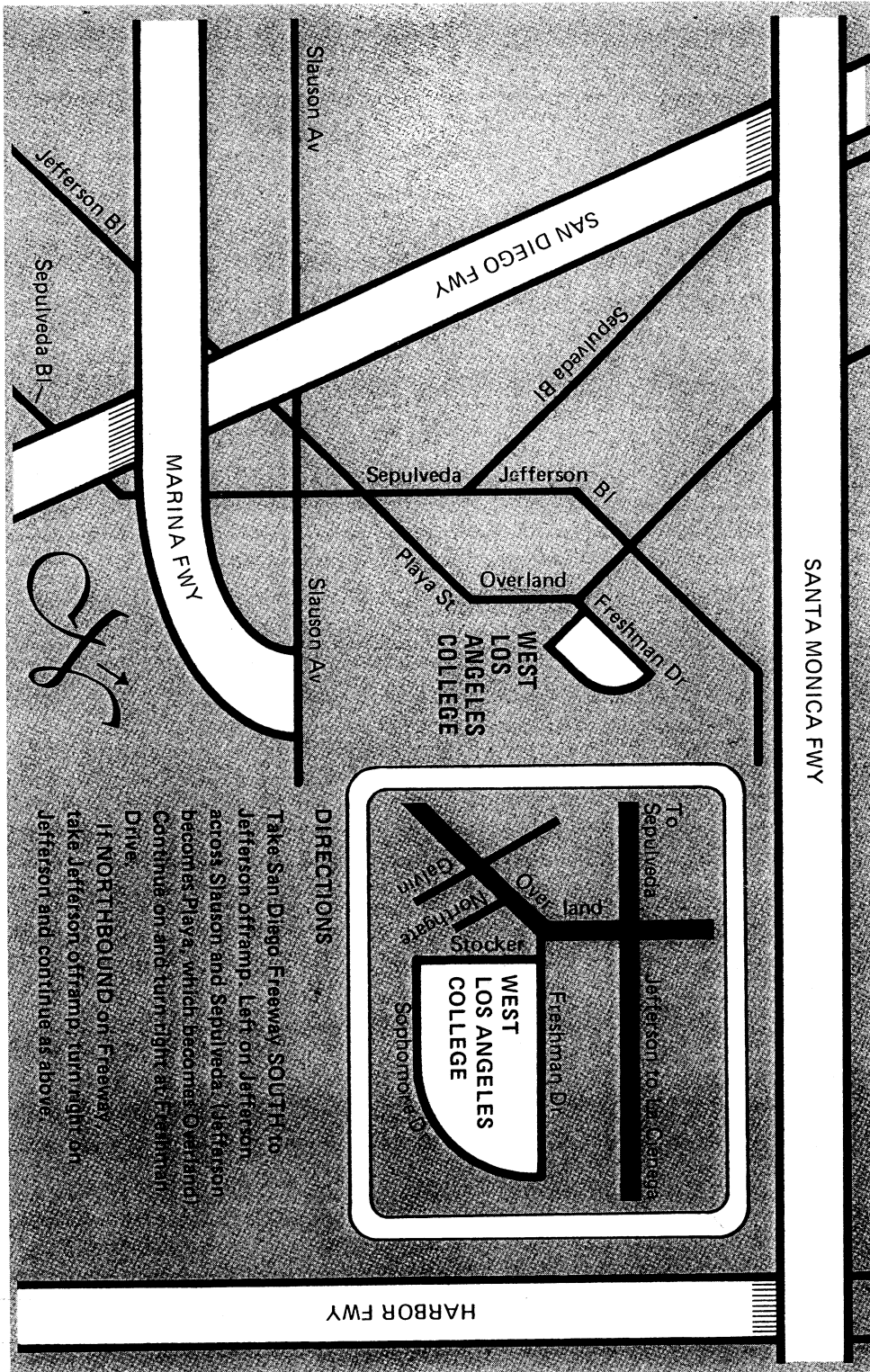


West Los Angeles College

Catalog 79-80

4800 FRESHMAN DRIVE CULVER CITY, CALIFORNIA 90230





SANTA MONICA FWY

Slauson Av

SAN DIEGO FWY

Jefferson Bl

Sepulveda Bl

MARINA FWY

Slauson Av

Sepulveda

Jefferson Bl

Playa St

Overland

Freshman Dr

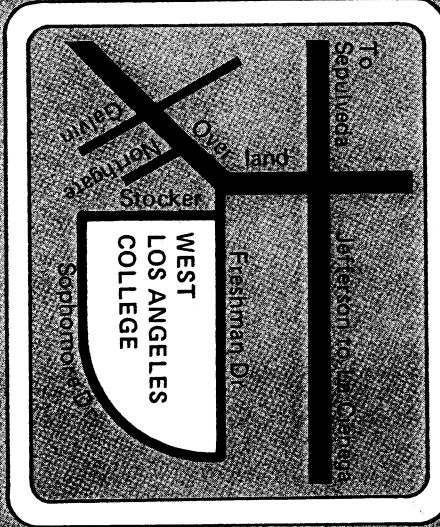
WEST
LOS
ANGELES
COLLEGE

W

DIRECTIONS

Take San Diego Freeway SOUTH to Jefferson offramp. Left on Jefferson across Slauson and Sepulveda. (Jefferson becomes Playa, which becomes Overland). Continue on and turn right at Freshman Drive.

If NORTHBOUND on Freeway take Jefferson offramp, turn right on Jefferson and continue as above.



HARBOR FWY

West Los Angeles College

Catalog 79-80 VOLUME XII

Accredited by the
Western Association
of Schools and Colleges

NON-DISCRIMINATION POLICY:

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

ADMISSIONS & REGISTRATION INFORMATION: 836-7110 x200



LOS ANGELES COMMUNITY COLLEGE DISTRICT

617 West Seventh Street
Los Angeles, California 90017

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PRESIDENT'S MESSAGE

Welcome to West Los Angeles College.

West Los Angeles College (WLAC) is one college serving the Greater Los Angeles Community through the Los Angeles Community College District. WLAC maintains a fine tradition of serving the community in a variety of important ways.

Our College, like those throughout the state of California, prides itself in serving you through three important principles. *Local control* is basic to the purpose of a community college. Our Board of Trustees, locally elected, has been and will continue to be responsive to the concern of the residents of this District. *Open access* has been continually supported by the Board and the College. It is vital that our services be available to all students who can benefit from them regardless of their financial means. And finally, our College is committed to a *comprehensive program*; i.e., to programs from which the community can benefit within the resources available. The College will continue to strive to stay with the changing needs of the population in our service area, to recognize the dynamic cultural and environmental nature of our locale, and to reconcile education with the complex social structure in which we live.

Within these key principles, WLAC retains two important philosophical orientations. First, our educational programs will continue to provide an academic curriculum, vocational-career programs, counseling, student services, community services and the various opportunities for continuing education. Second, the College will endeavor to offer these programs and services through "Mainstreaming"; i.e., we will endeavor to provide the same high quality to all students regardless of differences in individual needs.

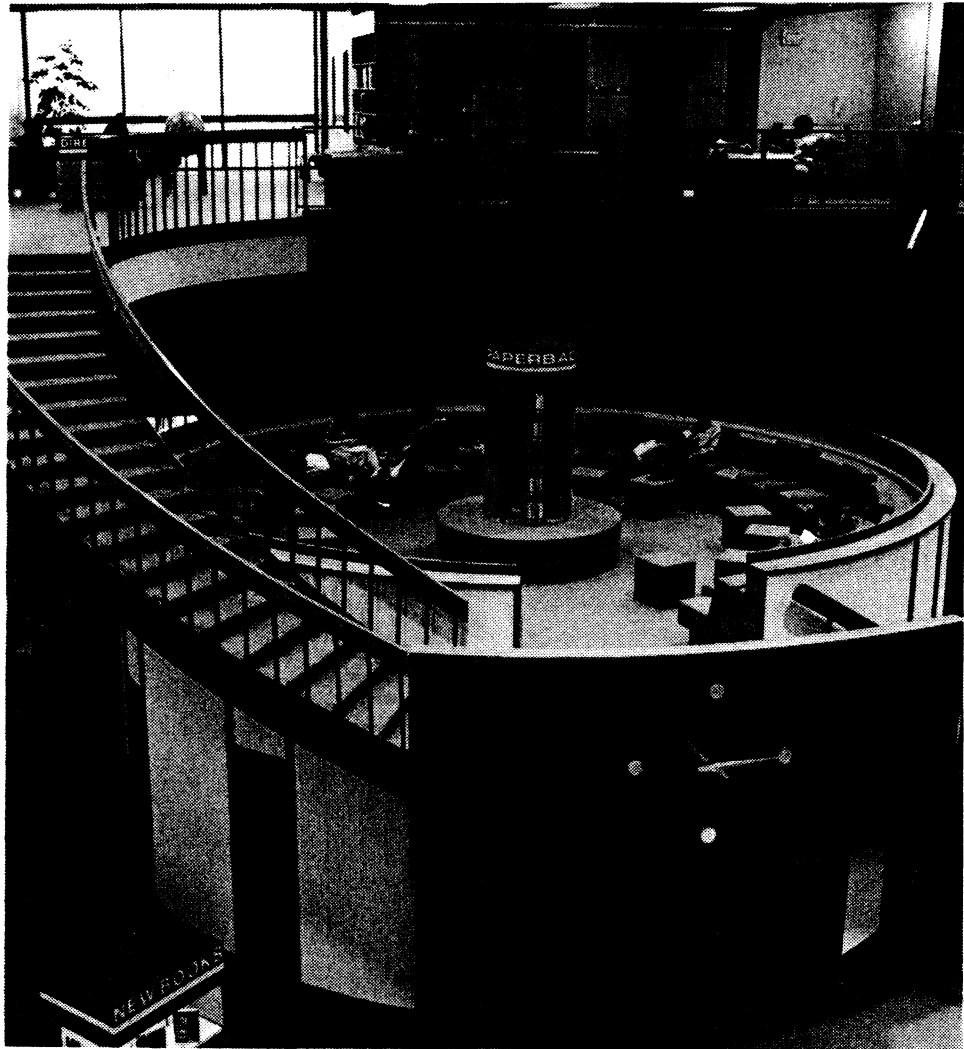
WLAC is one of the most beautiful campuses in the area. As such, it has become a focus for local pride. I hope you can join me in becoming part of the college community and helping WLAC continue to meet the expectations of the general community.

Sincerely,

M.J. Fujimoto, Ph.D.
President

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ACCURACY STATEMENT

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

1979-80 COLLEGE CALENDAR

FALL SEMESTER 1979

July 23-Aug. 3	Pre-registration for continuing students
Aug. 6-September 18	Registration for new and continuing students for Fall 1979
September 10	Admission Day, Legal Holiday
September 17	Fall Semester Begins
September 17	New Student Orientation
September 18	Fall Classes Begin
October 1	Last day to ADD classes (with instructor's permission)
October 29	Applications accepted for Spring Semester, 1980
November 7	California College and University Day
November 9	Last day to DROP a class without possibility of penalty grade (automatic W)
November 12	Veterans Day, Legal Holiday
November 21	Last day to file petitions and certificates for graduation - January 1980
November 22-24	Thanksgiving Holidays
Dates to be announced	Registration for Spring Semester 1980
December 17-January 1, 1980	Winter Recess
January 2	Instruction resumes
January 4	Last day to DROP a class
Jan. 25-Feb. 1	Final Examinations
February 2	Fall Semester Ends

SPRING SEMESTER 1980

February 4	Spring Semester Begins
February 4	Spring Classes Begin
February 12	Lincoln's Day
February 15	Last day to ADD day classes (with instructor's permission)
February 18	Washington's Day
March 28	Last day to DROP a class without possibility of penalty grade (automatic W)
March 31-April 5	Spring Recess
April 11	Last day to file graduation petitions and certificates for June 1980
April 14	* Applications accepted for Fall Semester 1980
Dates to be announced	Registration for Fall Semester 1980
May 23	Last day to DROP a class
May 26	Memorial Day
Dates to be announced	Registration for Summer Session 1980
June 13-20	Final Examinations
June 19	College Commencement
June 21	Spring Semester Ends

SUMMER SESSION 1980

(Subject to Approval by Board of Trustees)

June 23	Tentative Starting Date
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GENERAL INFORMATION

EDUCATIONAL PHILOSOPHY

It is the conviction of the Los Angeles Community Colleges that individuals should have the opportunity to develop to their greatest potential. To that end, it is the purpose of the nine Los Angeles Community Colleges to provide for the members of the community learning experiences which will assist them to live effectively as workers, family members, and citizens.

To accomplish this purpose, West Los Angeles College offers the following types of educational programs:

Occupational. An occupational education program planned to offer the student basic business, technical, and professional curricula to develop skills which can lead to employment and job advancement.

Transfer. A college transfer program which enables the student who completes two years of study to continue upper division (third year) work at accredited four-year colleges and universities.

General Education. A program of general education comprised of planned experiences which develop knowledge, skills, and attitudes necessary for the student to be effective as a worker, family member and citizen.

Guidance. A guidance program incorporating vocational, educational, and personal counseling to assist the student in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.

Community Services. A program of community services offered to meet the cultural, educational, and recreational needs of the community.

Continuing Education. A program of continuing education comprised of graded and ungraded classes to provide opportunities for personal and occupational competence that supplement formal full-time college 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.

Social Security Number

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

Student Code of Conduct

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

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

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

1. Willful disobedience to directions of college officials acting in the performance of their duties.
2. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating, or knowingly furnishing false information to the colleges.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration, or misuse of college documents, records, or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community, or a campus visitor.
8. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the college's primary educational responsibility or adversely affects a student's standing as a responsible member of the college community.
9. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
10. Use, possession, distribution, or presence of alcoholic beverages, narcotics, or other dangerous drugs, such as marijuana and lysergic acid diethylamide (LSD), except

as expressly permitted by law, on a college campus or at any college sponsored function.

11. Possession, while on a college campus or at a college sponsored function, of any lethal weapon.

Student Discipline Procedure

Copies of the Student Discipline Procedure are available in the Office of the Dean of Student Services.

Student Grievance Procedures

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

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

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted student grievance procedures, contact the Dean of Student Services.

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 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, 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. In addition, 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. Directory information may or may not be released at the discretion of the Records Officer, unless the student directs otherwise in writing.

A log of persons and organizations requesting or receiving student record information is maintained by the Records Officer and is open to inspection by the student.

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

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

Summer Session

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

Nonimmigrant Alien Students

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

Family Education Rights and Privacy Act

See Student Records and Directory Information.

COLLEGE INFORMATION

History

In 1959, the Los Angeles City Board of Education authorized a site acquisition study for a college in the western part of Los Angeles. After consideration of twelve sites, the "Overland Stocker" location was selected as the home for West Los Angeles College. In May 1968, the Board of Education voted approximately \$2.5 million for a building contract to establish the College. Morris J. Heldman was appointed president of the new college.

Classes began at West in February 1969, a year of torrential rains in Los Angeles. By the end of January, 17.29 inches of rain had fallen (normal rainfall was 7.40 inches), and the storm was not over.

Rain and flooding, however, did not dampen the pioneer spirit of the College. As the school opened, administrative offices were housed in the old police offices in Culver City, illustrating the community support of this College which existed then and continues to exist today.

When the offices "moved to campus," it was another cold, rainy day. There was no electricity for classrooms, no heat for the first three weeks and there were no phones, yet student and staff morale was high. An "open-door" policy existed which maximized student-staff communication. And, a pioneer spirit of adventure pervaded the campus.

The interim campus was constructed on 22 acres of a 70 acre total plot. Additions to the interim campus were completed in January, 1972. The \$12.4 million first phase of permanent buildings for the hillside campus was completed in 1978.

As the permanent campus buildings become an identifiable community landmark, the words of Morris J. Heldman, President Emeritus, gain substance. "This (permanent construction) is even more important than setting up the College because it means the College exists essentially forever."

A "forever" concept of continuing community based education on the west side of Los Angeles is a positive concept to incorporate into our nation and community third century outlook. The concept signifies continued concern for individual needs of citizens and commitments to meet those needs. It

signifies concern for community development and progress. It signifies concern for a better informed and well educated citizenry.

West Los Angeles College will play its role in America's third century in a posture of progress. Enrollments have continually increased since the opening of the College.

As the 1979-80 College year begins, the direction of West Los Angeles College and its continued education progress will be guided by the leadership of its third president, Dr. M. Jack Fujimoto.

Goals and Objectives

The administrators, faculty and staff of West Los Angeles College believe that formal education should be available to all who have the ability and determination to benefit from instruction. The prime responsibility of the College is, therefore, to students. This responsibility is met by providing college-level education with quality instruction. Supplementing curricular programs are extra-curricular activities to aid students in understanding themselves and their environment.

The administrators, faculty and staff of West Los Angeles College also believe that they are responsible to the community to prepare men and women to continue their formal education elsewhere or to enter productive employment at the conclusion of two years or less of college work. Coupled with this is the responsibility to help people become useful citizens.

With a high regard for individual merit and a deep respect for human dignity the entire staff of West Los Angeles College is committed to meet these responsibilities. This attitude is considered basic to the democratic concept and is reflected in the College's offerings, its student-teacher relationships and its administrative policies.

To support the goals of the Los Angeles Community College District and implement the foregoing philosophy, West Los Angeles College offers services in six principle areas: career education, transfer education, general education, guidance, community service and continuing education.

College Advisory Committees

Advisory Committees, comprised of members of the community who are experts in their field, work closely with the College staff to plan Career Education and Community Services programs. Such expertise helps to make college programs responsive to labor market demands and community needs.

Career Education Advisory Committees are concerned with the future of the increasing numbers of persons striving to prepare for entry into the economy, to upgrade their employment or to enter new fields of endeavor. Members bring a unique combination of successful employment experience, enthusiasm and dedication to the task at hand — assisting West Los Angeles College in offering the best possible curriculum for all students. Members take time from their own careers to meet with West Los Angeles College personnel, to ask questions, make suggestions, offer advice and share in the decisions that must be made.

Community Services Advisory Committees are concerned with the non-credit, leisure-time educational pursuits of the increasing numbers of people interested in lifelong learning. Members bring to the committees a combination of successful work experience with community groups, dedication to serving the needs of the community and a commitment to non-traditional modes of education.

Members of Advisory Committees neither ask nor receive

payment for their services, but frequently relate their personal satisfaction gained from contributions to education. Advisory Committee members are as necessary to a sound educational program as the instructors in the classroom and the equipment in the laboratories.

The College is extremely grateful for the service of the following Advisory Committees.

Administration of Justice	Human Services
Aircraft Electronics	Insurance
Allied Health	Los Angeles Airport College
Aviation Maintenance	Management
Technology	Mechanical Engineering*
Business Management	Occupational Health and
Child Development	Safety
Community Services	Office Administration
Dental Hygiene	Office Administration
Educational Aide	(General)
Electronic-Digital Logic	Office Administration
Electronics	(Word Processing)
Electronic Technician	Real Estate
Family and Consumer Studies	Technical Illustration
Fashion Merchandising	Television Repair
Foreign Trade	Travel Industry
Horticulture	* <i>Exploratory</i>

ACADEMIC REGULATIONS

Academic Renewal

Students may petition to have their academic record reviewed for academic renewal action under the following conditions:

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

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

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

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.

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 recorded on the student's academic record.

Course Repetition for Credit

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

Adding and Dropping Classes

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

Students may drop a course up to the sixteenth week of school in the Admissions Office. Courses dropped during the first three weeks of the semester will not appear on their records; courses dropped during the fourth through eighth week will show up automatically as a W, and courses dropped between the ninth and sixteenth week will show up as either a W or an F at the option of the instructor. It is the student's responsibility to drop classes even though the instructor may drop them for non-attendance. These procedures also require a valid student body card.

Attendance

Students are expected to attend every meeting of all classes for which they are registered. College matriculation assumes maturity, seriousness of purpose and self-discipline in meeting responsibilities of attendance. Violation of this regulation will result in dismissal from class according to the following provisions:

1. After the student has been absent one hour from a course giving one unit of credit, two hours from a course giving two units of credit or three hours from a course giving three or more units of credit the instructor may exclude the student from class and notify the Admissions Office to that effect.
2. Three cases of tardiness will be considered the equivalent of one absence.
3. Students absent from classes, for a period of two consecutive weeks, who have not been granted a leave of absence by their instructors may be dropped. Grades of W or F will be assigned to students who are dropped from classes for non-attendance in accordance with the Grading System outlined in this section.
4. Since Board Rule 6406 requires that all students take Physical Education (except those qualifying for exemptions listed on page 12), absence from or failure to register for Physical Education will result in failure in the course.
5. Students missing the first and second meeting of a class may be dropped at once.
6. Students who wish to drop a class or withdraw from the college must complete forms in the Admissions Office or notify the Admissions Office by mail. The deadlines for dropping classes and withdrawing from the College are listed in each College class schedule calendar.

Auditing

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

Awards

Chancellor's Distinguished Honor Award

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

1. Petition for the Associate Degree, and
2. Have completed four semesters with a 3.5 cumulative grade-point-average in 12 or more units per semester, or
3. Have completed 48 units with a cumulative grade-point-average of 3.5 or better within the last five years, and
4. Have completed at least 50 percent of all units utilized for this award within the Los Angeles Community College District.

Deans List Requirements

West Los Angeles College encourages academic excellence. Students who have completed at least 12 units in one semester with a grade point average of 3.5 or better are placed on the Deans List. Students remain on the Deans List 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 30 units of work with a grade point average of 3.5 or better and additionally for the next two increments of 15 units for which a grade point average of 3.5 is maintained. Part-time students must apply for the Deans List. Students who have completed 70 or more units or who have an A.A. or higher degree are not eligible for the Deans List.

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

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

Alpha Gamma Sigma

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

Credit by Examination

Methods of Obtaining Credit by Examination

Advanced Placement. Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.

CLEP. Achievement of a score that qualifies for credit by examination in the College Level Examination Program.

College Examination. Satisfactory completion of an examination administered by the College in lieu of completion of a course authorized by the College as eligible for credit by examination. Achievement based on examinations administered by other agencies must be approved by the College.

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 average, apply for up to 15 units of credit in courses which parallel the offerings of the College.

The following exceptions may be made to this regulation:

1. Graduates of Diploma Schools of Nursing
2. 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 or the Overseas Program, request an evaluation of credit earned through military service training schools and/or military occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

Determination of Eligibility to Take a College Administered Examination

1. The student must be currently registered in the College, be in good standing, and have a minimum grade point average of 2.0 in any work attempted at the College.
2. The student may petition for credit by examination if:
 - a. The student is eligible to take such course for credit under existing regulations.
 - b. The student has not completed a course or is 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.

Maximum Credit Allowable for Credit by Examination

The maximum number of credits allowable for credit by examination for the Associate Degree shall be 30. Credit by examination transferred from other institutions is counted toward this maximum.

Limitations

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

Recording of Credit

1. If a student passes the examination, the course shall be posted on the student's cumulative record indicating "Credit" in the "Grade" column.
2. The number of units of credit recorded for any course may not exceed those listed in the College Catalog.

Credit/No-Credit Grade Policy

A college may offer courses in either or both of the following categories:

1. Courses wherein all students are evaluated on a "credit/no-credit" basis.
2. Courses wherein each student may elect on registration, or within such time thereafter as provided in the College regulations, to take the course on a "credit/no-credit" basis.

A student electing to be evaluated on the "credit/no-credit" basis will receive both course credit and unit credit upon satisfactory completion of the course. A student who fails to perform satisfactorily will be assigned a "no-credit" grade.

In computing a student's grade-point-average, grades of "credit/no-credit" are omitted.

A credit grade is granted for performance which is equivalent to the letter grade of "D" or better.

The student is held responsible for all assignments and examinations required in the course and the standards of evaluation are identical for all students in the course.

Campus Procedure

Students should be advised that not all courses are available on a credit/no-credit basis. Students should first consult the Catalog and the appropriate department. Students should also be warned that courses intended to meet the major or other specific requirements should not be taken on a credit/no-credit basis. Students electing to take a course on a credit/no-credit basis must file a request with the Admissions Office before the end of the second week of the semester. This request is irrevocable and cannot be changed at a later date.

Academic Probation

Placement on Academic Probation

A student shall be placed on academic probation after attempting a minimum of 12 units work for any one of the following reasons.

1. *Low Grade Point Average:* College grade point average is less than "C" (2.0)
2. *Transfer Student:* Grade point average from another college or university is less than "C" (2.0).
3. *Non-Completion of Courses:* Student has been readmitted after being disqualified, but has not removed grade point deficiencies through completion of courses at another accredited institution.
4. *Withdrawn Units.* The total number of "W" (Withdrawn), units is greater than the total number of units completed in any given semester.

In addition, a student may be placed on probation-at-entrance when the high school records and/or a low score on achievement tests used for entrance are unsatisfactory.

Continuation of Academic Probation

Probation will be continued when:

1. The student has earned a "C" (2.0) or better grade point average during his or her probationary period but is still deficient in cumulative grade points.
2. The College Academic Standards Committee is satisfied that the student has made significant improvement in academic achievement but the student has not been able to reach a grade-point-average of "C" during the period of probation.

Removal from Academic Probation

A student shall be removed from academic probation when he or she has earned sufficient grade points to offset previously accrued deficiencies and has therefore achieved a cumulative grade point average of "C" (2.0) or better.

Academic Disqualification

A student is subject to academic disqualification when:

1. The student fails to maintain a "C" (2.0) average for any semester while on probation except if the cumulative grade-point-average is "C" (2.0) or better.
2. The total number of "W" units exceeds the total number of completed units for any semester while on probation.

Notification of Disqualification

All academic disqualifications shall be approved by the College President before students are notified.

Admission of Students Disqualified at Another College

Disqualification at one college in the District will prevent admission for one or more semesters to any other Los Angeles Community College.

Readmission After Academic Disqualification

A disqualified student must submit a petition to the College Academic Standards Committee for readmission. Readmission may be granted, denied, or postponed, subject to the fulfillment of conditions prescribed by the Committee.

Final Examinations

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

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

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

Grade Change Policy

Under State law, grades can only be given by the instructor, and only the instructor is authorized to change a grade. If students feel they have received an inappropriate grade for a class, they should consult with the instructor or the division chairperson. The student may also file a petition for change of grade with the Office of Instruction if a meeting with the instructor is not possible or convenient.

Grading Standards

These grades represent the various levels of accomplishment and carry the number of grade points per unit attempted as indicated below:

(This is the 4-point grade system)

		Grade Points Per Unit
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
Inc	Incomplete	0
W	Withdrawal (not counted as units attempted in computing grade-point average)	
X	Credit by examination (credit for units completed not computed in grade-point average)	

1. During the first three weeks of the semester a student officially withdrawing for any reason will receive no grade.
2. During the fourth through the eighth week of the semester, a grade of W will be given to a student officially withdrawing for any reason.

Exception: Students dropped for non-attendance in Physical Education will automatically be given a grade of F unless

- they (1) withdraw completely from the College, (2) reduce their program to eight units or less or (3) reach their 21st birthday.
3. When students withdraw or are dropped during the ninth through the sixteenth week, a grade of W or F will be given at the discretion of the instructor.
 4. No withdrawals are permitted after the sixteenth week.
 5. If students fail to appear for the regularly scheduled final examinations, an F will be received for the course. Students who have unavoidably missed the final examination may, within the final examination period, petition the instructor for a grade of Incomplete. If the petition is granted, the instructor will then record a grade of incomplete and inform the student how to complete the course. **An Inc will be counted as an F until the required work is made up during the next semester of attendance by the student at a date specified by the instructor.**
 6. Units attempted will be recorded for classes in which a student receives a grade of A, B, C, D, F and Inc. Units earned will be recorded for all classes in which a student receives a grade of A, B, C or D.
 7. A student's grade-point average is computed by dividing the grade points earned by all units attempted.

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. To qualify for a degree, the student must complete the following requirements:

- I. **UNIT REQUIREMENT.** 60 to 64 units of course credit in a selected curriculum.
- II. **SCHOLARSHIP REQUIREMENT.** A "C" (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based.
- III. **RESIDENCE REQUIREMENT.** Completion of at least 12 units of work in residence and attendance at the College during the semester in which the requirements are completed.
- IV. **COURSE REQUIREMENTS.** A minimum of 60 semester units including:
 - A. At least 18 semester units of study taken in a discipline or from related disciplines and
 - B. At least 15 semester units of general education, which shall include not less than the minimum number of units indicated in each of the following areas:
 1. Natural Sciences 3 units
 2. Social Sciences (including at least one course dealing with Federal, State, and local government) 3-4 units
 3. Humanities 3 units
 4. Learning Skills (including at least one course in written communications) 3-4 units
 5. One course in health education (unless exempted for religious reasons) 2 units
 - C. Ethnic Studies courses shall be offered in one or more of the areas above.

The following courses have been designated by the College as meeting the general education requirement stated in item IVB above:

Natural Sciences:

- Anatomy (all courses)
- Anthropology 1
- Astronomy (all courses)
- Biology (all courses)
- Chemistry (all courses)
- Environmental Studies (all courses)
- Geography 1, 3
- Geology (all courses)
- Microbiology (all courses)
- Oceanography (all courses)
- Physics (all courses)
- Physiology (all courses)
- Psychology 2

Social Sciences:

- Administration of Justice (all courses)
- Anthropology (except Anthropology 1)
- Business 1
- Child Development 1, 2, 3, 11
- Geography 2, 7, 14.
- Economics (all courses)
- History (except 1 and 2)
- Law 1, 2, 30
- Political Science (all courses)
- Sociology (all courses)
- Psychology (except Psychology 2, 22, 23)

Humanities:

- Architecture 2
- Art (all courses)
- English (except 1, 21, 22, 23, 28, 33, 44, 45, 47)
- Foreign Language
- History 1, 2
- Humanities
- Linguistics
- Music
- Philosophy
- Theatre Arts

Learning Skills:

Choose either English 1 or 28.

Note: Students with at least 14 additional units from the various areas of Business or Office Administration, such as Accounting, Real Estate, etc. may meet this requirement by taking Business 31 and 32.

Note: Students with a major in a career technical area may meet this requirement with English 22.

For additional units choose from:

- Business 38
- English 1, 21, 23, 28, 33, 44
- Speech
- Mathematics
- Psychology 23
- Supervision 11, 12

Health Education:

Choose from Health 9 or 10 unless exempt.

Physical Education Requirement and Exemptions

INSTRUCTION IN PHYSICAL EDUCATION. All students enrolled in a community college of the District, unless exempted, shall attend the course of physical education for a minimum of 120 minutes per week.

The following exemptions are authorized:

- Students having a medical exemption
- Students enrolling in 8 or fewer units
- Students enrolling in evening classes only
- Students 21 years of age or older
- Students who have served in the Armed Services of the United States for a minimum of one year
- Students who have met the Physical Education requirement for four semesters.

Incompletes

College policy on incompletes and their removal is described under Grading Standards found on page 10.

Material Fees

In certain classes determined by the College, fees may be charged for materials furnished to the students by the College and which are required by the activities of the course. The College attempts to keep these fees to the minimum necessary to cover expenses. Such fees will usually be listed in the Schedule of Classes and are to be paid when registering for the class.

Military Service Credit

Six units of elective credit for military service will be approved following service of 181 days or more in the Armed Forces. Students should petition the Office of Admissions for this credit.

Placement Examinations

All entering students who plan to take more than 6 units or take any English class are required to take West Los Angeles College's English Placement Test. It is the student's responsibility to call the Counseling Center (ext. 256) or come in person to make an appointment for this test. English Placement Test Schedules are listed in the Schedule of Classes each semester and are posted throughout the campus.

Students who have taken the C.E.E.B. Achievement Test in English and the Test of Standard Written English may substitute these for the West Los Angeles College English Placement Test if results of the C.E.E.B. Achievement Test and TSWE arrive at West Los Angeles College in time for processing and use in placement of the student.

Those students who have successfully completed English 28 or a directly equivalent course at another institution are not required to take the English Placement Test before enrolling in English I if transcripts or grade reports arrive at West Los Angeles College in time for processing and use in placement of the student.

Recording Devices

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

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.

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 shall be entitled to two free copies of the transcript of his or her academic record at the conclusion of any semester of attendance. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost not to exceed the cost of reproduction. Requests for transcripts may be obtained in the Office of Admissions.

Units of Work/Study Load

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

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

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

Withdrawal Policy

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, if possible.

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 Standards on page 10.

STUDENT SERVICES

Bookstore

The West Los Angeles College Bookstore is operated to serve the needs of students, staff and faculty providing textbooks and supplies necessary for classroom use as well as a large number of sundries useful to the campus community. Such items include wearing apparel, sports equipment, confections, magazines, paperback books, greeting cards, study aids and personal care items. A special order service is provided for book titles not normally stocked by the Bookstore. Visa, Master Charge and personal checks with California Drivers License and current Registration Card are accepted.

Hours

Located in Building A8, the Bookstore is open from 7:45 a.m. to 4 p.m. Monday through Friday and also from 5:30 to 8:30 p.m. Monday through Thursday.

Buy Back Policy

Book buy back refers to the purchase of textbooks by the College Bookstore from the College community. Only those books which will be required the following semester will be bought back at the quantities determined by the needs of the College Bookstore.

Books will be purchased from students and/or other customers at a minimum of 50 percent of the customer's purchase price or a percentage determined by the College Fiscal Administrator.

The book buy back period will be during examination time at the end of each semester. Books in an unsalable condition will be refused.

Availability of Used Books

A limited number of used books are available for various courses offered at the College. The best selection of used books is available immediately prior to the beginning of each semester and on the first day of classes.

Business Office

The Business Office, under the direction of the College Fiscal Administrator, is the depository for all monies collected on campus and is responsible for the maintenance of records and procedures prescribed by the Board of Trustees.

Located in Building A8, the Business Office is open from 7:30 a.m. to 4:30 p.m. and from 5:30 p.m. to 8:30 p.m. Monday through Thursday and from 7:30 a.m. to 4 p.m. on Friday.

The Business Office acts as controller of all funds collected on campus. It directs the paying of salaries to all employees of the Associated Students Organization. The Business Office administers and controls the establishment of the Associated Students budget, the disbursement of funds for Associated Students activities and trust and scholarship accounts. It advises on various special activities of the College, such as, trust, investment, food service, scholarship and loan programs and fee collection. It also verifies and executes contracts and acts as purchasing agent for activities involving Associated Students finances.

Career Center

The West Los Angeles College Career Center is a career information and decision-making resource for students and other members of the West Los Angeles community. The professional and paraprofessional staff is available daily and several

evenings a week to help those in need of career and occupational information.

Specific career information, counseling and occupational interest assessments are available by appointment. Students are always welcome to come in and browse through the great variety of career materials on an informal walk-in basis.

The Center annually sponsors a series of "Focus on Careers" programs highlighting a variety of possibilities. A schedule of programs is available at the Career Center. Many past programs can be viewed on videotape.

The **Career Exploration Program** has established career observation sites for students seeking career directions and decisions. Arrangements have been made with a number of businesses, industries and social service agencies in the community for students to spend time at the specific work setting. The student will have the opportunity to talk to people in the field as well as observe the actual environment. For information and appointments contact the Career Planning Center, ext. 355.

Child Development Center

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

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

Children from two and a half years up to kindergarten age are eligible. They are expected to attend at least two days a week for a minimum of three hours per session. A sliding fee scale from 25 cents to \$1.00 an hour has been established. Applications are available at the Center. For information call 836-7110, ext. 357.

Cooperative Work Experience Education

Types of Education

- A. Cooperative Work Experience Education is a District-initiated and District-controlled program of education consisting of the following types:
 1. General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
 2. Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.
- B. Participation may be under either of the following formats:
 1. *Parallel Plan*. A form of Cooperative Work Experience Education designed to offer students the opportunity to attend college classes and earn college credit for concurrent learning on the job.
 2. *Alternate Plan*. A form of Cooperative Work Experience Education designed to offer students opportunities alternately to attend college and work as stipulated in the District Plan.

College Credit

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

- A. *General Work Experience Education*
 - 1. *Parallel Plan.* A maximum of three credit hours per semester may be earned up to a total of six semester credit hours.
 - 2. *Alternate Plan.* A maximum of six semester credit hours may be earned.
- B. *Occupational Work Experience Education*
 - 1. *Parallel Plan.* A maximum of four credit hours per semester may be earned up to a total of 16 semester credit hours.
 - 2. *Alternate Plan.* A maximum of eight credit hours may be earned during one enrollment period up to a total of 16 semester credit hours.

Student Qualifications

- A. In order to participate in Cooperative Work Experience Education students shall meet the following criteria:
 - 1. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
 - 2. Have on-the-job learning experiences that contribute to their occupational or educational goals.
 - 3. Have Instructor approval.
 - 4. Meet the following condition if self-employed: Identify a person who is approved by the Instructor to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - a. Assist the student in identifying new or expanded on-the-job learning objectives.
 - b. Assist in the evaluation of the student's identified on-the-job learning objectives.
 - c. Validate hours worked.
- B. In addition, a student shall:
 - 1. Be an apprentice as defined by Labor Code Section 3077 who is enrolled in related or supplementary courses required of the apprenticeship programs; or
 - 2. Be enrolled in the Parallel Plan.
 - a. During regular semesters, students must enroll in a minimum of **seven units** including Cooperative Work Experience Education.
 - b. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education; or
 - 3. Be enrolled in the Alternate Plan. Concurrent enrollment will be limited to one other class.
 - a. Students must earn **at least 7 units** of other class work before re-enrolling under the Alternate Plan.
 - b. Students may not transfer between Parallel and Alternate Plans until they have earned **at least 7 units** of other class work.

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

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

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

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

- | | |
|--|---|
| Accounting | Economics |
| Administration of Justice | Education |
| Afro-American Studies | Electronics |
| Agriculture | Electronics Technician |
| Air Conditioning Technology | Electronics Technology |
| Aircraft Electronics | Engineering |
| Technology | English |
| Animal Husbandry | Environmental Studies
(Environmental Science) |
| Anthropology | Fire Science |
| Architecture | Foreign Languages |
| Art | Geography |
| Astronomy | Geology |
| Aviation Maintenance
Technician | Health |
| Biology | History |
| Botany | Home Economics (Family &
Consumer Studies) |
| Broadcasting | Humanities |
| Business | Industrial Arts |
| Business Data Processing | Jewish Studies |
| Chemistry | Journalism |
| Child Development | Law |
| Cinema | Linguistics |
| Commercial Art | Management |
| Computer Maintenance
Technician | Mathematics |
| Computer Science -
Information Technology | Mechanical Drafting |
| Computer Technology | Medical Record Science |
| Dairy Husbandry | Merchandise Display (Visual
Merchandising & Display) |
| Drafting | Merchandising (Marketing) |

Cooperative Education Credit Guide

UNIVERSITY OF CALIFORNIA:
APPROVED COOPERATIVE EDUCATION SUBJECT AREAS
University of California policy provides that a maximum of six

Meteorology	Political Science
Mexican-American Studies (Chicano Studies)	Psychology
Microbiology	Public Service
Mineralogy	Real Estate
Music	Recreation
Natural Resources Management	Respiratory Therapy
Nursing	Restaurant Management
Oceanography	Sign Graphics
Office Administration (Secretarial Science)	Social Science
Philosophy	Sociology
Photography	Speech
Photography, Commercial (Photography-T)	Statistics
Physical Education	Technical Illustration
Physics	Television
Physiology	Theater
	Transportation
	Urban Planning
	Water Systems Technology
	Zoology

Campus Procedure

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

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

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

Counseling Services

The administrators, faculty and staff of West Los Angeles College believe that assistance should be provided to each student in selecting and achieving a worthwhile educational objective. Experience shows much uncertainty and probability for error can be eliminated if decisions concerning the future are discussed and thought through with the help of trained, experienced counselors.

The services include counseling and guidance on educational, career and personal goals as well as problems which may interfere with a successful adjustment to college life.

The Counseling Center staff is available to help students. Counseling appointments may be made in person or by telephoning the Counseling Center. Walk-in counselors are available to answer questions or to provide emergency help for students.

The experienced, professionally trained counseling staff works with all students who have problems concerning choice of educational goal, choice of career, choice of college and other choices involving a direction in life. Counselors also help students select and plan their majors, explore with them future college or other educational choices and develop specific plans to meet student goals. Students should meet with a counselor as soon as possible to make these plans. Counselors will work with students who feel the need for greater self-understanding, who need to know more clearly what their abilities and interests are and where these abilities and interests may lead. In order to promote greater self-understanding, counselors may use a variety of individual and group counseling approaches as well as

testing and personal assessments.

Achievement, scholastic aptitude and vocational interest tests may be administered and interpreted by counselors. Testing is utilized to increase the student's self-understanding and to aid the student in making educational, personal and career decisions.

As a part of the Counseling and Guidance Services, students should consider Personal Development courses.

Students are encouraged to act independently in formulating their plans and invited to consult with counselors whenever problems or questions requiring professional help arise. The Counseling and Guidance Service, under the direction of the Dean of Student Services, is advisory, as students are expected to assume responsibility for completing the courses of study which they have selected.

The administrators, faculty and staff of West Los Angeles College emphasize that education should be geared to the individual needs of the student. To that end, counseling and instructional personnel have cooperated in the development of a wide variety of programs to better serve the student population.

Fees

West Los Angeles College is a public institution. No tuition fee is charged for residents of the State of California. However, the Board of Trustees does permit the collection of deposits and such other general charges as are deemed necessary by the College authorities.

In addition, students are expected to purchase their own textbooks and classroom and laboratory supplies, as determined by the instructor. A bookstore located on the campus provides convenient service to students. The cost of textbooks and supplies may vary between \$40 and \$100 per semester.

Experience has demonstrated that student activities are essential to the program of the College. These activities are financed by money received from memberships in the Associated Student Organization. The charge is \$6.50 for students taking day classes and \$2.50 for students taking evening classes. The funds thus collected are spent for the general welfare of the students in accordance with policies, rules and regulations defined by the Board of Trustees. Membership in the Associated Student Organization is **not** mandatory.

In case of withdrawal from the College, the student will receive a refund of the Associated Student Organization membership according to the schedule printed on the Student Body Card.

Financial Aid

Grants, Loans, and Work Study

A Financial Aids Office, located in the Student Services Building, A13, exists to serve students who find it necessary to seek financial assistance. The Financial Aids Office provides counseling and guidance to students in all areas of financial aid including scholarships, loans, grants and part-time employment.

West Los Angeles College participates in the federally funded Basic Educational Opportunity Grant, the Supplemental Education Opportunity Grant, National Direct Student Loan and College Work Study Programs. These programs are based on the financial needs of the applicant. In order to adequately determine this need, applicants for these programs are required to complete (or have their parents complete) a financial question-

naire furnished by the College Scholarship Service. The results of this questionnaire provide a reliable determination of financial need and facilitate the administration of the various financial aid and assistance programs. The fee for the processing of this questionnaire is \$4.75 and must be paid by the applicant.

In addition, West Los Angeles College participates in the Basic Educational Opportunity Grant program. Eligibility for this program is determined separately from other financial aid programs and requires no processing fee.

Except in the case of the Basic Educational Opportunity Grant program, it is important to note that resources available to administer programs of financial aid and assistance are limited. As a result, the College is unable to offer complete aid to all students demonstrating financial need. Awards, therefore, may be, and usually are, less than the maximum amounts prescribed for the various programs. The College is constantly on the alert to expand the resources for financial aid and assistance and makes every effort possible to increase the availability of funds for this vitally important student service.

Since many of the financial aid programs change from year to year, because of the variability of funds from federal, state and local sources, students should be aware that a number of scholarships are available for community college students for use at the College or upon transfer to a four-year institution. Some of the more typical programs of this nature are the: California State Scholarship Program, Culver City Lions Club, Culver City Rotary Club, Isabel Shane Fund, Bank Of America Community College Awards, Westwood Exchange Club Scholarships, Southern California Edison Company Career Development Awards, West Los Angeles College Scholarship Awards, Army and Navy ROTC Scholarships, Don Leiffer Emergency Book Loan Fund, Chuck Remy Memorial Fund, George S. Witt Scholarship Fund and Westchester Woman's Club Awards.

Budget

In order to determine a student's financial need, it is necessary to assign costs of college attendance, depending upon whether a student is dependent upon parental support or is self-supporting. For 1979-80, these costs will vary from \$3,200 per year for a dependent student to \$7,200 per year for self-supporting students with dependents. Precise costs for any particular student can only be made after the student's status is known. The costs of college attendance account for the minimal expenses required for fees, books and supplies, room and board, transportation and personal requirements.

Extended Opportunity Program & Services

The Extended Opportunities Programs and Services at West Los Angeles College are established to assist economically and educationally disadvantaged students. The program provides book and transportation grants, medical assistance, peer counseling and tutoring and financial aids advisement. Information and applications are available at the EOP&S Center in the Student Services Building, A13.

Food Service

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

Services for the Handicapped

Students who have special needs because of a temporary or permanent physical, communication, or learning disability are invited to visit the Special Counselor for the Disabled, located in the Health Office, or the Handicap Enabler, located in the Learning Resource Center on the first floor. Assistance includes the purchase of special equipment, obtaining parking permits, aid in registration and referral to other agencies such as the State Department of Rehabilitation. Elimination and prevention of architectural barriers is also an important element of campus planning.

Students who have disabilities which result in a career handicap may be eligible for the services of the State Department of Rehabilitation. These services include career counseling and guidance training which includes payment of costs such as books, fees and tuition and job placement. Under certain circumstances students may also qualify for help with medical needs, living expenses and transportation.

The Special Counselor or Handicap Enabler will assist in making an entry interview, or the student may make direct contact with any State Department of Rehabilitation office. The office closest to the College is located at 5161 Overland Avenue, Culver City, CA 90230, a few blocks north of the campus. The telephone number is (213) 559-6140.

Health/Insurance Services

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

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

Students who need a verification of an annual tuberculosis test as a prerequisite for a course at the College may receive the test at the Health Office.

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

Housing

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

Job Placement Services

The Placement Office, located in Building A9, offers on- and off-campus job placement services to currently enrolled students and graduates. Individuals interested in obtaining full- or part-time employment should file an application and arrange for a personal interview in the Counseling Center.

Learning Resource Center

The Learning Resource Center, a new modern center for learning and instructional development at West Los Angeles College, is designed to maximize resources to meet the educational needs of students. Housed in the Learning Resource Center are the Instructional Center (ground floor) and the Library (second and third floors).

In addition to the Learning Resource Center, a Computer Center operates on the campus to enhance student learning.

Instructional Center

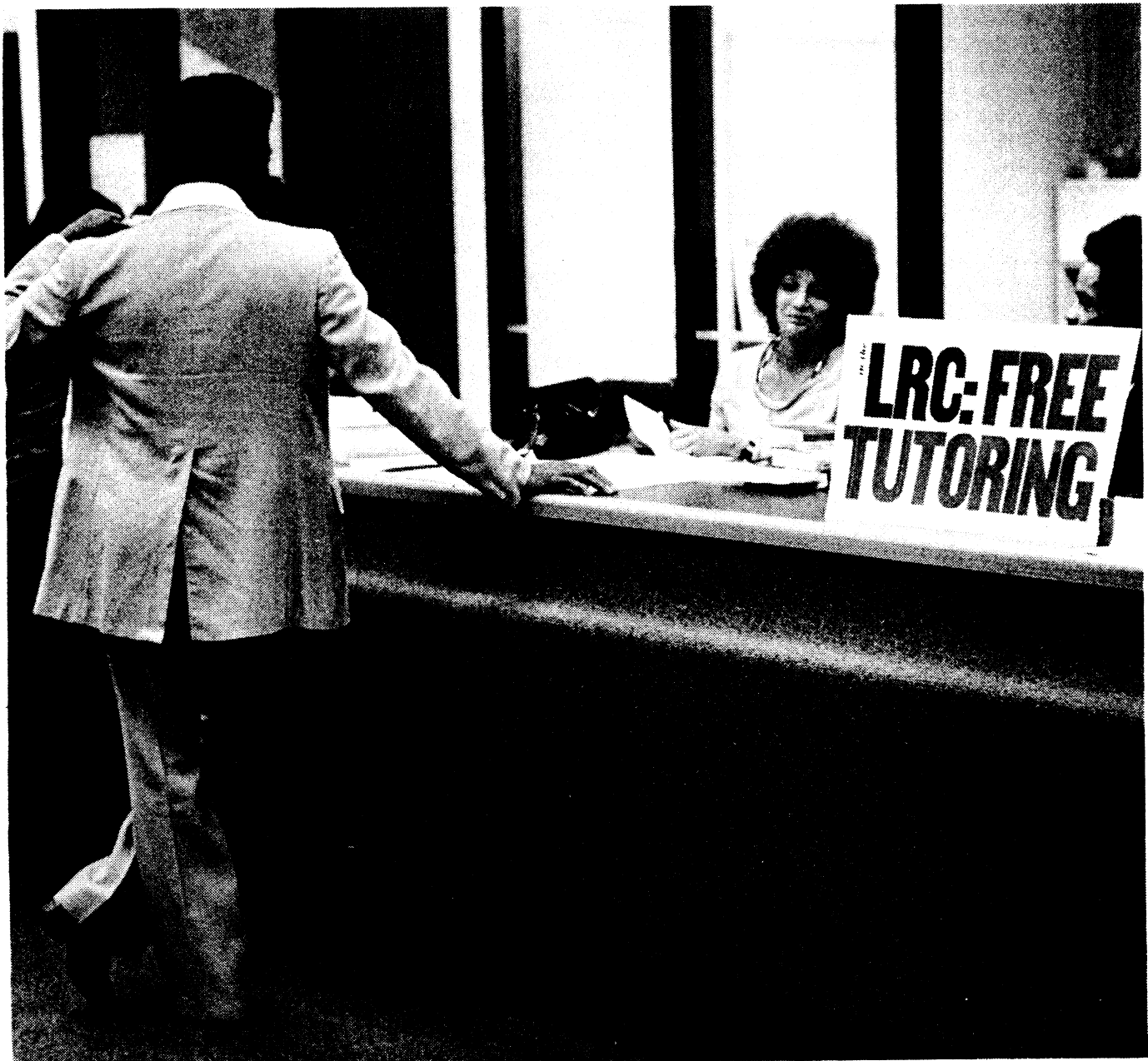
The Instructional Center provides materials aimed at improving study skills and programs designed to assist students in all major subject areas as well as in selection of careers and college majors. The Center incorporates many tools for instruction into one dynamic, modern unit. It houses the Learning Center, the Audio Visual Center, the Study Center, the Listening Center, the Instructional Technology Center, the Career Corner, the Media

Center, the Tutorial Center, the Writing Skills Workshop and a television studio.

The Instructional Center, located on the first floor of the LRC building, provides for individual and small group programmed instruction and tutoring. Faculty, staff and students are permitted to view and listen to professors and other specialists in various subjects through the audio and video information retrieval system. Advances of educational technology including auto-tutor machines, other-teaching machines and automated instructional devices are available along with programmed materials and computer terminals. Pacers, geared to developing and improving reading skills, are included for the students' use.

A variety of audio cassettes are available in the Instructional Center. There are cassettes designed to aid students in classes related to specific course areas and cassettes assigned or recommended by professors.

Also found in the Instructional Center are slide, film, sound filmstrip and other instructional media packages, as well as



television materials, including video cassettes. Students may enroll in Education 5 and earn one unit of credit as they learn to use the media in the Instructional Center.

Tailor-made programs are developed by a teaching team composed of the subject matter specialist (the professor) and the Instructional Center professionals. These programs include television and cross-media programs that supplement many of the college courses. Preview and tryout facilities are in the Instructional Technology Laboratory and the Media Technology Conference Room.

Other special facilities and services include group study and conference rooms, typing rooms which contain both manual and electric typewriters, photocopy machines and a center containing specialized materials for use by handicapped students. Throughout the Learning Resource Center the student may read and study in a private booth or in a relaxed lounge-like atmosphere. Students are urged to acquaint themselves with the Learning Resource Center and the opportunity for personal enrichment. A handbook is available for their use.

Telecine Control houses the heart of the audio and color television electronic distribution systems. It provides students with programming they can control. It also permits and controls in-house production in the Instructional Center Television Studio. Students can rehearse oral reports, seminars, speeches and dramatic presentations on television.

The Instructional Center's Information Retrieval System is part of the West Los Angeles College staff's newest approach to learning. Students can review a film shown in class in a private booth and can watch a professor work a problem over and over again.

Equipment is provided which permits intercommunication between the student carrels, laboratories, classrooms and the Instructional Center Master Telecine Control Room, so that individual students and professors may request and control audio and video programming at their convenience. Programs can be received in group study rooms throughout the Learning Resource Center and in classrooms. This allows lessons to be viewed and discussed by a number of students. Typewriters and electronic calculators are also available as well as specialized equipment for handicapped students. Tutors are available to help students in several areas.

The **Writing Skills Workshop** is an informal, free tutorial facility providing help with any college-connected writing assignment. Faculty members and specially trained student assistants guide students in developing ideas; organizing, writing and revising papers; correcting technical problems and taking essay examinations.

Library

The West Los Angeles College Library, located in the Learning Resource Center, houses an extensive collection of both print and non-print materials.

To keep pace with readers' needs, the book collection of over 50,000 volumes is being expanded rapidly. Besides the Main Collection, from which students may select books for collateral reading, for class reports and for pleasure reading, there is a Reserve Book Collection which contains books and other materials needed for special class assignments and a special collection of paperback books.

The Library has an extensive collection of circulating magazines, journals and newspapers. Over 500 subscriptions are currently received. Back issues are available on microfilm and microfiche. In addition, audio cassettes, microfiche, cassette players and microfiche readers are available for circulation.

Future plans include a computerized system which will facilitate the circulation of all materials in the Learning Resource Center.

The Reference Section is the heart of the Library. Here, up-to-date and authoritative information in all fields of study is available. Reference materials such as books, current pamphlets, government documents, indexes and maps are readily accessible to all. The card catalog provides information on and access to all materials in the Learning Resource Center. Librarians trained in the use of informational resources are available to assist students.

Other special facilities and services include group study and conference rooms, typing rooms which contain both manual and electric typewriters, photocopy machines and a center containing specialized materials for use by handicapped students.

Throughout the Learning Resource Center the student may read and study in a private study booth or in a relaxed lounge-like atmosphere. Students are urged to acquaint themselves with the Learning Resource Center and the opportunity for personal enrichment. A handbook is available for their use.

Computer Center

The College operates a completely equipped Data Center for students' use in Computer Science, Business data Processing, Mathematics and all other courses that involve computer programming, operation and applications. Equipment includes a fourth generation computer system with main frame, operator's console, two random access disks, card reader and line printer together with a real-time operating system and language compilers. In addition, the Data Center has a video terminal, three keypunch machines and two hard copy terminals for conversational programming connected to the Los Angeles City College District Timesharing network.

Legal Aid

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

Ombudsperson Duties

Each student who has a complaint shall make reasonable effort to resolve the matter on an informal basis prior to requesting a formal grievance hearing. Attempts should first be made to obtain redress with the person with whom the student has the complaint, that person's immediate supervisor or, the local administrator before taking it outside the campus. Any request for a grievance hearing shall be filed with the Campus Ombudsperson within 20 days after the initial informal contact.

The College shall provide a hearing committee to hear grievances under procedures outlined by the L. A. Community College District. The ombudsperson shall coordinate all scheduling of hearings and shall serve to assist all parties and the hearing committee to facilitate a full and fair resolution of the grievance.

The name and the location of the campus ombudsperson may be obtained from the office of the Dean of Student Services.

Orientation

The entire college staff is committed to making the college experience a successful and fulfilling one for students who are recent high school graduates and those who are entering or re-entering college later in life.

Even though this is a tuition-free college, students do have a considerable investment in books, time, planning and family involvement. Similarly, the college has an investment and a commitment to provide educational opportunities to students.

The student should realize that success in a college environment inevitably depends upon personal initiative, diligence and active participation in educational programs and student activities. The College provides a host of opportunities designed to facilitate success.

Individual advice and guidance are available from counselors, faculty and administrators. The College provides a Freshman Orientation Day, a group orientation about registration and group sessions for those with educational problems. A "Warm Line" (836-7110, ext. 259 or 367) exists to direct students to special programs and services designed to help overcome such threats to a college career as personal doubts, scholastic difficulty and financial hardship.

Parking Areas and Transportation

West Los Angeles College is located at 4800 Freshman Drive in Los Angeles County territory immediately adjacent to Culver City. Jefferson Boulevard and Overland Avenue comprise the nearest major intersection. The campus consists of more than 70 acres of secluded rolling hillside.

Well-lighted parking facilities are available on campus for over 1000 cars. All vehicles that park on the West Los Angeles College campus are required to have a current parking permit visible (21113A V.C.). Visitors may have a temporary permit issued for the date of their visit. Permits may be obtained from the campus Police and Safety Office.

Short term visitor parking is available below the new Administration building.

Campus Speed Limit

Campus speed limit is 8 m.p.h.

Violation Penalties

All California vehicle code rules and regulations are applicable at the College.

Bus and Freeway Routes

Public transportation to West Los Angeles College is provided by Culver City Bus Lines 3 and 4. These make good connections at convenient points with Southern California Rapid Transit District buses.

The College can be reached by the San Diego Freeway north and south exiting at the Jefferson Boulevard off-ramp. It can also be reached by the Santa Monica Freeway east and west exiting at the Overland off-ramp and then by proceeding south to Freshman Drive.

Re-Entry Center

The Re-Entry Center was established in October of 1976 to promote the intellectual, professional, educational and personal goals of women and men students who are entering and attending West Los Angeles College after a break in their education. The Center serves all members and segments of the campus community — faculty, staff, students and community. The Center is still new and growing and welcomes your ideas and

support. The following services and programs are offered at the Re-Entry Center:

- Academic, career and personal counseling
- Resource and referral information and services
- Discussions, lectures and films
- A student services library
- A place to relax and talk with others

The Re-Entry Center is located in the Student Services Building, A-13, and is open from 9 a.m. to 7 p.m. Monday through Thursday and from 9 a.m. to 3 p.m. on Friday. For further information call 836-7110 ext. 355.

Safety and Police Services

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

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

Social Security Benefits

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

Student Information Center

If you can't locate it come to the Student Information Center in Building A-13 for on and off campus assistance. The West Los Angeles College Student Information Center provides general campus information and refers students to off-campus agencies for services such as child care, legal aid, housing, psychological counseling and crisis intervention. The Center is open Monday through Thursday from 8 a.m. to 9 p.m. on the West Los Angeles College campus.

Veterans Services

A Veterans Affairs Office, located in the Student Services Building A-13, provides information and services for Veterans.

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

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

Letters of Eligibility

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

Change of Objectives

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

Attendance

Veterans are required to submit an attendance verification on a monthly basis for all classes in which they are enrolled. These attendance verification forms may be obtained in and returned to the Office of Veterans Affairs. These forms must be submitted between the first and fifteenth of each month. Failure to submit these forms when due results in notification to the Veterans

Administration that the veteran is no longer enrolled. This results in termination of benefits.

Withdrawals

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

Overpayments to Veterans

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

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

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



STUDENT ACTIVITIES

Colors and Nickname

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

Intercollegiate Athletics and Eligibility

West Los Angeles College is a member of the Western State Conference along with College of the Canyons, Compton, Glendale, Hancock, Moorpark, Oxnard, Santa Barbara, Trade-Technical and Ventura colleges. Intercollegiate athletic competition is offered in baseball, basketball, cross-country, football, and track and field.

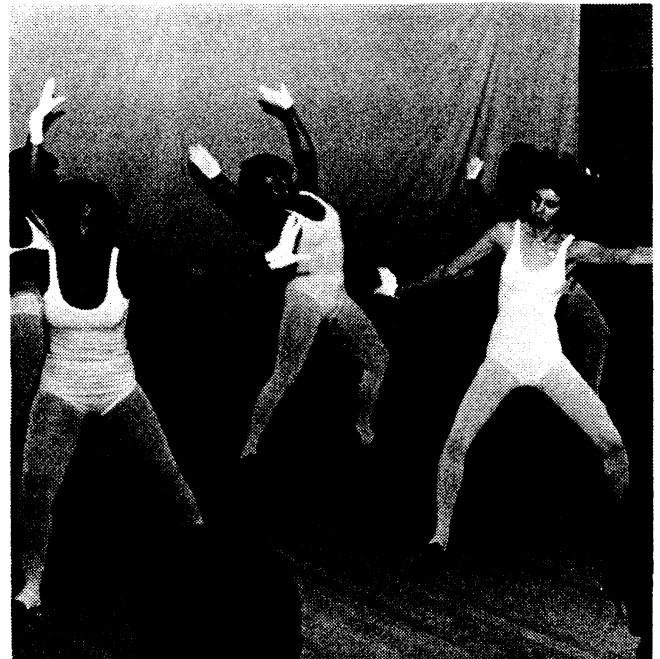
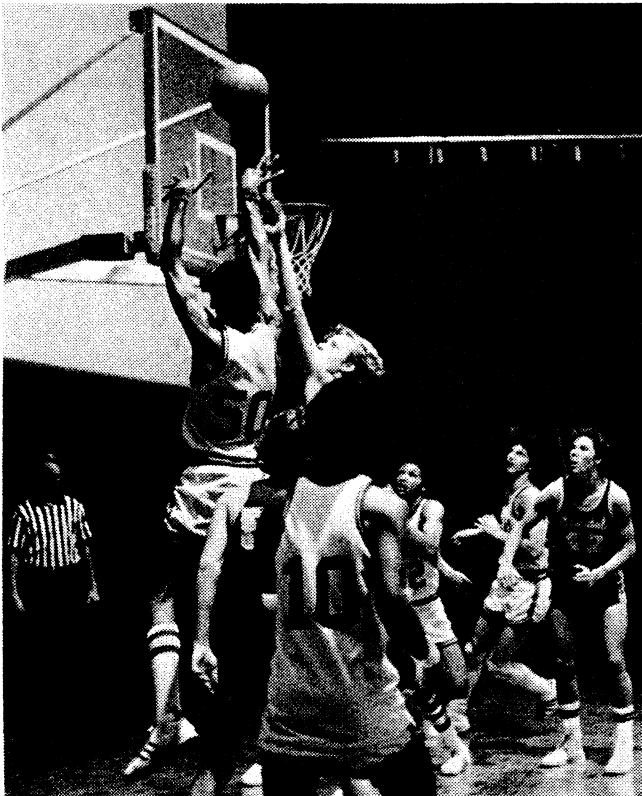
Competition and eligibility are governed by the Western State Conference and California Junior College Association athletic codes.

All questions pertaining to athletic eligibility should be directed to the Coordinator of Student Activities or the Director of Athletics.

Intercollegiate competition for women is offered in cross-country, tennis, track and field and volleyball. West Los Angeles College is a member of the Western State Conference, which supervises competition and eligibility in all sports.

Athletic Eligibility

Questions pertaining to athletic eligibility should be directed to the Assistant Athletic Director for Women, the Athletic Director or the Coordinator of Student Activities.



Intramural Activities

Intramural sports provide an opportunity for men and women who are not involved in intercollegiate athletics to participate in athletic activity programs. Students interested in the intramural program are advised to watch the bulletin boards for announcements.

Publications

The "Oiler" is the newspaper which serves the more than 10,000 students, faculty, administrators and classified staff who make up the West Los Angeles College community. The "Oiler" is produced principally as a vehicle to convey — by means of news, feature articles, photo coverage and commentary — what is significant to members of the collegiate community.

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

Student Clubs and Organizations

West Los Angeles College is proud of its active club program. The administration believes that students will find their college experience more meaningful and valuable through an active participation in some social or extra-curricular activity of the College program.

The Inter-Club Council is composed of a representative from each campus club and organization and is responsible for all organization-sponsored events.

Any group wishing to become a recognized organization must be chartered by the Executive Council.

The administration of West Los Angeles College and the Los Angeles Community College District cannot assume responsibility for off-campus social organizations that may consist of students or former students. The only recognized organizations are those chartered by the Executive Council. This policy is in conformity with the provisions of the California Education Code. Students who become members of unchartered groups do so independently and with no official sanction or approval. State laws prohibit membership in secret organizations.

Student Government/Associated Students Organization

Extensive power of self-government is placed in the hands of the Associated Students Organization. Such power enables students to develop and express initiative in terms of the common good. Membership in the ASO is obtained by paying a fee of \$6.50 for day students and \$2.50 for evening students.

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

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

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

INSTRUCTIONAL ALTERNATIVES

College Basic Skills Program

A Basic Skills program exists at the college. The purpose of the program is twofold. First, it provides supportive educational services and classes for students with insufficient educational backgrounds who might drop out of college because of difficulties in academic work. Second, it provides tutoring, counseling and guidance services for students who might tend to lose incentive because of adjustment and personal problems.

For further information, contact the Office of Instruction.

Community Services

A wide variety of low cost non-credit educational, cultural and recreational programs for the community are provided by West Los Angeles College Community Services.

All Community Services activities are open to the public. For information concerning Community Services, call 836-7110, ext. 274.

A variety of cultural events are sponsored by Community Services each year. Among the cultural events that have been provided are musical and dance concerts, theatrical productions, film and lecture series and folk festivals.

Community Services provides a Volunteer Income Tax Assistance (VITA) program to assist low-income and non-English speaking persons in the preparation of income tax returns. Program volunteers receive training in current tax law and provide a minimum of 30 hours of service in the community.

West Los Angeles College is a tuition-free college for all credit courses. In addition to credit offerings, Community Services offers short term, non-credit activities for a nominal fee. Many of these are held on campus. Off-campus locations are also utilized to expand non-credit offerings into communities served by West Los Angeles College.

Community Services non-credit activities are offered in the fall, winter, spring and summer.

In January 1979, Community Services initiated phone-in registration to ease the burden of long registration lines. Call 836-7110, ext 276, to ask for a brochure with a complete listing of activities and registration dates and times. Pre-registration is required for all activities since enrollment is limited.

Evening Classes

Classes which parallel day courses in prerequisites, course content and time of preparation are offered in the late afternoon and evening. The broad objective of the evening classes is the same as the day courses. In addition, other classes, which are unique to the Evening Division, are offered to meet the needs of the adult community. Many specialists from business and industry join with the regular day faculty to teach these classes.

Los Angeles Airport College Center

The administration of the Los Angeles Airport College Center, located at 9700 South Sepulveda Boulevard, was transferred to West Los Angeles College by action of the Board of Trustees, effective January 30, 1978.

Southern California has long been recognized as the undisputed leader in the aircraft industry. Many of the nation's major manufacturing concerns are located here. The industry is one of the largest in the area with a great number of residents being employed in it. In order for the aircraft industry to maintain this high position, it must continually be adding skilled workers to its ranks. West Los Angeles College is proud to play a role in providing training that will enable individuals to pursue careers in the aircraft industry.

The Airport College Center facilities consist of completely equipped shops where instruction is given in aircraft repair and maintenance meeting Federal Aviation Administration requirements.

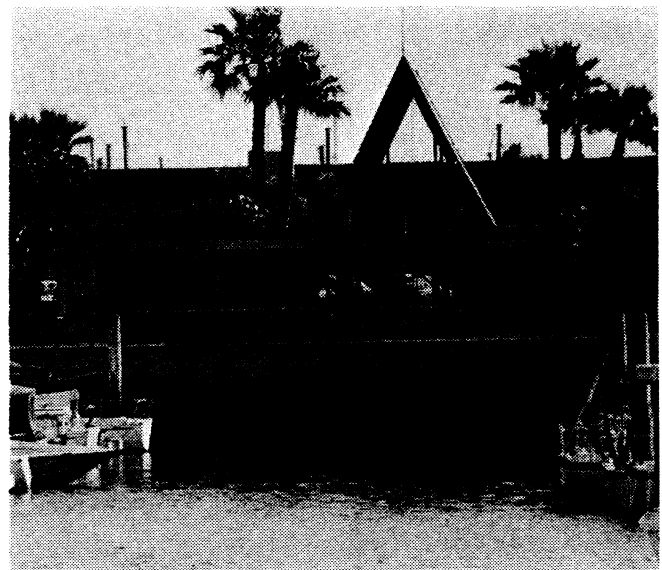
Offered at the Airport College Center are courses in Aircraft, Electronics Technology, Aircraft Production Skills, Aviation Maintenance Technician, Motorcycle Repair, Real Estate, Supervision, Transportation and Travel Agency training. In addition, a wide variety of general education and transfer courses are provided at the Airport College Center.

Registration for classes offered at the Airport College Center is conducted at the Sepulveda Branch.

Marina Center Satellite

In 1977, West Los Angeles College established a satellite called the Marina Center at the Tradewinds, 13953 Panay Way, Marina del Rey.

The West Los Angeles College Marina Center, a part of the



Outreach program, is a convenient, full-service center serving residents of Venice, Mar Vista, Westchester, and Marina del Rey. A wide variety of day and evening classes are offered in three classrooms at a comfortable picturesque setting. Counseling, registration and full-time staff are available to the hundreds of students attending the Marina Center.

Language classes are very popular. They include Chinese and Japanese as well as French and Spanish.

It's a great place to take classes — from the history of film, television and advertising design, to Marina biology and business data processing. The staff is available to answer questions or inquiries until 10 p.m., Monday through Thursday. Call 822-7873.

Modular Classes

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

Outreach (Off-Campus) Credit Classes

The West Los Angeles College Outreach program is designed to make college classes available to the entire West Los Angeles community. The 30 Outreach locations serve students who, due to lack of transportation or time, do not have the opportunity to attend classes on campus. There are Outreach locations within minutes of any point from Beverly Hills to the Palisades and from Brentwood to the Los Angeles Airport.

Outreach students are women and men, old, young and in-between. They take classes to advance in their present jobs, to educate themselves for new careers, to earn college credit and to learn about the world around them.

Classes in many fields are offered, but foreign language, business and yoga are particularly popular. The program also serves the needs of the business community by providing classes on site. Outreach also offers several classes, such as sailing, yoga and fashion design that are not offered on campus.

A complete list of Outreach classes and locations is printed in the West Los Angeles College Schedule of Classes as well as in the Outreach schedule.

Outreach invites your comments and suggestions. Please call us at 822-7873.

Reserve Officer Training Programs

Air Force ROTC

Through arrangements with the University of Southern California and Loyola Marymount University, two-, three-, and four-year Air Force Reserve Officer Training Corps (AFROTC) Programs are available to all qualified students. Academic units earned in this Program are counted as elective credits toward graduation. Successful completion of the AFROTC Program leads to a commission as a Second Lieutenant in the Air Force Reserve. Two-, three-, and four-year scholarships are available to qualified students on a competitive basis. Four-year scholarships must be applied for before December 15 in the year prior

to entering college. All scholarship recipients receive full tuition, required fees and books, and \$100 a month. All qualified students are provided 25 hours of flight training during their final year in the Program. For additional information contact the Department of Aerospace Studies (AFROTC) at the University of Southern California, Los Angeles, CA 90007, or the Department of Aerospace Studies, Loyola Marymount University, Los Angeles, CA 90045.

Army ROTC

Through arrangement with the Department of Military Science, UCLA, two-, three-, and four-year programs in the Army Reserve Officer Training Corps (Army ROTC) are available to all qualified students. Academic units (four semester units per year) earned in this program are counted as elective credits toward graduation. Successful completion of the Army ROTC Program leads to a commission as a Second Lieutenant in the Army Reserve or in the Regular Army. One-, two-, and three-year scholarships are available on a competitive basis to cadets already enrolled in the Program. Scholarships pay all tuition, required fees, books and supplies, plus \$100 per academic month. All ROTC cadets in their junior and senior years receive the \$100 per academic month. Participation in the Program requires one two-hour class period per week, plus one Saturday obligation during the first two years of the Program. Cadets may continue as juniors and seniors when they transfer to any four-year college or university in the Los Angeles or Long Beach areas. Classes are conducted at UCLA and Long Beach State University. For additional information, contact the Department of Military Science, UCLA, Los Angeles, California, 90024, 825-7381.

Marine Corps Program

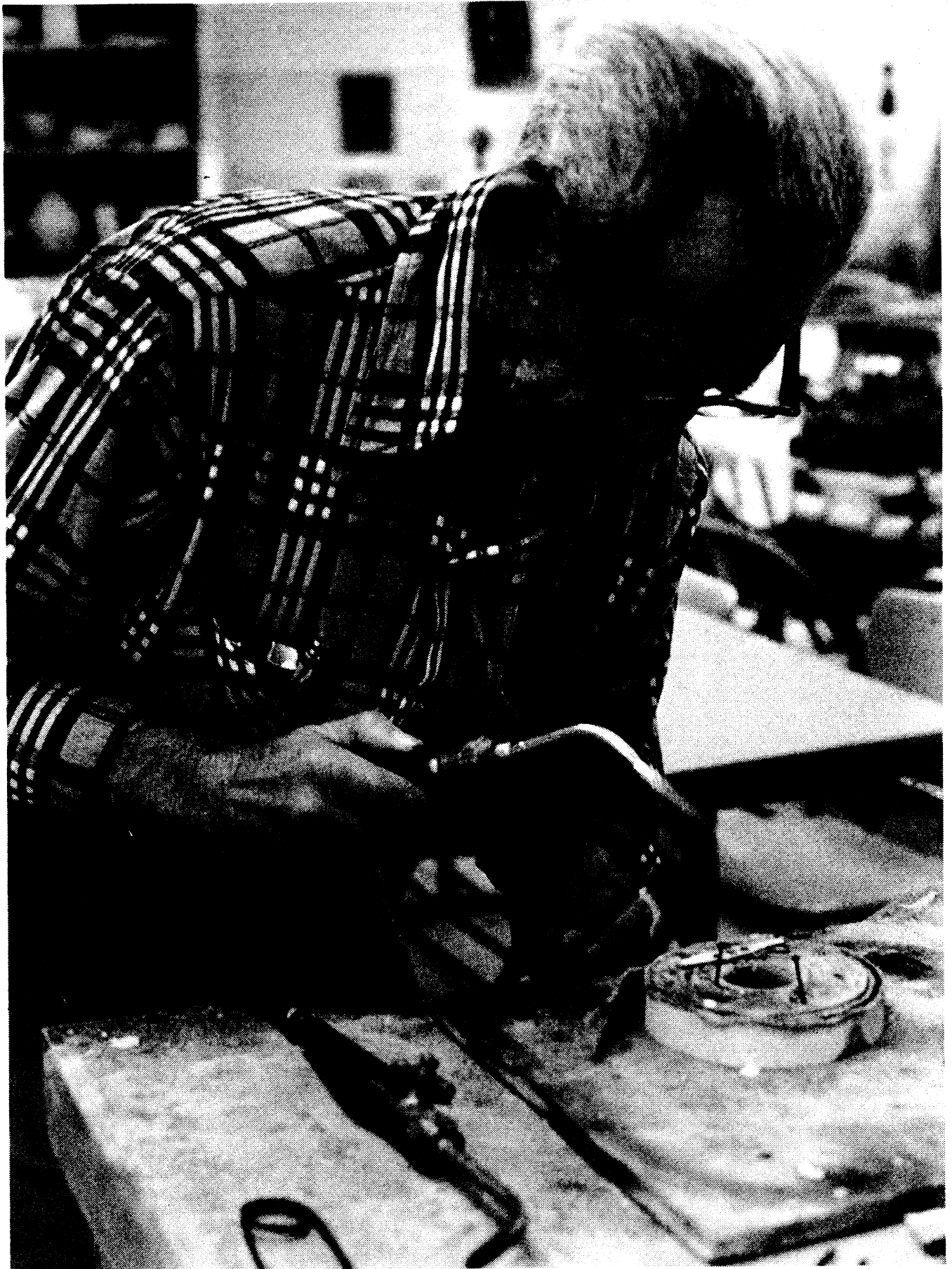
The Marine Corps Platoon Leaders Program, as well as the Marine Woman Officers Candidate Program, are available to qualified college students.

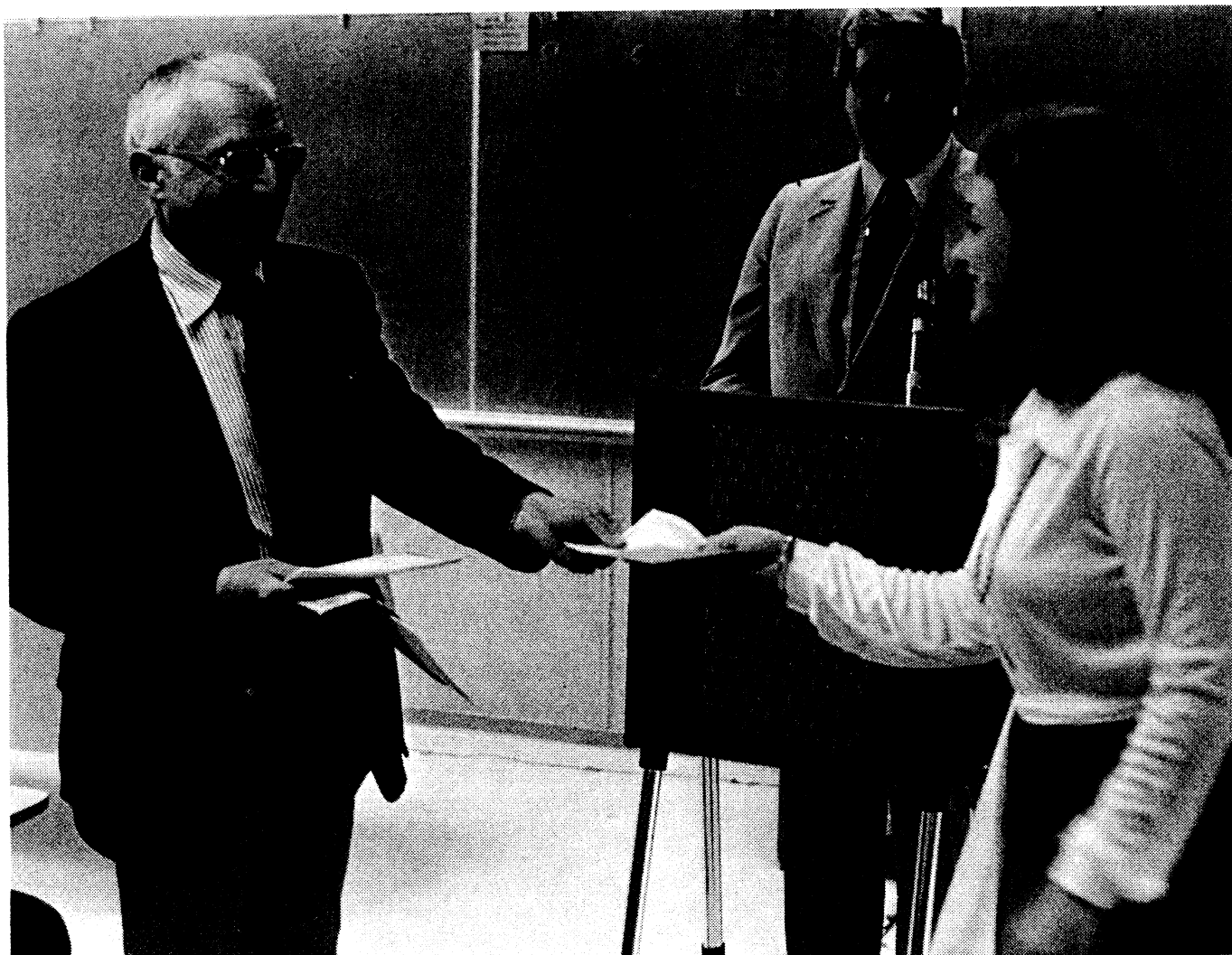
Male applicants may sign up during their freshman or sophomore year and attend two six-week training sessions at Quantico, Virginia, or they may sign up during their junior year at a four-year college and attend one ten-week summer training session at Quantico. Female sophomores may sign up for the eight-week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

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

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

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





ADMISSION AND REGISTRATION PROCEDURES

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 Monday of the week of initiation of each regular semester and summer session.

District Residence Requirement

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

Interdistrict Permits

In certain instances, a student may be required to obtain a permit from the college district of legal residence. The need for such a permit will be established by the Office of Admissions after an examination of the Statement of Residence and the program in which the student plans to enroll.

Non-Resident

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

Non-Resident Tuition Fee

The 1979-80 tuition fee for non-resident students is \$60.00 per semester unit up to a maximum of \$900 for 15 units per semester and must be paid at the time of registration. This fee is subject to change each academic year.

Semester Tuition Refund Schedule

By end of First Week	Through 2nd Week	Through 3rd Week	Through 4th Week	Nothing Thereafter
100/	75/	50/	25/	

ADMISSION ELIGIBILITY

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

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

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

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

PROCEDURES FOR ADMISSION AND REGISTRATION

Admission

Students seeking admission to West Los Angeles College must:

1. **Submit an Application for Admission**, preferably not less than two months prior to the opening of the semester in which they plan to enroll. Application forms are available on request from the Office of Admissions. See the College Calendar for fall and spring semester application deadlines. No applications are accepted by mail.

2. **Submit high school and/or all college transcripts as outlined on page 12.**

NOTE: Students may enroll without the necessary transcripts for one semester, in a program of six units or less in evening classes only. See Deficiency Admission in C below.

- A. **NEW STUDENTS** (First time in any college): Request the high school from which they are graduating, or which they last attended, to submit **directly to the Office of Admissions** an official transcript of grades and test data, if any.
- B. **TRANSFER STUDENTS** (Those who have attended another college or colleges):
 1. Who have completed fewer than 12 semester units (or 18 quarter units) must submit both high school and all college transcripts;
 2. Who have completed 12 or more semester units (or 18 quarter units) need submit college transcripts only. No high school transcript is required, but would be desirable for counseling purposes;
 - B (1) and B (2) applicants who are currently enrolled in college classes should request a Work-in-Progress Report or a Report of Mid-Term Grades in addition to the transcript to be sent to the Admissions Office.
 3. Who hold an Associate (A.A. or A.S.) or higher degree and have so certified on their Application for Admission are exempt from submitting transcripts.
- C. **DEFICIENCY ADMISSION** (Please read carefully): Applicants who cannot fulfill the transcript requirements outlined

above will be permitted to enroll under a Deficiency Admission **for one semester only**. Students who elect to enter under a Deficiency Admission will be restricted to a maximum of 6 units in evening classes only. Admission in future semesters will be denied until the transcript requirement is met.

- D. **READMISSION**: Students who have not attended for one or more semesters must file a new application. Students who have not attended for 2 or more years must also resubmit transcripts.
- E. **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 time of application.
- F. **DISQUALIFIED STUDENTS**: Students who have been disqualified from another college must file a petition for admission in addition to an application.

All Students — full-time, part-time, day or evening — must meet all admission requirements before a PERMIT TO REGISTER will be issued. Enrollment in classes is possible only if the student has been issued this permit.

Registration

Advanced Registration

Continuing students in good standing will be given priority for registration.

Permit to Register

Upon completion of admission requirements, students receive a Permit to Register. Upon receipt of the Permit to Register, students are permitted to make a counseling appointment and to prepare for the registration process.

A Permit to Register is required of all students. Students who fulfill all requirements for admission and who do not promptly receive a Permit to Register should contact the Admissions Clerk.

Late Registration

Students are given ample time in the advance registration period to complete registration requirements. Consult the College Calendar for registration dates. Late registrants will have access to a limited selection of classes.

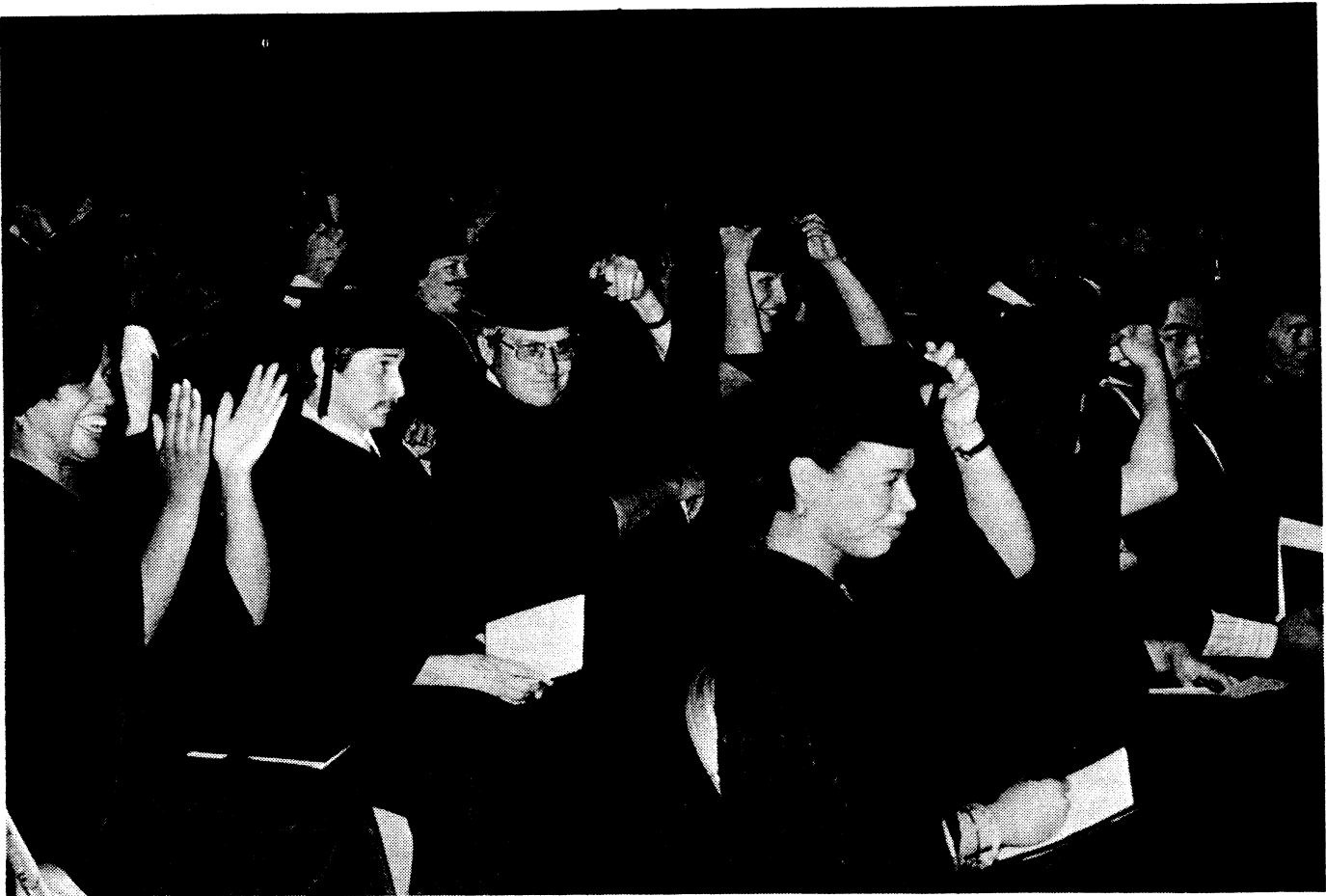
Counseling

Counseling is an integral part of the registration procedure. New full-time students are urged to meet with members of the counseling staff for an orientation prior to registering for the first time at the College. In subsequent registration periods they are not required to do so unless they are on probation. The Counseling Center is always available to help students who desire or need counseling.

The purposes of this orientation prior to registration are to help students adjust to a new environment, to discuss and review their educational goals, to review scholastic achievement and to guide them in selecting a program of study best suited to individual interests, aptitudes and abilities.

SCHEDULE OF CLASSES AVAILABILITY

Schedule of Classes are available in the Admissions Office. The Fall Schedule of Classes is available in July, the Spring Schedule in December, and the Summer Schedule in June.



TRANSFER REQUIREMENTS

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

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

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

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

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

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

Transfer requirements for UCLA, California State Universities

and Colleges, and independent California colleges and universities that can be pursued at West Los Angeles College follow.

TRANSFER REQUIREMENTS UCLA COLLEGE OF LETTERS AND SCIENCES

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

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

General University Requirements

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

General Education — Breadth Requirements

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

Students will satisfactorily complete 24 semester units distributed among the three divisions outside the division of the student's major field, with at least two courses (six units minimum) in each division. Acceptability of courses for these requirements should be checked with a counselor.

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

Prospective Major at UCLA

Physical Sciences Division:

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

Life Sciences Division:

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

Humanities Division:

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

Social Sciences Division:

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

Breadth Requirements from These Three Divisions

Humanities
Life Sciences
Social Sciences

Humanities
Physical Sciences
Social Sciences

Life Sciences
Physical Sciences
Social Sciences

Humanities
Life Sciences
Physical Sciences

Courses Meeting Breadth Requirements

The following are acceptable courses in each division for fulfilling Breadth Requirements in the College of Letters and Sciences at UCLA. Take as many of them as possible before transfer, but *do not* neglect the courses required for the major. (Many other courses transfer to UCLA but do not fulfill Breadth Requirements.)

Humanities

Art 1, 2, 3

English: All transferable courses except 1, 44, 45

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

Humanities: All transferable courses except 85 and 89

Linguistics 1

Music 32, 33, 52

Philosophy: All transferable courses except 23, 85

Speech 1, 2

Theatre 5, 15; one course from 49, 55, 56

Life Sciences

Anatomy 1

Anthropology 1

Biology: All transferable courses except 85

Microbiology 1, 20 (maximum credit 1 course)

Physiology 1

Psychology 2

Physical Sciences

Astronomy 1

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

Geography 1, 3

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

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

Oceanography 1

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

Social Sciences

Anthropology: All transferable courses except 1, 85

Economics: All transferable courses except 4

Environmental Studies 1, 2, 4

Geography: All transferable courses except 1, 3, 4

History: All transferable courses

Philosophy 23

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

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

Sociology: All transferable courses except 91, 92

Speech 5, 11, 12, 32

Major Departmental Requirements

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

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

TRANSFER REQUIREMENTS UCLA COLLEGE OF FINE ARTS

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

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

Art History

Design

Motion Picture/Television

Ethnic Arts

* Painting, Sculpture, Graphic Arts

* Dance

* Theater

* Music (Specializations in music: composition and theory, ethnomusicology, history and literature, performance, music education, opera and systematic musicology.)

* Audition/portfolio required. Detailed information regarding the audition or portfolio is mailed to the applicant after the application is received. All applications are screened by the major department.

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

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

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

General College Requirements For Fine Arts, UCLA

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

UNITS SUBJECTS

- 3 **English 1** - with grade of C or better (not acceptable on credit/no credit basis). This requirement must be completed before entry into Fine Arts.
- 3 **English 2** - with grade of C or better (not acceptable on credit/no credit basis). This requirement must be completed before entry into Fine Arts.
- 10 **Foreign Language** - Two semesters of college credit in one language. This requirement must be completed by the end of the sophomore year. No high school credit or proficiency exams may be counted. If course 4 only

is completed, additional units must be taken in other areas.

Foreign Language

French 1, 2, 3, 4

German 1, 2, 3, 4

Spanish 1, 2, 3, 4

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

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

Physical or Biological Science

Anatomy 1

Astronomy 1

Biology - all courses

Chemistry - all courses

Geography 3

Geology 1, 2

Microbiology 1, 20

(max. cred. 1 course)

Oceanography 1

Physics - all courses

Physiology 1

Other Natural Science or Mathematics

Anthropology 1

Environmental Studies 1, 2

Geography 1

Math 13, 15, 17, 23, 24

35, 40, 41, 42, 43

Psychology 2

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

1 course in history 17th century and after.

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

History Prior to 17th century

History 1, 3

History after 17th century

History 2, 4, 11,

12, 13, 14, 16

19, 20, 21, 27,

29, 41, 42

Social Science Elective

Anthropology 3, 5, 6, 9,

10, 11, 13, 14, 20

Economics 1, 2, 10

Geography 2, 7, 14

History 15

Political Science 1,

2, 7, 8, 9, 30

Psychology 1, 3, 4,

6, 8, 13, 14

Sociology 1, 2, 4, 9

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

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

1 course in literature.

1 course in philosophy and/or religion.

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

The Arts

Architecture 2

Art 1, 2, 3

Music 32, 33, 52

Theater 5, 58

Literature

English 3 thru 19

(15 may not apply for Theatre majors)

English 34, 39, 50,

51, 52, 53, 54, 70

Humanities 1, 2,

3, 5, 8, 60

Philosophy/Religion

Philosophy - all courses

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

General University Requirements

1. ENGLISH I - with grade of C or better (not acceptable on credit/no credit basis). This requirement must be completed before entry into Fine Arts.
2. AMERICAN HISTORY AND INSTITUTIONS — any course used to meet this requirement may not also apply on the Fine Arts requirements. This requirement must be met in one of the two following ways:
 - A. Completion of two semesters in **high school** of American History of American Government or a combination, with a B average.
 - B. Completion of one course chosen from the following with grade of C or better: (Credit/No Credit is acceptable.)
 - Economics 10
 - English 7, 8
 - History 11, 12, 13, 14, 15, 16, 20, 41, 42
 - Political Science 1
 For additional information on the College of Fine Arts students may call 825-1397.

Major Departmental Requirements

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

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

CALIFORNIA STATE UNIVERSITIES AND COLLEGES

Associate in Arts Degree Requirements and Certification of Completion of General Education Requirements for the California State Universities and Colleges

Title 5 of the Administrative Code allows West Los Angeles College to specify a pattern of General Education courses which are acceptable to meet the General Education requirements at any of the California State Universities and Colleges. (If a particular California State University or College requires more than 40 units in General Education, it may only require West Los Angeles College students who have completed the requirements listed on page 11 to take the number of additional units required of its own students. Most local State Universities and Colleges accept these 40 units without qualifications.)

West Los Angeles College certifies on the student's transcript that this pattern has been completed only if **all** of the following requirements have been met:

1. All the requirements listed under **Graduation Requirements**, (page 11) and graduation from West Los Angeles College.
2. Included in the 60 units required for graduation there must be a minimum of 40 units in General Education which adheres to the pattern of courses listed below. (California State Universities and Colleges do not give credit for more than 70 lower division transfer units.)
3. In addition to the basic 40 units pattern set forth, several of the California State Universities and Colleges require specific courses and additional units. These units may be completed at West Los Angeles College in extra transfer courses OR they may be taken after transfer to the State University or College.

The following State Universities and Colleges have such requirements:

Fullerton requires five additional semester units.
 Humboldt requires seven additional semester units.
 San Luis Obispo (Cal-Poly) requires three and one-half additional semester units.
 Stanislaus requires seven additional semester units.

The following State Universities and Colleges require additional General Education Units after transfer (in upper division):

Hayward requires six upper division semester units after transfer.
 Sacramento requires six upper division semester units after transfer.

San Bernardino: Follow the requirements as listed in the San Bernardino State College Catalog.

The following State Universities and Colleges accept the 40 unit pattern listed in this catalog without modification or additional requirements:

Bakersfield	Los Angeles	San Diego
Chico	Long Beach	San Francisco
Dominguez Hills	Northridge	San Jose
Fresno	Pomona (Cal-Poly)	Sonoma

Important

Students who (1) do not petition to graduate from West Los Angeles College and (2) do not complete the West Los Angeles College pattern of General Education requirements, and (3) are

eligible to transfer to a particular California State University or College, will have their transcripts evaluated by the State Universities or Colleges and may be required to complete the General Education courses in the upper division.

General Education Requirements for Certification to California State Universities and Colleges

Minimum transferable units: 56 unless eligible from high school; maximum transferable: 70. 60 units needed for A.A. degree.

2.0 grade point average is required.

No course may be used to meet more than one requirement.

Use any transferable course within a discipline except where course numbers are specified.

1. Basic Subjects (8 units minimum must include A)

A. English 1

B. Courses from: Speech 1, Speech 32, Health or a transferable math course.

C. Health Ed. 9 or 10 or an additional course from IB or English 2.

2. Social Sciences (12 units minimum)

A. One of the following pairs: History 11 and 12; 11 and 13; 41 and 42 or Political Science 1 and one course from History 11, 12, 13, 14, 16, 41, 42.

B. One course from at least two disciplines.

Administration of Justice 1, 4,
Anthropology (except 1 and 85)

Economics

Geography 2, 7, 14

Law 1, 2, 30

Psychology (except psychology 2)

Sociology

3. Natural Sciences (6 units minimum)

Laboratory must be included with either A or B.

A. Life Sciences

One course from:

Anatomy

Anthropology 1

Biology

Environmental Studies 2

Microbiology

Physiology

Psychology 2

Zoology

B. Physical Sciences

One course from:

Astronomy

Chemistry

Environmental Studies 1

Geography 1

Geology

Mathematics

Oceanography 1

Physics

4. Humanities (6 units minimum)

One course from at least two disciplines:

Architecture 2

Art

English 2 or any transferable

Literature course

Foreign Language

History 1, 2

Humanities

Linguistics

Music

Philosophy

Theatre Arts

5. General Education Electives

Additional units to total 40 units from the courses listed above or from the list below:

Accounting

Anthropology

Business

Business Data Processing

Child Development

Cooperative Education

Computer Science-Information Technology

Education

Engineering

English

Family and Consumer Studies

Finance

History

Journalism

Management

Political Science

Real Estate

Speech

Liberal Studies

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

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

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

All CSUC Liberal Studies programs consist of both lower- and upper-division course work. The distribution between these two levels is not the same in any two campus programs. In some programs, upper-division course work is not based on any particular lower-division preparation. In others, certain upper-division courses may require specific lower-division prerequisites. General Education requirements are accommodated in Liberal Studies programs in different ways. However, in all cases

it is possible for a student to complete general education and major requirements in such a manner as to eliminate or minimize the loss of transfer units.

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

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

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

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

INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

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

Admission Policies

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

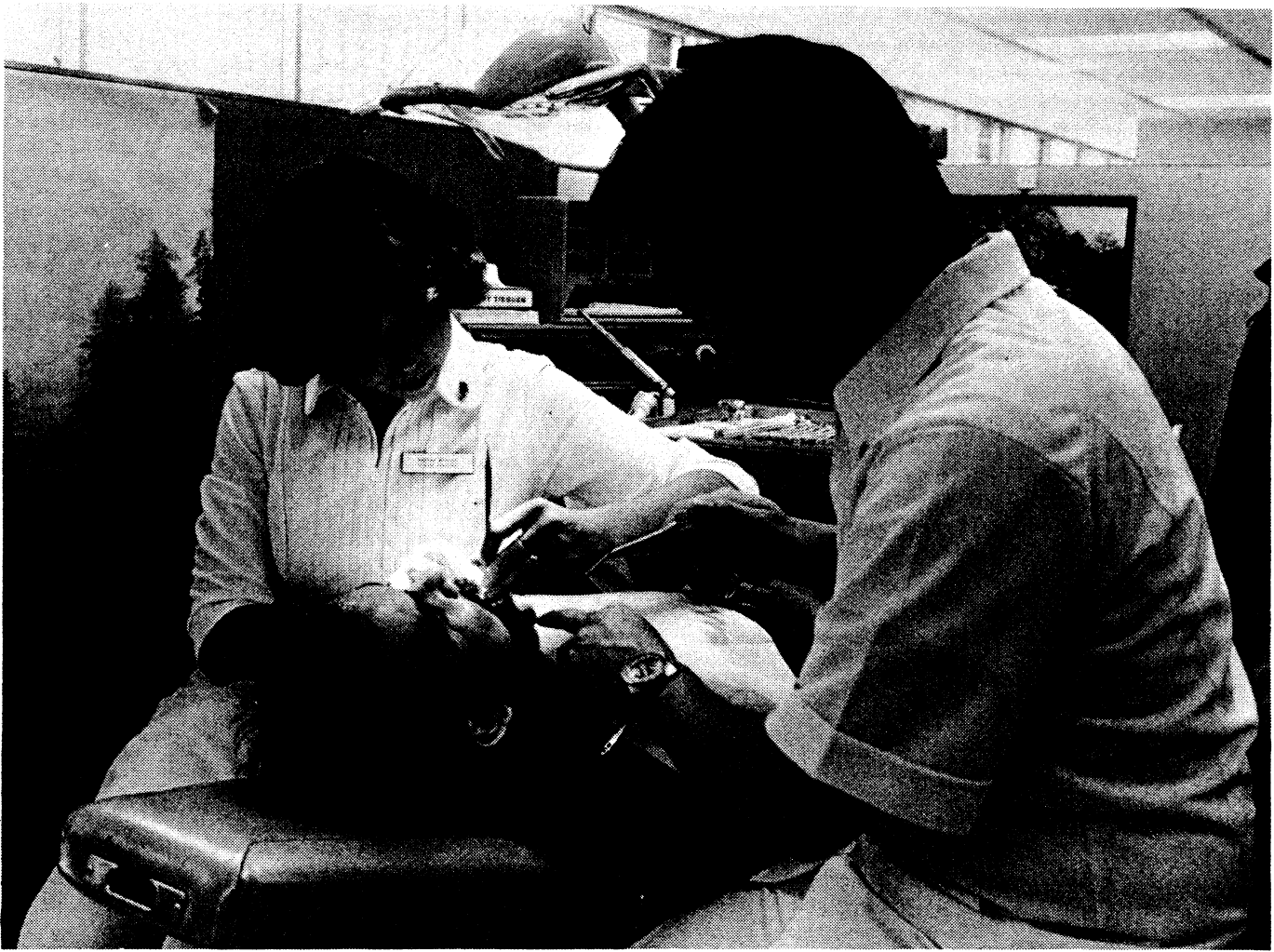
Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs, available upon request from the college's Office of Admissions.

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

Financial Aid

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





EDUCATIONAL PROGRAMS

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

Transfer requirements are explained in the preceding section of this Catalog.

The following 26 Associate Degree or Certificate programs are offered for students seeking immediate employment in a new position or upgrading in their current job.

- Administration of Justice*
- Aircraft Electronics Technology
- Aviation Maintenance Technician
- Business Data Processing
- Business (General)
- Business Management
- Business Management (Small Business)
- Business Marketing
- Child Development
- Computer Science-Information Technology
- Dental Hygiene
- Drafting Technology (formerly Engineering Drafting)
- Educational Aide
- Electronics

- Fire Science
- Insurance
- Office Administration (General)
- Office Administration (General Secretarial)
- Office Administration (Legal Secretarial)
- Office Administration (Medical Office)
- Office Administration (Medical Secretarial)
- Office Administration (Word Processing Specialist)**
- Real Estate
- Supervision
- Travel
- Supervision, Veterans Administration Career Development
- * Associate Degree program only
- ** Certificate 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 re-

quired 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.

General Studies Major

Many students do not desire intensive training for specific jobs nor do they plan to transfer to a four-year institution. They would prefer to use their college years to broaden their cultural background, improve their effectiveness as citizens and parents and add to their understanding and knowledge of the world in which they live.

Such students may follow a program of study that allows them to secure an associate degree but does not necessarily lead to four-year college or university transfer work.

To do this, they may follow the requirements for the West Los Angeles College General Studies Major. These requirements include:

1. State requirements for Community College Graduation (See Graduation Requirements section of this catalog).
2. West Los Angeles College Requirements. This includes college natural science, social science and humanities requirements plus electives to meet the 60-unit requirement (See Graduation Requirements section of this catalog).

Requirements for transfer programs as well as the Associate Degree and Certificate follow. Associate Degree requirements are listed in the recommended semester sequence, although the order in which courses are taken may have to be modified to meet individual needs provided that any required prerequisite has been met. To determine if a course has a prerequisite, refer to the course description section of this catalog.

Transfer Programs

ANTHROPOLOGY — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in anthropology enables a student to transfer to a Baccalaureate program at a four-year institution. Professional opportunities which such a curriculum could lead to are archeology, linguistics and instruction in social science. Anthropology also provides valuable background for those seeking careers in such fields as psychology, medicine, social work and foreign service.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
ANTH 1 Biological Anthro.	3	ANTH 5 Intro. to Cultural Anthro.	3
General Education	3	General Education	3
Electives*	9	Electives*	9
	<hr/> 15		<hr/> 15
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
ANTH 6 Comp. Social Org.	3	MATH 14 Introductory Statistics	4
General Education	3	General Education	3
Electives*	9	Electives*	9
	<hr/> 15		<hr/> 16

*Strongly suggest Foreign Language 1-4.

RECOMMENDED	UNITS
ANTH 3 Archaeology	3
GEOG 1 Physical Geog.	3
GEOG 2 Cultural Elem. of Geog.	3
HIST Other than general education requirement	
PHIL 1 Intro. to Phil. I	3
SOC 1 Intro. to Soc.	3

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

See a counselor for accurate planning and current information.

ART DESIGN — ASSOCIATE IN ARTS DEGREE

The Design curriculum has been planned for those intending to enter the fields of interior decoration, window, counter and exhibition display, interior design and industrial design.

Courses in other fields included in this curriculum provide a practical and cultural background which will be helpful to the designer.

A curriculum is outlined below. Although the order in which courses are taken may have to be modified to meet individual needs, all courses listed as requirements are needed for the Associate in Arts Degree with a major in design.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
ART 3 Fundamentals of Art I	3	ART 12 Beginning Design II	3
ART 11 Beginning Design I	3	ART 13 Three-Dimensional Design	3
ART 20 Drawing I	3	ART 21 Drawing II	3
General Education	6	General Education	6
	<hr/> 15		<hr/> 15
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
ART 1 Survey of Art History I OR	3	ART 1 Survey of Art History I OR	3
ART 2 Survey of Art History II		ART 2 Survey of Art History II	
ART 52 Ceramics I	3	ART 50 Crafts Workshop I	3
ART 56 Jewelry I	3	ART 58 Printmaking I	3
General Education	6	General Education	6
	<hr/> 15		<hr/> 15

Suggested Electives: Art 24, 37

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

See a counselor for accurate planning and current information.

BIOLOGY — ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree program is the first step toward a Baccalaureate Degree and eligibility for graduate studies in biology and related science fields. Options for professional careers in this major include teaching, medicine, dentistry and research.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
CHEM 1 General Chem I	5	CHEM 2 General Chem. II	5
PHY 6 General Physics I	4	PHY 7 General Physics II	4
General Education	3	General Education	3
Electives	3	Electives	3
	<hr/> 15		<hr/> 15

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
BIO 6 General Bio. I	5	BIO 7 General Bio. II	5
General Education	3	General Education	3
Electives	7	Electives	7
	<hr/> 15		<hr/> 15

RECOMMENDED	UNITS
CHEM 5 Quant. Analysis	4
CHEM 14 Intro. Organic Chem.	5
CHEM 15 Intro. Biochem.	5
MATH 40 Intro. to Analysis	5
MATH 41 Calculus I	5

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

RECOMMENDED	UNITS
BDP 22 Programming Bus. Computer	3
LAW 2 Bus. Law II	3
MGMT 1 Prin. of Mgmt.	3
MGMT 2 Organ. and Mgmt. Theory	3
MATH24 Math. Anal. for Bus. & Soc. Sci. II	4
MKTG 11 Foreign Language Fund. of Advertising	3

NOTE: Always review requirements of institution to which you plan to transfer. Especially, study requirements of USC for Business Administration major.

See a counselor for accurate planning and current information.

CHILD DEVELOPMENT — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to one of the following colleges listed: CSULB, CSULA, CSUN, CSUSD. Exceptions from the general pattern are noted. Students should plan their program with a college counselor and should also consult the catalog of the college where they wish to transfer.

Note: Each transfer institution has slightly different requirements.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
PSYC 1 Gen. Psyc. I	3	PSYC 2 Gen. Psych. II	3
SOC 1 Intro. to Soc.	3	General Education	12
CD1 Child Growth & Dev.	3		
General Education	6		
	<hr/> 15		

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
FCS 21 Nutrition	3	MATH 14 Introductory Stat.	4
SOC 12 Marriage and Fam. Life	3	General Education	11
General Education	9		
	<hr/> 15		<hr/> 15

EXCEPTIONS	
CSULB -	Required Art 10
	Required Chemistry 9, 11
	Required Child Dev. 21, 22
	Required Economics 1, 2
	Required English 1, 2
	Required Music 88
	Not Required Mathematics 14
	Not Required Sociology 12
	Not Required Psychology 2
CSULA -	Anthropology 5 may be substituted for Sociology 1
	Math 14 and Health Ed. 21 not required
CSUN -	Required Biology 3
	Physiology 1 can be substituted for Psychology 2
CSUSD -	Required Biology 3
	Required Anthropology 5

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; for example, accounting managers, stockbrokers, financial consultants, insurance brokers, marketing managers and computer specialists. In addition, the prospective professor of business may get a start in the Associate and Baccalaureate programs in business administration.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
BUS 1 Intro. to Bus.	3	ECON 2 Prin. of Econ. II	3
ECON 1 Prin. of Econ. I	3	MATH 14 Introductory Statistics	4
BDP 1 Prin. of BDP I OR	3	MKTG 21 Prin. of Mktg.	3
BDP 21 Bus. Comp. Prog. I	6	General Education	5
General Education	6		
	<hr/> 15		<hr/> 15

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
ACCT 1 Intro. Acctg. I	5	ACCT 2 Intro. Acctg. II	5
LAW 1 Bus. Law I	3	MATH 23 Math Anal. for Bus. & Soc. Sci. I	5
MKTG 1 Prin. of Selling	3	General Education	5
General Education	4		
	<hr/> 15		<hr/> 15

ENGINEERING — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to one of the following colleges listed: CSULB, CSULA, CSUN, UCLA, USC. Exceptions from the general pattern are noted. Students should plan their program with a

college counselor and should also consult the catalog of the college where they wish to transfer.

Note: Each transfer institution has slightly different requirements.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
PHY 8 Mech., Wave Motion and Heat	5	PHY 9 Elec., Magn., Light, Part., & Nuc. Phy.	5
MATH 41 Calculus I	5	MATH 42 Calculus II	5
ENGR 5 Materials of Engr.	3	CHEM 1 General Chem. I	5
ENGR 1 Intro. to Sci., Engr. & Tech.	1		15
	14		

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
MATH 43 Calculus III	5	PHY 10 Topics for Engr. and Science Majors	4
ENGR 4 Engr. Desc. Geom.	3	General Education	11
ENGR 2 Intro. to Engr. Drafting	3		15
CHEM 2 General Chem. II	5		
	16		

The above are major requirements for engineering transfer. Students need to complete general education requirements for transfer: English 1, Health 10, 3 units in humanities and 3 units in social science.

CSULB -	Chem. Engr. - Add Chem. 5 Civil Engr. - Add Civil Engr. 1 or Geology 9 Engr. Materials - Add Gen. Engr. 15; omit Chem. 2 Industrial Mgmt. - Add Acct. 1 and Law 1 Ocean Engr. - Add one course in FORTRAN
CSULA -	Add Electrical Engr. 22 Add General Engr. 16 Civil Engr. - add Civil Engr. 1-2
CSUN -	Add Gen. Engr. 22 Add Math 15 Chemistry 2 not required Gen. Engr. 2 not required
UCLA -	Add Engr. 1 (C or better) Add Math 15 1 course Life Sciences 4 courses - Humanities, Social Science, Fine Arts 3 free electives

ENGLISH — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
ENG 1 Read & Comp. I	3	ENG 2 Read & Comp. II	3
General Education	12	General Education	12
	15		15

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
ENG 5 Eng. Literature I	3	ENG 6 Eng. Literature II	3
General Education	12	General Education	12
	15		15

RECOMMENDED	UNITS
Foreign Language Course through 4	
ENG 3 World Literature I	3
ENG 4 World Literature II	3
ENG 7 Am. Literature I	3
ENG 8 Am. Literature II	3

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

GEOGRAPHY — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to one of the following colleges listed: CSUDH, CSULB, CSULA, CSUSD, CSUN, UCB, UCLA, USC. Exceptions from the general pattern are noted. Students should plan their program with a college counselor and should also consult the catalog of the college where they wish to transfer.

Note: Each transfer institution has slightly different requirements.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
GEOG 1 Physical Geog.	3	GEOG 2 Cultural Elem. of Geog.	3
General Education	12	General Education	12
	15		15

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
GEOG 7 World Regional Geog.	3	General Education	15
General Education	12		
	15		

EXCEPTIONS

CSUDH -	Environmental Studies 1 may be substituted for Geography 7
CSULA -	Geography 3 and 4 required Geography 7 not required
CSUN -	Geography 3 accepted in lieu of 1
UCLA -	Foreign Language through course 4 or 2 languages through course 2 or Mathematics 40-41-42 or Foreign Language 1 and 2 and Mathematics 40-41

HISTORY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
HIST 11* Pol. & Soc. Hist. of the U.S. I	3	HIST 12* Pol. & Soc. Hist. of the U.S. II	3
General Education	12	General Education	12
	15		15

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
HIST 1 Intro. to West. Civ. I	3	HIST 2 Intro. to West. Civ. II	3
General Education	12	General Education	12
	15		15

RECOMMENDED	UNITS
ANTH 1 Biological Anthro. OR	3
ANTH 5 Intro. to Cultural Anthro.	
ECON 1 Prin. of Econ. I	3
GEOG 1 Physical Geog.	3
POL SC 2 Modern World Govts.	3

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

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

MATHEMATICS — ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wishing to transfer to one of the colleges listed: CSUDH, CSULB, CSULA, CSUSD, CSUN, UCB, UCLA, USC. Exceptions from the general pattern are noted. Students should plan their program with a college counselor and should also consult the catalog of the college where they wish to transfer.

Note: Each transfer institution has slightly different requirements.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
MATH 40 Intro. to Analysis	5	MATH 41 Calculus I	5
CHEM 1 General Chem. I	5	CHEM 2 General Chem. II	5
PHY 8 Mech. Wave Motion & Heat	5	PHY 9 Elec., Magnet., Light, Part. & Nuclear Phys.	5
	<u>15</u>		<u>15</u>

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
MATH 42 Calculus II	5	MATH 43 Calculus III	5
General Education	11	MATH 13 Linear Algebra	3
	<u>16</u>	General Education	7
			<u>15</u>

EXCEPTIONS

CSUDH -	Physics 10 is not required
CSULB -	English 2 also required Physics 8/9 can be substituted for 2 Philosophy courses Physics 10 is not required
CSULA -	Math 44 or 61 required 6 units of electives - not science or engineering
CSUSD -	Math 62 or 63 required for Computer Science Major
CSUN -	Philosophy 9, Math 62 or 63 required
USB -	Math 15 required Reading knowledge of a foreign language required Recommended Philosophy, Computer Science, Statistics
UCLA -	Math 15, 44 or 62 or 63 of BDP 21, 27, 29 or 57 required Recommended; reading knowledge of foreign language
USC -	French, German or Russian if going to graduate school required.

MUSIC — ASSOCIATE IN ARTS DEGREE

The music curriculum is designed to meet the requirements for students matriculating to a Baccalaureate level program at the 4-year colleges, and to prepare students for many music vocations and careers.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
MUS 101 Fundamentals of Music	3	MUS 201 Harmony I	3
MUS 321 Elementary Piano I	3	MUS 211 Musicianship I	2
MUS 152 Current Musical Events	1	MUS 322 Elementary Piano I	2
		MUS 152 Current Musical Events	1
*Performance Organization	1	*Performance Organization	1
General Education	1	General Education	6
	<u>15</u>		<u>15</u>

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
MUS 122 Music History & Literature II	3	MUS 203 Harmony III	3
MUS 202 Harmony II	3	MUS 213 Musicianship III	2
MUS 212 Musicianship II	2	MUS 152 Current Musical Events	1
MUS 152 Current Musical Events	1	*Performance Organization	1
*Performance Organization	1	General Education	8
General Education	5		<u>15</u>
	<u>15</u>		

The piano proficiency requirement may be met by examination if the student has had previous training or by MUS 185.

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 185) 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; or MUS 775, Jazz Ensemble.

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

See a counselor for accurate planning and current information.

Career Programs

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 for promising careers in these fields for men and women with a college education. A wide variety of career opportunities are 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 industrial, retail, airline, merchant, railroad, bank, shopping center, college, university and hospital security.

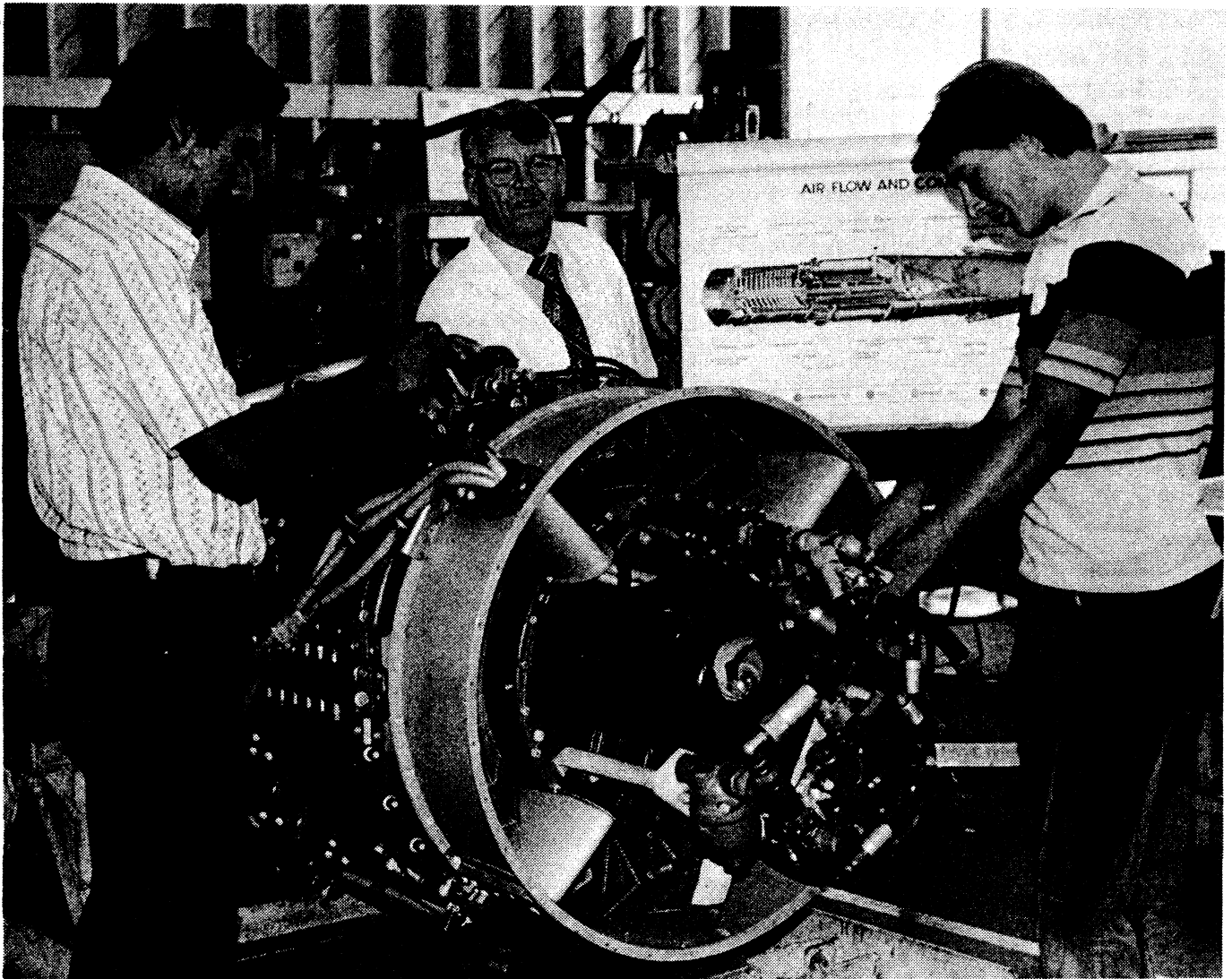
Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
AJ 1 Intro. to Admin. of Just.	3	AJ 4 Prin., Proced. of Just. System	3
PSY 1 Intro. to Psych.	3	AJ 2 Concepts of Criminal Law	3
SOC 1 Intro. to Soc.	3	General Education	9
General Education	9		<u>15</u>
	<u>15</u>		

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
AJ 60 Arrest, Search & Seizure	3	AJ 3 Legal Aspects of Evidence	3
AJ 5 Criminal Investigation	3	AJ Elective	3
AJ Elective	3	General Education	9
General Education	6		<u>15</u>
	<u>15</u>		

RECOMMENDED	UNITS
COOP ED 91 Work Experience	1-4
SOC 7 Juvenile Delinquency	3
SOC 2 American Social Problems	3

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.



AIRCRAFT ELECTRONICS TECHNOLOGY — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

This is the age of fast transportation. Now modern jet-powered aircraft take to the skies and fly thousands of miles non-stop at speeds in excess of 2,000 miles per hour, and the helicopter has become a practical utilitarian machine which performs daily tasks much like the automobile. The almost endless uses for electronics in the rapid development of aviation has created jobs much faster than well-trained and experienced technicians can be produced; for this is truly a type of work requiring many complex technical skills. Aircraft electronics technicians are trained in many electrical and electronics skills. Upon qualifying by examination, they are issued certificates by the Federal Communication Commission which entitle them to assume the responsibilities and duties of qualified radio and radar technicians.

The College offers both an Associate in Science Degree and a Certificate in Aircraft Electronics Technology.

The Certificate curriculum is designed for those students

planning to enter an occupation field of Aircraft Electronics Technology but who do not complete the academic requirements for the A.S. degree.

Required courses for this certificate are Aircraft Electronics technology 1 through 32 inclusive, taken in two similar patterns to the Associate Degree program. The essential courses consist of 48 units in the technician area.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
AET 2 A/C DC Theory	2	AET 21 Electro. Circuit Analysis I	1
AET 3 A/C Basic Elect. Lab	1	AET 22 Electro. Circuit Analysis I Lab	1
AET 5 A/C Electro. Math.	2	AET 25 Electro. Circuit Analysis II	2
AET 6 A/C AC Theory	2	AET 26 Electro. Circuit Analysis II Lab	2
AET 7 A/C AC Lab	3	AET 29 A/C Semiconductor Theory	3
AET 17 A/C Basic Electro. Theory	2	AET 30 Amp. & Semiconductor App.	3
	<hr/> 12		<hr/> 12

THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
AET 1	A/C Enter. & Intercom.	1	AET 4	Aerospace Soldering & A/C Ham. Cons. & Rep. Tech. Lab	1
AET 11	A/C Synchr. & Servomech.	1	AET 8	Computer Logic Theory	1
AET 12	A/C Magnetic Theory	1	AET 9	A/C Multiplex Sys. & Rec.	1
AET 13	A/C Enter. & Intercom Sys.	1	AET 10	A/C Multiplex Sys. & Rec. Lab	2
AET 14	A/C Instruments Lab	1	AET 16	Digital Logic Lab	1
AET 15	A/C Auto-Pilot Oper. & Maint.	2	AET 18	Aerospace Soldering & A/C Ham. Cons. & Rep. Tech.	1
AET 23	A/C Receivers & Trans.	1	AET 19	Electro. Tube Characteristics	1
AET 24	A/C Receiver — Trans. Lab	1	AET 20	Electro. Tube Analysis	1
AET 27	Supp. Elect. Sys.	2	AET 31	A/C Navigation Sys.	2
AET 28	Supp. Elect. Sys. Lab	1	AET 32	A/C Navigation Sys. Lab	1
		12			12

General Education courses required for graduation should be taken as fits schedule.

AVIATION MAINTENANCE TECHNICIAN — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

Over 75 years ago an aircraft assembled of wood, glue and cloth took off under its own power and attained a speed of 37 miles an hour for a distance of 120 feet at Kittyhawk, North Carolina. Today's modern jets are taking to the skies in increasing numbers, flying thousands of miles non-stop and carrying passengers and freight at speeds far beyond the wildest imagination of the Wright Brothers. The helicopter has become a practical utilitarian machine.

General aviation growth has skyrocketed. Many people own their aircraft. Technological developments in the aerospace industry have created opportunities which never existed in the past. The industry's demand for well trained, certificated aircraft mechanics far exceeds the available supply.

The College offers an Associate Degree and two certificate programs in Aviation Maintenance Technology.

The certificate curriculum is designed for those students planning to enter an occupational field of aviation maintenance technician but who do not complete the academic requirements for the A.S. degree.

There are two Federal licenses available upon completion of the course, and either one has employment opportunities.

The two certificates available from the College are airframe maintenance technician and aircraft powerplant technician.

Associate Degree

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
AMT 1	Avia. Maint. Tech. I	3	AMT 2	Avia. Maint. Tech. II	3
AMT 2	Avia. Maint. Tech. I Lab	1½	AMT 4	Avia. Maint. Tech. II Lab	1½
AMT 7	Avia. Maint. Tech. IV	3	AMT 5	Avia. Maint. Tech. III	3
AMT 8	Avia. Maint. Tech. IV Lab	1½	AMT 6	Avia. Maint. Tech. III Lab	1½
AMT 9	Avia. Maint. Tech. V	3	AMT 11	Avia. Maint. Tech. VI	3
AMT 10	Avia. Maint. Tech. V Lab	1½	AMT 12	Avia. Maint. Tech. VI Lab	1½
		13½			13½

THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
AMT 13	Avia. Maint. Tech. VII	3	AMT 19	Avia. Maint. Tech. X	3
AMT 14	Avia. Maint. Tech. VII Lab	1½	AMT 20	Avia. Maint. Tech. X Lab	1½
AMT 15	Avia. Maint. Tech. VIII	3	AMT 21	Avia. Maint. Tech. XI	3
AMT 16	Avia. Maint. Tech. VIII Lab	1½	AMT 22	Avia. Maint. Tech. XI Lab	1½
AMT 17	Avia. Maint. Tech. IX	3	AMT 23	Avia. Maint. Tech. XII	3
AMT 18	Avia. Maint. Tech. IX Lab	1½	AMT 24	Avia. Maint. Tech. XII Lab	1½
		13½			13½

FIFTH SEMESTER		UNITS
AMT 25	Avia. Maint. Tech. XIII	3
AMT 26	Avia. Maint. Tech. XIII Lab	1½
AMT 27	Avia. Maint. Tech. XIV	3
AMT 28	Avia. Maint. Tech. XIV Lab	1½
AMT 29	Avia. Maint. Tech. XV	3
AMT 30	Avia. Maint. Tech. XV Lab	1½
		13½

General Education courses required for graduation should be taken as fits schedule.

Certificate — Airframe Maintenance Technician Option

		UNITS			UNITS
AMT 1	Avia. Maint. Tech. I	3	AMT 12	Avia. Maint. Tech. VI Lab	1½
AMT 2	Avia. Maint. Tech. I Lab	1½	AMT 13	Avia. Maint. Tech. VII	3
AMT 3	Avia. Maint. Tech. II	3	AMT 14	Avia. Maint. Tech. VII Lab	1½
AMT 4	Avia. Maint. Tech. II Lab	1½	AMT 15	Avia. Maint. Tech. VIII	3
AMT 5	Avia. Maint. Tech. III	3	AMT 16	Avia. Maint. Tech. VIII Lab	1½
AMT 6	Avia. Maint. Tech. III Lab	1½	AMT 17	Avia. Maint. Tech. IX	3
AMT 7	Avia. Maint. Tech. IV	3	AMT 18	Avia. Maint. Tech. IX Lab	1½
AMT 8	Avia. Maint. Tech. IV Lab	1½	AMT 29	Avia. Maint. Tech. XV	3
AMT 9	Avia. Maint. Tech. V	3	AMT 30	Avia. Maint. Tech. XV Lab	1½
AMT 10	Avia. Maint. Tech. V Lab	1½			45
AMT 11	Avia. Maint. Tech. VI	3			

Certificate — Aircraft Powerplant Technician Option

		UNITS			UNITS
AMT 1	Avia. Maint. Tech. I	3	AMT 22	Avia. Maint. Tech. XI Lab	1½
AMT 2	Avia. Maint. Tech. I Lab	1½	AMT 23	Avia. Maint. Tech. XII	3
AMT 3	Avia. Maint. Tech. II	3	AMT 24	Avia. Maint. Tech. XII Lab	1½
AMT 4	Avia. Maint. Tech. II Lab	1½	AMT 25	Avia. Maint. Tech. XIII	3
AMT 5	Avia. Maint. Tech. III	3	AMT 26	Avia. Maint. Tech. XIII Lab	1½
AMT 6	Avia. Maint. Tech. III Lab	1½	AMT 27	Avia. Maint. Tech. XIV	3
AMT 7	Avia. Maint. Tech. IV	3	AMT 28	Avia. Maint. Tech. XIV Lab	1½
AMT 8	Avia. Maint. Tech. IV Lab	1½	AMT 29	Avia. Maint. Tech. XV	3
AMT 9	Avia. Maint. Tech. V	3	AMT 30	Avia. Maint. Tech. XV Lab	1½
AMT 10	Avia. Maint. Tech. V Lab	1½			49½
AMT 19	Avia. Maint. Tech. X	3			
AMT 20	Avia. Maint. Tech. X Lab	1½			
AMT 21	Avia. Maint. Tech. XI	3			

BUSINESS DATA PROCESSING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

The College provides both the Associate Degree and Certificate in Business Data Processing.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
BUS 1 Intro. to Bus.	3	ACCT 1 Intro. Acctg. I	5
BUS 38 Bus. Computations	3	BDP 21 Bus. Computer	
BDP 1 Prin. of Bus. Data		Prog. (RPG) I	3
Process.	3	BDP 22 Prog. Bus. Comp.	3
General Education	6	General Education	4
	15		15

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
BDP 29 Fund. of COBOL	3	BDP 27 FORTRAN Prog.	3
Prog.	3	BDP 30 Adv. COBOL Prog.	3
BDP 55 APL and BASIC	3	BDP 58 Assembly Lang.	
Prog.	3	Prog. I	3
CO SCI 37 Digital Computer		General Education	6
Prog.	3		15
CO SCI 38 Computer			
Operations	3		
General Education	3		
	15		

Certificate

	UNITS
ACCT 1 Intro. Acctg. I	5
BDP 1 Prin. of Bus. Data	
Process.	3
BDP 21 Bus. Computer	
Prog.	3
BDP 22 Prog. Bus.	
Computers	3
BDP 27 FORTRAN Prog.	3
BDP 29 Fund. of COBOL	
Prog.	3
BDP 55 APL and BASIC	
Prog.	3
BDP 58 Assembly Language	
Prog. I	3
CO SCI 38 Computer	
Operations	3
	29

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

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

CS 1 for BDP 1
CS 7 for BDP 21
CS 11 for BDP 29
CS 12 for BDP 30
CS 17 for BDP 58
CS 18 for BDP 59
CS 27 for BDP 27
CS 39 for BDP 55

BUSINESS, GENERAL — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

The College provides both the Associate Degree and Certificate in Business, General.

Associate Degree

FIRST SEMESTER	UNITS	SECOND	UNITS
BUS 1 Intro. to Bus.	3	ACCT 22 Bookkpg & Acctg. II	3
ACCT 21 Bookkpg. & Acctg. I	3	BDP 1 Prin. of BDP I	3
BUS 38 Bus. Computations	3	LAW 1 Bus. Law I	3
General Education	6	MGMT 1 Prin. of Mgmt.	3
	15	General Education	3
			15
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
ACCT 2 Intro. Acctg. II	5	MKTG 21 Prin. of Mktg.	3
MKTG 1 Prin. of Selling	3	MGMT 13 Small Bus. Mgmt. I	
BUS 31 Bus. English	3	OR	3
General Education	4	MGMT 31 Human Rel. for	
	15	Employees	
		ACCT 37 Acctg. Machine	
		Practice	1
		BUS 32 Bus.	
		Communications	3
		General Education	5
			15



Certificate

	UNITS
ACCT 21 Bookkpg & Acctg. I	3
ACCT 22 Bookkpg & Acctg. II	3
BUS 1 Intro. to Bus.	3
BUS 38 Bus. Computations	3
BDP 1 Prin. of BDP I	3
LAW 1 Bus. Law I	3
MGMT 1 Prin. of Mgmt.	3
MGMT 13 Small Bus. Mgmt. I	3
OR	
MGMT 31 Human Rel. for Employees	3
MKTG 1 Prin. of Selling	3
MKTG 21 Prin. of Mktg.	3
	27

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

BUSINESS MANAGEMENT — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The management program is designed to teach businessmen and businesswomen, public servants and professionals in all fields the process of effective decision-making. This is accomplished through understanding the interaction of human resources, 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.

The College provides both the Associate Degree and Certificate in Business Management.

Associate Degree

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
BUS 1	Intro. to Bus.	3	MGMT 1	Prin. of Mgmt.	3
BUS 38	Bus. Math.	3	ACCT. 1	Intro. Acctg.	5
LAW 1	Bus. Law I	3	ENG 22	Tech. Eng*	3
General Education		6	General Education		6
		15			17
THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
ECON 1	Prin. of Economics I	3	MGMT II	Mgmt. Prac.	3
MGMT 2	Organization & Mgmt. Theory	3	General Education		12
MGMT 33	Per. Mgmt.	3			15
General Education		6			
		15			

*Please consult English Department for substitutions.

Certificate

	UNITS	
ACCT 1	Intro. Acctg. I	5
BUS 1	Intro. to Bus.	3
LAW 1	Bus. Law	3
MGMT 1	Prin. of Mgmt.	3
MGMT 2	Organization & Mgmt. Theory	3
ECON 1	Prin. of Economics I	3
MGMT 11	Mgmt. Prac.	3
MGMT 33	Per. Mgmt.	3
ENG 22	Tech. Eng.	3
		26

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

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

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

The College provides both the Associate Degree and Certificate in Business Management (Small Business).

Associate Degree

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
ACCT 1	Intro. Acct. I	5	LAW 1	Bus. Law I	3
BUS 1	Intro. to Bus.	3	MKTG 21	Prin. of Mktg.	3
BUS 38	Bus. Computations	3	MGMT 1	Prin. of Mgmt.	3
General Education		4	General Education		6
		15			15
THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
MGMT 13	Small Bus. Mgmt. I	3	MGMT 15	Small Bus. Mgmt. II	3
MGMT 2	Organization and Mgmt. Theory	3	MGMT 33	Per. Mgmt.	3
MGMT 12	Managerial Economics OR	3	BDP 1	Prin. of BDP I	3
ECON 1	Prin. of Eco. I	3	General Education		6
General Education		6			15
		15			
RECOMMENDED		UNITS			
BDP 31	BDP Systems	3			
BUS 32	Bus. Communications	3			
MGMT 11	Mgmt. Prac.	3			

Certificate

	UNITS	
ACCT 1	Intro. Acct. I	5
BUS 1	Intro. to Bus.	3
BUS 38	Bus. Computations	3
LAW 1	Bus. Law	3
MKTG 1	Prin. of Selling	3
MKTG 3	Sales Mgmt. OR	3
MKTG 31	Retail Merchandising	3
MGMT 1	Prin. of Mgmt.	3
MGMT 13	Small Bus. Mgmt. I	3
MGMT 2	Organization & Mgmt. Theory	3
MGMT 33	Per. Mgmt.	3
MGMT 15	Small Bus. Mgmt. II	3
		32

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

BUSINESS MARKETING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The purpose of the marketing program is to prepare individuals for employment or the upgrading of employment in the field of marketing. Opportunities in the area of marketing include

store managers, division managers, department managers, buyers, credit managers or sales-retail or industrial personnel. This list is not meant to be inclusive of all occupations that are available to marketing management graduate students, as currently one out of every four individuals in the United States is working in a marketing vocation.

The College provides both the Associate Degree and Certificate in Business Marketing.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
BUS 1 Intro. to Bus.	3	MKTG 1 Prin. of Selling	3
BUS 31 Bus. English	3	BDP 1 Prin. of BDP I	3
BUS 38 Bus. Computations	3	BUS 32 Bus. Communications	3
MKTG 21 Prin. of Mktg.	3	General Education	6
General Education	3		
	15		15

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
LAW 1 Bus. Law I	3	MKTG 11 Fund. of Advertising	3
MGMT 2 Organ. & Mgmt. Theory	3	MGMT 13 Small Bus. Mgmt. I	3
ACCT 1 Intro. Acctg. I	5	General Education	9
MKTG 31 Retail Mdsq.	3		
General Education	1		15
	15		

RECOMMENDED	UNITS
FIN 8 Per. Fin. & Investments	3
ECON 1 Prin. of Economics I	3
COOP ED 91-94 Work Experience	1-4
MGMT 6 Public Rel.	3
MGMT 11 Mgmt. Prac.	3
ACCT 37 Acctg. Machines Prac.	1
MKTG 2 Advanced Selling	3
MKTG 32 Fashion Mdsq.	3

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

Certificate

	UNITS
BUS 31 Bus. English	3
MKTG 21 Prin. of Mktg.	3
MKTG 1 Prin. of Selling	3
MKTG 11 Fund. of Advertising	3
MKTG 31 Retail Mdsq.	3
BUS 1 Intro. to Bus.	3
BUS 38 Bus. Computations	3
LAW 1 Bus. Law	3
MKTG 2 Advanced Selling OR	
MGMT 2 Organization & Mgmt. Theory OR	
MGMT 11 Mgmt. Practice	3
COOP ED 91-94 Work Experience	1-4
	27-31

Business Certificate Program for Graduates of a 4-year Institution

This program is specifically designed for those men and women with a Baccalaureate degree in a non-business area. The purpose of the program is to prepare individuals for employment in all areas of business and management. Opportunities

exist in management in financial analysis, market analysis, sales, general management and other fields. The orientation of the program is to supplement and build upon the individual's existing education.

	UNITS
BUS 1 Intro. to Bus.	3
BDP 1 Prin. of BDP I	3
ACCT 1 Intro. Acctg. I	5
LAW 1 Bus. Law	3
MKTG 21 Prin. of Mktg.	3
BUS 38* Bus. Computations	3
MGMT 12* Managerial Economics	3
MGMT 2 Org. & Mgmt. Theory OR	3
MGMT 13 Small Bus. Mgmt	
COOP ED 91-94 Work Experience	4
	30

*May be passed by examination

CHILD DEVELOPMENT — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

The College provides both the Associate Degree and Certificate in Child Development.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
CD 1 Child Growth & Dev.	3	CD 21 Child Dev. Prac.	3
CD 2 The Child and the School	3	CD 10 Child Health	3
CD 3 Creat. Exp. for Young Child. I	3	TA 18 Story Telling	3
FCS 21 Nutrition	3	General Education	6
EDUC 1 Intro. to Teaching	3		
	15		15

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
CD 11 Home, School and Comm. Rel.	3	CD 22 Lab in Child Dev.	4
CD 12 Parent-Teacher Interaction	3	CD 41 Org. & Adm. of Nursery Schools	3
COOP ED 91-94 Work Experience	1-4	General Education	8
General Education	5		15
	12-15		

RECOMMENDED	UNITS
PSYCH 1 General Psych.	3
A course in Spanish	2
MUSIC 88 Music in Rec.	2
PSYCH 3 Personality & Soc. Dev.	3
PSYCH 6 Human Behavior	3
PSYCH 11 Child Psych.	3
SOC 12 Marriage & Fam. Life	3

Certificate

		UNITS
CD 1	Child Growth & Dev.	3
CD 2	The Child and the School	3
CD 3	Creative Experiences for Young Children I	3
CD 21	Child Dev. Practices	3
FCS 21	Nutrition	3
CD 10	Child Health	3
CD 11	Home, School, Comm. Relations	3
CD 22	Lab Child Dev.	4
CD 41	Org. & Adm. of Nursery Schools	3
TA 18	Story Telling	3
		31

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

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

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

The College provides both the Associate Degree and Certificate in Computer Science.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
CO SCI 1 Prin. of BDP I	3	CO SCI 7 RPG Prog.	3
CO SCI 3 Bus. Computer Prog. I	3	CO SCI 37 Digital Computer Prog.	3
MATH 31 Elementary Algebra	5	MATH 20 Intermediate Algebra	5
General Education	4	General Education	4
	15		15

THIRD SEMESTER	UNITS
CO SCI 27 FORTRAN Prog.	3
CO SCI 38 Computer Operations	3
MATH 3 Trigonometry OR	3-4
MATH 14 Introductory Statistics OR	
MATH 25 Fundamentals of Mathematics I	
General Education	5-6
	15

Certificate

	UNITS
CO SCI 1 Prin. of BDP I	3
CO SCI 3 Bus. Computer Prog. I	3
CO SCI 11 COBOL Prog. I	3
CO SCI 17 Assembly Language Prog. I	3
CO SCI 27 FORTRAN Prog.	3
CO SCI 37 Digital Computer Prog.	3
CO SCI 38 Computer Operations	3
CO SCI 39 Advanced Computer Prog.	3
MATH 31 Elementary Algebra	5
	29

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

Waivers may be obtained for any course not available in Computer Science or BDP for two consecutive semesters. BDP courses may be substituted as follows: BDP 1 for CO SCI 7, BDP 22 for CO SCI 3, BDP 29 for CO SCI 11, BDP 55 for CO SCI 39 and BDP 58 for CO SCI 17.

DENTAL HYGIENE — ASSOCIATE IN SCIENCE DEGREE

(Admission by Special Selection)

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

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

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

Satisfactory completion of the program, and the approval of the department of dental hygiene, may qualify the student to take the Dental Hygiene National Board Examination and the State Board Examination and to earn an Associate in Science Degree.

Associate in Science Degree

Prerequisites: Biology 5 or 6
 Chemistry 11
 Microbiology 20
 Anatomy 1
 Physiology 1
 English 1
 Psychology 1
 Sociology 1
 American History
 *Active Red Cross C.P.R. Card
 *Radiation Safety Certificate

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

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
DH 100	Prin. of Clinical Dental Hygiene	2	DH 150	Preventive Dentistry	1
DH 101	Intro. to Clinical Dental Hygiene I	2	DH 151	Clinical Dental Hygiene II	3
DH 102	Radiology I - Intro. to Radiology	1	DH 152	Radiology II - Advanced Radiology	1
DH 103	Radiology I - Lab	1	DH 153	Radiology II - Laboratory	1
DH 104	Tooth Morphology	2	DH 154	Oral Pathology	2
DH 105	General Pathology	2	DH 155	Dental Pathology	2
ZOO 7	General and Dental Histology	4	DH 156	Head and Neck: Histology and Embryology	3
CHEM 9	Introductory Organic and Biochemistry	4	FCS 21	Nutrition	3
		18			16
THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
DH 200	Intro. to Dental Pathology	1	DH 250	Advanced Periodontal Seminar	1
DH 201	Clinical Dental Hygiene III	4	DH 251	Clinical Dental Hygiene IV	4
DH 202	Dental Specialties and Expanded Functions	2	DH 252	Essentials of Dental Hygiene Practice	2
DH 203	Dental Specialties and Expanded Functions - Lab	1	DH 253	Community Dental Health	2
DH 204	Dental Health Education	1	DH 254	Community Dental Health - Practicum	1
DH 205	Dental Health Education - Practicum	1	Humanities Elective		3
DH 206	Periodontics	2			13
DH 207	Pain Control	2			
DH 208	Pharmacology	2			
		16			

DRAFTING TECHNOLOGY — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

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

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

In addition, refer to technical illustration, an option under drafting technology.

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

Associate Degree

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
ENGR 1	Intro. to Sci. Engr. & Tech.	2	ENGR 2	Intro. to Engr. Drafting	3
ENGR 52	Elem. Engr. Drafting	3	ENGR 53	Technical Illus. I	3
ENGR 6	Process. of Engr. Mater.	3	ENGR 30	Metallurgical Mater. & Pract.	3
ENGR 11	Engr. Calculation I	3	ENGR 12	Engr. Calculations II	3
	General Education	4		General Education	3
		15			15

THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
ENGR 3	Engr. Dwg. Systems	3	ENGR 4	Engr. Descriptive Geom.	3
ENGR 54	Tech. Illus. II	3	ELEC 28	Elec. & Electr. Mech. Draft. I	2
ENG 22	Tech. Eng. General Education	3		General Education	10
		6			15
		15			

Certificate

		UNITS
ENGR 1	Intro. to Sci. Engr. & Tech.	2
ENGR 52	Elementary Engr. Drafting	3
ENGR 2	Intro. to Engr. Drafting	3
ENGR 3	Engr. Dwg. Systems	3
ENGR 53	Tech. Illus. I	3
ENGR 54	Tech. Illus. II	3
ENGR 6	Proc. of Engr. Mater.	3
ENGR 30	Metallurgical Mater. & Pract.	3
ENGR 11	Engr. Calculations I	3
		26

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

EDUCATIONAL AIDE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

The College provides both the Associate Degree and Certificate in Educational Aide.

Associate Degree

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
ENG 1	Reading & Composition I OR	3	EDUC 1	Intro. to Teaching**	3
ENG 28	Modern Thought & Express.		EDUC 10	Prin. of Teacher Assisting	3
MATH 35	Prin. of Mathematics I*	3	PE 716	Games and Rhy. for Elem. Sch. I	2
MUS 151	Music in Recreation	2		General Education	7
	General Education	7			15
		15			
THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
CD 1	Child Growth & Dev.	3	SP 15	Story Telling***	3
SP 32	The Process of Communication OR	3		One Additional Engr. Course	3
SP 1	Public Speaking I			General Education	9
EDUC 4	Prin. & Prac. for Teach. Aides	3			15
	General Education	6			
		15			

*Selected in consultation with advisor

**Educ. 2 and 3 = Educ. 1

STRONGLY RECOMMENDED UNITS

ENG 19	Lit. of Am. Ethnic Groups	3
ENG 34	Afro-Am. Lit.	3
ENG 53	Mex-Am. in Lit.	3
EDUC 5	Intro. to Inst. Media	3
MUS 321	Elem. Piano	2
SOC 12	Marriage & Family Life	3
SPAN 1	Elem. Spanish I	5
SPAN 2	Elem. Span. II	5
SPAN 3	Intermed. Span I	5
SPAN 8	Conv. Spanish	2
SPAN 14	Spanish for Pub. Ser. Pers.	3
SP 15	Story Telling**	3
COOP ED		
91-94	Work Experience	1-4

***TA 18 may be substituted.

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

Certificate

		UNITS
EDUC 1	Intro. to Teaching	3
EDUC 4	Prin. & Prac. for Teach. Aides	3
EDUC 10	Teacher Assisting	3
MATH 35	Arith. for College Students	3
MUS 88	Music in Recreation	2
ENG 1	Reading & Composition OR	3
ENG 28	Modern Thought & Expression	
PE 44	Games & Rhythms for Elem. Sch.	2
SP 1	Public Speaking OR	3
SP 32	The Process of Comm.	
ENG 18	Child Lit. OR	3
ENG 35	Special Readings	
CD 1	Child Growth & Dev.	3
		<hr/> 28

RECOMMENDED		UNITS
SP 15	Story Telling	3
SPAN 14	Span. for Pub. Ser. Pers.	3

ELECTRONICS — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

The electronics curriculum is designed to prepare students for entry level jobs dealing with use, manufacture and servicing of electronic equipment. The areas of concentration available at West Los Angeles College are computer technology and television servicing.

The College provides both the Associate Degree and Certificate in Electronics.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
ELEC 2	Intro. to Electronics	ELEC 6	Fund. of Electronics II
ELEC 4	Fund. of Electronics I	ELEC 12	Math. of Electronics II
ELEC 10	Math. of Electronics I	ELEC 20	Electronic Circuits I
PHY 12	Physics Fundamentals	ELEC 28	Electro. & Electro-Mech. II
PHY 14	Physics Fundamentals Lab	ENGR 2	Dftg. I OR Intro. to Engr. Dftg I
	OR		OR
PHY 29	Physics for Technicians	ENGR 52	Elementary Engr. Dftg
General Education	2	General Education	2
	<hr/> 16		<hr/> 16

COMPUTER TECHNOLOGY

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
ELEC 22	Electronic Circuits II	ELEC 24	Electronic Circuits III
ELEC 54	Computer Logic	ELEC 56	Computer Circuits
General Education	7	General Education	7
	<hr/> 15		<hr/> 15

TELEVISION SERVICING

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
ELEC 22	Electronic Circuits II	ELEC 24	Electronic Circuits III
ELEC 66	Television Circuits I	ELEC 68	Television Circuits II
ELEC 67	Television Circuits I Lab	ELEC 69	Television Circuits II Lab
General Education	7	General Education	7
	<hr/> 15		<hr/> 15

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

Certificate

ELEC 2	Intro. to Electronics	3
ELEC 4	Fund. of Electronics I	4
ELEC 10	Math. of Electronics I	3
PHY 12	Physics Fundamentals AND	3
PHY 14	Physics Fundamentals Lab	
	OR	1
PHY 29	Physics for Technicians	4
ELEC 28	Elec. and Electronic Circuits Dftg. OR	2
ENGR 2	Intro. to Engr. Dftg. OR	3
ENGR 52	Elementary Engr. Dftg.	
ELEC 6	Fund. of Electronics II	4
ELEC 20	Electronic Circuits I	4
ELEC 12	Math. of Electronics II	3

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ENGINEERING DRAWING

See Drafting Technology.

FIRE SCIENCE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

Fire Science career education is oriented toward providing a broad educational foundation for those persons desiring entry into one of the fire science occupations. Careers which are related to the curriculum include: fire fighter, fire apparatus operator, fire officer, chief fire officer, fire chief, fire prevention

officer, fire service instructor and fire and arson investigator. All of these career areas provide direct services to the public and include appropriate educational work experience as part of the program.

The College provides both the Associate Degree and Certificate in Fire Science.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
FI SCI 2 Fire Company Org. & Proced.	3	FI SCI 5 Related Codes and Ordinances	3
FI SCI 3 Hazardous Mater. I	3	FI SCI 8 Fire Hydraulics	3
FI SCI 6 Fund. of Fire Prevention	3	FI SCI 9 Fire Fighting Tact. & Strat.	3
General Education	6	General Education	6
	15		15

THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
FI SCI 13 Fire Investig.	6	FI SCI 21 Fire Proc. Equip. & Sys.	3
FI SCI 14 Rescue Prac. I	3	General Education	12
FI SCI 17 Fire Apparatus	3		15
COOP ED 91 Work Experience	3		
	15		

RECOMMENDED	UNITS
PSYCH 6 Human Behavior	3

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors.

Certificate

	UNITS
FI SCI 1 Intro. to Fire Protection	3
FI SCI 2 Fire Company Org. & Proced.	3
FI SCI 3 Hazardous Materials I	3
FI SCI 5 Related Codes & Ordinances	3
FI SCI 6 Fund. of Fire Prevention	3
FI SCI 8 Fire Hydraulics	3
FI SCI 9 Fire Fighting Tact. & Strat.	3
FI SCI 13 Fire Investigation	3
FI SCI 21 Fire Protection Equip. & Syst.	3
	27

Note: Students may elect Fire Science 14 or 17 in place of 6 units listed above.

INSURANCE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

*For 1979-80 the certificate option available is LOMA, Life Office Management. Other options will be added in life, casualty and other phases of insurance.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
BUS 1 Intro. to Business OR	3	ACCT 1 Acctg. I	5
MGMT 1 Prin. of Mgmt.		INS 2 Life Company Operations	2
FIN 31 Insurance Principles	3	General Education	8
INS 1 Fundamentals of Life Ins.	2		15
General Education	7		
	15		

THIRD	UNITS	FOURTH SEMESTER	UNITS
BDP 1 Prin. of Bus. Data Proc. I	3	FIN 2 Investments	3
INS 3 Legal Aspects of Life Ins.	2	INS 4 Mathematics of Life Ins.	2
General Education	10	General Education	10
	15		15

Note: General education requirements are listed under graduation requirements in the college catalog.

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

Certificate in LOMA

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

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

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

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

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

The College provides both the Associate Degree and Certificate in Office Administration (General Office).

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
BUS 31 Bus. English	3	OA 37 Secretarial Acctg.	3
OA 34 Bus. Voc. & Spell.	2	BUS 32 Bus.	
BUS 1 Intro. to Bus.	3	OA 3 Communications	3
BUS 38 Bus. Computations	3	OA 3 Typewriting III	3
OA 2 Typewriting II	3	ACCT 37 Acctg. Machines	
General Education	2	Prac.	1
	16	OA 39 Automated Typewriting	2
		OA 35 Intro. to Word Process.	3
			15

THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
OA 81	Field Work	1	LAW 1	Bus. Law	3
OA 7	Machine Trans.	3	BDP 1	BDP Prin.	3
OA 30	Office Proced.	3	General Education		9
OA 58	Intermediate Word Process.	5			15
General Education		7½			
		19½			
RECOMMENDED		UNITS			
OA 15	Script Shorthand	1			
OA 47	Applied Office Prac.	2-2-2-2			

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

Certificate

		UNITS
BUS 31	Bus. English	3
BUS 32	Bus. Communications	3
BUS 38	Bus. Computations	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Trans.	3
OA 30	Office Proced.	3
OA 34	Bus. Voc. & Spell.	2
OA 35	Intro. To Word Process.	3
OA 37	Secretarial Acctg.	3
OA 39	Automated Typewriting	2
		31

OFFICE ADMINISTRATION (GENERAL SECRETARIAL) — ASSOCIATE IN ARTS DEGREE

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

The College provides both the Associate Degree and Certificate in Office Administration (General Secretarial).

Associate Degree

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
BUS 31	Bus. English	3	OA 2	Typewriting II	3
OA 1	Typewriting I	3	OA 11	Shorthand II	5
OA 10	Shorthand I	5	OA 18	Shorthand Trans.	3
General Education		5	OA 34	Bus. Voc. & Spell.	2
		16	General Education		3
					16

THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
OA 12	Shorthand III	5	OA 3	Typewriting III	3
OA 35	Intro. to Word Process.	3	OA 7	Machine Transcription	3
BUS 32	Bus. Communications	3	OA 39	Automated Typewriting	2
General Education		5	OA 47	Applied Office Prac.	2
		16	General Education		5
					15

RECOMMENDED		UNITS
ACCT 37	Acctg. Machines Prac.	1
BDP 1	Prin. of BDP	3
BUS 38	Bus. Computations	3
COOP ED 91-94	Work Experience	1-4

Certificate

		UNITS
BUS 31	Bus. English	3
BUS 32	Bus. Communications	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Trans.	3
OA 11	Shorthand II	5
OA 12	Shorthand III	5
OA 18	Shorthand Trans.	3
		28

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors.

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

For those who would like to be a part of the dignified profession of law, the legal secretarial position offers that opportunity. Any secretary with law office experience is in demand, not only by other law offices, but by corporations and governmental bureaus and agencies. Legal secretaries may choose to work in a large firm or a one-secretary office. They can work downtown or in the suburbs with many papers and dictation, either from the lawyer or via the transcribing machine. There are more vacancies for legal secretaries than there are people to fill them! The WLAC curriculum forms an excellent foundation for legal secretarial positions.

The College provides both the Associate Degree and Certificate in Office Administration (Legal Secretarial).

Associate Degree

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
OA 2	Typewriting II	3	OA 3	Typewriting III	3
OA 10	Shorthand I	5	OA 11	Shorthand II	5
BUS 31	Bus. Eng.	3	OA 18	Shorthand Trans.	3
General Education		5	General Education		5
		16			16

THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
OA 49	Machine Trans. (Legal)	1	OA 24	Legal Sec. Proced. II	5
OA 12	Shorthand III	5	BUS 8	Survey of Bus. Law	3
OA 23	Legal Sec. Proced. I	5	General Education		8
OA 35	Automated Typewr.	3			16
OA 39	Intro. to Word Process.	2			
		16			

RECOMMENDED		UNITS
OA 34	Bus. Voc. & Spell.	2
OA 37	Secretarial Acctg.	3
OA 47	Applied Office Proced.	2
ACCT 37	Acctg. Machines Prac.	1
LAW 1	Business Law	3
BUS 38	Bus. Computations	3
MGMT 31	Human Rel. for Employees	3
		17

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors.

Certificate

		UNITS
OA 3	Typewriting III	3
OA 11	Shorthand II	5
OA 12	Shorthand III	5
OA 23	Legal Sec. Proced. I	5
OA 24	Legal Sec. Proced. II	5
OA 39	Automated Typewr.	2
OA 49	Machine Trans. (Legal)	1
BUS 32	Bus. Communications	3
		29

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

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

The College provides both the Associate Degree and Certificate in Office Administration (Medical Office).

Associate Degree

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
BUS 31	Bus. English	3	OA 2	Typewriting II	3
OA 34	Bus. Voc. & Spell.	2	OA 20	Medical Office Asst. Proced.	5
OA 1	Typewriting I	3	ACCT 37	Acctg. Machines Prac.	1
General Education		7	General Education		6
		15			15

THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
OA 3	Typewriting III	3	BUS 32	Bus. Communications	3
OA 44	Medical Terminology I	3	OA 7	Machine Trans. OR	2-3
OA 47	Applied Office Prac.	2	OA 46	Machine Trans. (Medical)	3
General Education		7	OA 35	Intro. to Word Process.	3
		15	OA 39	Automated Typewriting	2
			General Education		4
					15

		UNITS
AH 2	Med. Sci. for Allied Health Pers.	3
AH 3	Fund. of Clinical Techniques	3
BUS 38	Bus. Computations	3
OA 9	Typing Improvement	1
OA 91-94	Cooperative Education	1-4

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

Certificate

		UNITS
ACCT 37	Acctg. Machines Prac.	1
BUS 31	Bus. English	3
BUS 32	Bus. Communications	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Trans. OR	3
OA 20	Med. Office Asst. Proced.	5
OA 34	Bus. Voc. & Spell.	2
OA 44	Medical Terminology I	3
OA 46	Machine Trans. (Medical)	2
		28

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

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

The College provides both the Associate Degree and Certificate in Office Administration (Medical Secretarial).

Associate Degree

FIRST SEMESTER		UNITS	SECOND SEMESTER		UNITS
BUS 31	Bus. English	3	OA 2	Typewriting II	3
OA 34	Bus. Voc. & Spell.	2	OA 11	Shorthand II	5
OA 1	Typewriting I	3	OA 18	Shorthand Trans.	3
OA 10	Shorthand I	5	OA 20	Medical Office Asst. Proced.	5
General Education		2			16
		15			16

THIRD SEMESTER		UNITS	FOURTH SEMESTER		UNITS
OA 12	Shorthand III	5	OA 7	Machine Trans. OR	3
OA 3	Typewriting III	3	OA 46	Machine Trans. (Medical)	3
OA 44	Medical Terminology I	3	OA 39	Automated Typewriting	2
General Education		4	BUS 32	Bus. Communications	3
		15	General Education		7
					15



RECOMMENDED		UNITS
AH 2	Med. Sci. for Allied Health Pers.	3
AH 3	Fund. of Clinical Techniques	3
OA 35	Intro. to Word Process.	3
OA 91-94	Cooperative Education	1-4
BUS 38	Bus. Computations	3

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

Certificate

		UNITS
BUS 31	Bus. English	3
BUS 32	Bus. Communications	3
OA 3	Typewriting III	3
OA 7	Machine Trans. OR	3
OA 46	Machine Trans. (Medical)	
OA 11	Shorthand II	5
OA 12	Shorthand III	5
OA 20	Medical Office Asst. Proced.	5
OA 44	Medical Terminology	3
		<hr/> 30

RECOMMENDED		UNITS
OA 21	Medical Secretarial Proced.	3
OA 23	Legal Secretarial Proced.	5
OA 47	Applied Office Prac.	2
MGMT 33	Personnel Mgmt.	3
SUPV 1	Elements of Superv.	3
SUPV 11	Oral Comm.	3
SUPV 12	Written Comm. for Superv.	3
SUPV. 14	Dev. Emp. Through Training	3
COOP ED 91	Work Experience	1-4

Certificate

		UNITS
OA 3	Typewriting III	3
OA 7	Trans. Machines	3
OA 32	Bus. Communications	3
OA 34	Bus. Voc. & Spell.	2
OA 35	Intro. to Word Process.	3
OA 37	Secretarial Acctg.	3
OA 39	Automated Typewriting	2
OA 58	Intermed. Word Process.	5
OA 59	Superv. of Word Process. Ctr.	3
BUS 31	Bus. English	3
ACCT 37	Acctg. Machines Prac.	1
		<hr/> 31

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

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

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

The College provides both the Associate Degree and Certificate in Office Administration (Word Processing Specialist).

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
OA 35 Intro. to Word Process.	3	OA 3 Typewriting III	3
OA 34 Bus. Voc. & Spell.	2	OA 37 Secretarial Acctg.	3
BUS 31 Bus. English	3	OA 39 Automated Typewriting	2
General Education	7	ACCT 37 Acctg. Machines Prac.	1
	<hr/> 15	BUS 32 Bus. Communications	3
		General Education	4
			<hr/> 16
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
OA 7 Trans. Machines	3	OA 30 Office Proced.	3
OA 58 Intermed. Word Process.	5	OA 59 Superv. of Word Process. Ctr.	3
BUS 1 Intro. to Bus.	3	OA 81 Field Work	1
BDP 1 Prin. of BDP	3	SUPV 3 Human Rel.	3
General Education	2	General Education	6
	<hr/> 16		<hr/> 16

REAL ESTATE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

West Los Angeles College's 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 who satisfactorily complete 24 units of the listed certificate courses are granted a Real Estate Certificate. Possession of the Certificate fulfills the education requirements for the California Real Estate Broker's examination.

The College provides both the Associate Degree and Certificate in Real Estate.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
RE 1 Real Estate Prin.	3	RE 3 Real Estate Prac.	3
RE Elective	3	RE 5 Legal Aspects of Real Estate I	3
General Education	9	RE 7 Real Estate Finance I	3
	<hr/> 15	General Education	6
			<hr/> 15
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
RE 9 Real Estate Appraisal I	3	RE 21 Real Estate Economics	3
RE Elective	3	RE Elective	3
General Education	9	General Education	9
	<hr/> 15		<hr/> 15

ELECTIVES (Select specialization desired)

RE 4	Real Estate Office Administration	3
RE 11	Escrow Prin.	3
RE 12	Escrow Practices	3
RE 14	Property Mgmt.	3
RE 16	Income Tax Aspects of R.E.	3
RE 18	Real Estate Investments	3
RE 60	Real Estate Mathematics	3
RE 91-94	Work Experience	1-4
MGMT 2	Organization & Mgmt. Theory	3
MKTG 1	Prin. of Selling	3

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

Certificate — Real Estate

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

	UNITS
RE 1 Real Estate Prin.	3
RE 3 Real Estate Prac.	3
RE 5 Legal Aspects of Real Estate I	3
RE 7 Real Estate Finance I	3
RE 9 Real Estate Appraisal I	3
RE 21 Real Estate Economics	3
Real Estate Electives	6
	<hr/> 24

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.

Completion of this program makes the student eligible for the California Escrow Association's Educational Achievement Award. In addition, the holder of an Escrow Certificate is in an excellent position to obtain responsible employment in the field.

UNITS	RECOMMENDED
RE 1 Real Estate Prin.	3
RE 5 Legal Aspects of Real Estate I	3
RE 7 Real Estate Finance I	3
RE 9 Real Estate Appraisal I	3
RE 11 Escrow Principles	3
RE 12 Escrow Practices	3
RE 16 Income Tax Aspects of Real Estate	3
RE 60 Real Estate Mathematics	3
	<hr/> 24
	6 Additional units from the following:
RE 6 Legal Aspects of Real Estate II	3
RE 8 Real Estate Finance II	3
RE 10 Real Estate Appraisal II	3
RE 11 Escrow Prin.	3
RE 14 Property Mgmt.	3
RE 16 Inc. Tax Asp. of R.E. Trans.	3
RE 18 Real Estate Investments	3
RE 32 Real Estate Review	2
RE 35 Today in Real Estate	3
RE 60 Real Estate Math.	3
RE 91-94 Work Experience	1-4
MGMT 13 Human Rel. for Employees	3

Continuing Education in Real Estate

Several real estate courses at West Los Angeles College have been approved for Continuing Education credit by the California Department of Real Estate. Every real estate licensee in California is required to complete 45 credit hours of Continuing Education every four years prior to license renewal. The following courses qualify:

	CREDIT HOURS
RE 11 Escrow Prin.	6
RE 16 Income Tax Aspects of Real Estate	45
RE 18 Real Estate Investments	45

The course on Income Tax Aspects incorporates material approved by the Department of Real Estate under the title "Exchanges and Taxation." The course on Escrow Principles incorporates material approved by the DRE under the title "Escrow Procedures and Title Insurance." Students, upon completion of these courses, will receive certificates attesting to that fact.

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

SUPERVISION — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The supervision degree program focuses upon the belief that the supervisor is a vital and integral part of the first line management team. The program develops current or future supervisors who are aware of their organizational and employee responsibilities so that the organization will be as effective as possible in meeting its goals. As such, the supervisor is taught basic management principles, decision-making, employee relations including counseling and interviewing, job design and analysis and quality control.

The college provides both the Associate Degree and Certificate in Supervision.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
MGMT 1 Prin. of Mgmt.	3	MGMT 32 Basic Interviewing	3
MGMT 2 Org. & Mgmt. Theory	3	MGMT 33 Per. Mgmt.	3
SUPV 1 Elements of Supervision	3	SUPV 14 Dev. Emp. through Training	3
SUPV 3 Human Rel. General Education	3	SUPV 16 Controls & the Supervisor	3
	<hr/> 15	General Education	3
			<hr/> 15
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
MGMT 47 Ind. Org. & Communication	3	SUPV 4 Supvs. Resp. for Mgmt. of Pers.	3
MGMT 51 Mgmt. by Objs.	3	SUPV 6 Labor-Mgmt. Rel.	3
PSYCH 6 Human Behavior	3	SUPV 9 Cost Control for Supervisors	3
General Education	6		
	<hr/> 15	General Education	6
			<hr/> 15

RECOMMENDED		UNITS
SP 1	Pub. Speaking	3
SP 3	Voice and Articulation	3
LAW 1	Bus. Law	3
MATH 14	Elementary Stat.	4
MATH 23	Math Anal. for Bus. & Soc. Sci.	1-5
MATH 24	Math Anal. for Bus. & Soc. Sci.	2-4
BDP 1	Prin. of BDP	3
ECON 1	Prin. of Economics	3
COOP ED.		
91-94	Work Experience	1-4

Students should refer to the General Education requirements section of the catalog for additional information. Students are encouraged to seek assistance from counselors and faculty.

Certificate

		UNITS
MGMT 1	Prin. of Mgmt.	3
MGMT 2	Organ. & Mgmt. Theory	3
SUPV 1	Elements of Supervision	3
MGMT	Elective	3
SUPV 4	Supv. Resp. for Mgmt. of Pers.	3
SUPV 6	Labor-Mgmt. Rel.	3
SUPV 9	Cost Control for Supervisors	3
SUPV 14	Dev. Emp. through Training	3
SUPV 16	Controls & the Supervisor	3
BUS 1	Intro. to Bus.	3
		<hr/> 30

Certificate — Veterans Administration Career Development

This career development curriculum is intended for VA employees who wish to upgrade their level of education and qualifications for positions at the VA Regional Office or VA Data Processing Center, Los Angeles.

GROUP I		UNITS
(all courses required)		
PO SC 1	The Government of the United States	3
BUS 31	Bus. English	3
BUS 32	Bus. Correspondence	3
BDP 1	Prin. of Bus. Data Process.	3
MGMT 31	Human Rel. for Employees	3
		<hr/> 15

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

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

		UNITS
ACCT 1	Intro. Acctg. I	5
SUPV 1	Elements of Supervision	3
SUPV 2	Basic Psych. for Supervisors	3
SUPV 4	Supvs. Resp. for Mgmt. of Per.	3
SUPV 6	Labor-Mgmt. Rel.	3
SUPV 11	Oral Communications	3
SUPV 14	Dev. Emp. Through Training	3
SUPV 16	Mgmt. Controls & the Supervisor	3
MGMT 2	Organization & Mgmt. Theory	3
MGMT 32	Basic Interviewing	3
MGMT 33	Per. Mgmt.	3
MGMT 51	Mgmt. by Objs.	3
		<hr/> 15

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

		UNITS
RE 1	Real Estate Prin.	3
RE 5	Legal Aspects of Real Estate	3
RE 7	Real Estate Finance	3
RE 9	Real Estate Appraisal I	3
RE 10	Real Estate Appraisal II	3
RE 11	Escrow Prin.	3
RE 14	Property Mgmt.	3
RE 21	Real Estate Economics	3
		<hr/> 15

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

		UNITS
SP 1	Public Speaking I	3
ENGL 23	Voc. Building	3
PSYCH 1	General Psych. I	3
SOC 2	American Social Problems	3
LAW 1	Bus. Law	3
LAW 23	Legal Proced. I	3
LAW 24	Legal Proced. II	3
LAW 30	Law for the California Layman	3
FIN 31	Insurance Prin.	3
SS 44	Medical Terminology	3
JOURN 43	Public Rel. Techniques	3
JOURN 44	Practical Public Rel. Workshop	3
		<hr/> 15

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

		UNITS
BDP 21	Bus. Computer Programming I	3
BDP 22	Programming Bus. Computers	3
BDP 23	Programming Lab	1-1-1
BDP 27	FORTRAN Programming OR	3
CO SCI 27	FORTRAN Programming	
BDP 29	Fundamentals of COBOL Programming	3
BDP 55	APL and BASIC Programming	3
BDP 58	Assembly Language Programming I	3
BDP 59	Assembly Language Programming II	3
CO SCI 37	Digital Computer Programming	3
CO SCI 38	Computer Operations	3
ACCT 1	Intro. Acctg. I	5
		15

Certificate Requirement 30 Units

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

TRAVEL — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The travel industry has become a major economic and social force in the world. Travel by millions of people brings about interrelationships of enormous importance in domestic and in-

ternational affairs. The growth of travel and the management of travel in volume and scope now requires a specialized educational program for the travel technician as well as for travel management. This curriculum is designed to provide the instruction necessary for those individuals wishing employment in the travel industry or for persons in the travel industry who wish to gain a wider background and greater competency in their profession. The College provides both the Associate Degree and Certificate in Travel.

Associate Degree

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
TRAV 1 Intro. to the Travel Ind.	3	TRAV 4 Air Travel N.A. II	3
TRAV 2 Travel Agency Operation	3	TRAV 7 Environ. Aspects of Travel I	3
TRAV 3 Air Travel N.A. I	3	TRAV 9 Travel Salesmanship.	3
OA 1 Typewriting I	3	TRANS 1 Trans. & Traffic Mgmt.	3
	12		12
THIRD SEMESTER	UNITS	FOURTH SEMESTER	UNITS
TRAV 5 Air Travel Int'l. I	3	TRAV 6 Air Travel Int'l. II	3
TRAV 8 Environ. Aspects of Travel II	3	TRAV 11 Calif. Tour Guide	3
TRAV 10 Advanced Travel Proc.	3	TRAV 12 Travel Agency Bkkgng.	3
TRANS 43 Air Freight Trans. II	3	LAW 1 Bus. Law I	3
	12		12

General Education courses required for graduation should be taken as fits schedule.

Certificate

	UNITS
TRAV 1 Intro. to the Travel Industry	3
TRAV 2 Travel Agency Operation	3
TRAV 3 Air Travel N.A. I	3
TRAV 4 Air Travel N.A. II	3
TRAV 5 Air Travel Int'l. I	3
TRAV 6 Air Travel Int'l. II	3
TRAV 7 Environ. Aspects of Travel I	3
TRAV 8 Environ. Aspects of Travel II	3
TRAV 9 Travel Salesmanship	3
OA 1 Typewriting I	2
	29





COURSE DESCRIPTIONS

The courses offered are listed alphabetically with brief course descriptions. The credit value of each course in semester units is indicated by the number in parentheses following the course title. Each unit represents one hour a week for lecture or recitation, or two or more hours per week of laboratory. When the number in parentheses is repeated, it indicates that the course may be repeated for credit. For example (2-2-2) indicates that the course may be taken three times for credit. Prerequisites are stated if the course requires them. If the number of hours in which a class meets differs from the number of units, the course description states the actual number of lecture and/or laboratory hours.

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

University of California

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

California State Universities and Colleges

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

B — Baccalaureate

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

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

Course Repeatability for Credit

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

ACCOUNTING

(See Business also)

1 Introductory Accounting I (5)

UC:B

Prerequisite: Business 38 or equivalent (concurrent enrollment is permissible). Business Administration majors are advised to take Accounting 1 in their third semester.

This course emphasizes basic accounting theory and practices which include an analysis of records of original entry and their relationship to the general ledger, controlling accounts and their subsidiary ledgers, voucher system, periodic adjustments, worksheet, financial statements and closing the ledger. Students complete a simulated set of books of records for a sole proprietorship form of mercantile firm using business papers. Same as Accounting 21 with Accounting 22. Acceptable for Management 1A credit, UCLA

2 Introductory Accounting II (5)

UC:B

Prerequisite: Accounting 1 or Accounting 22 with a grade of C or better or the 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

3 Intermediate Accounting (3) B

Prerequisite: Accounting 2 with C or better or consent of instructor.

Lecture 3 hours

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

20 Managerial Accounting (3) B

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:B

Prerequisite: Business 38, which may be taken concurrently.

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

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

22 Bookkeeping and Accounting II (3) UC:B

Prerequisite: Accounting 21 or permission of instructor.

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

37 Accounting Machine Practice

(1) RPT 2

Laboratory 2 hours.

This laboratory course offers instruction and practice in touch-key operation of ten-key and electronic printing and display calculators. The student is taught to use timesaving features on standard electronic calculators, including memory keys, constant and accumulative modes and decimal controls. Same as Office Administration 6.

44 Life Insurance Accounting (Loma 4) (2)

Prerequisite: Insurance 1 and 2.

Lecture 2 hours.

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

91 -94 Accounting — Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor. Student must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in major related field. (Enrollment by instructor at first class meeting.)

(For Business see also: Business, Business Data Processing, Computer Science-Information Technology, Finance, Law Management, Marketing, Office Administration, Real Estate, and Supervision.) Maximum transferable credits allowed: 8 units, CSUC.

185 Independent Study - Accounting (1)

(See Accounting 385)

285 Independent Study - Accounting (2)

(See Accounting 385)

385 Independent Study - Accounting (3)

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of accounting. Regular conferences with instructor are coordinated with research projects.

ADMINISTRATION OF JUSTICE

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

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

2 Concepts of Criminal Law (3) UC:B

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

3 Legal Aspects of Evidence (3) UC:B

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

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

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

5 Criminal Investigation (3) B

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

6 Patrol Procedures (3) B

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

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

7 Traffic Control (3) B

This course covers traffic law enforcement regulation and control, fundamentals of traffic accident investigation and the California Vehicle Code.

8 Juvenile Procedures (3) B

Prerequisite: Administration of Justice 1 or equivalent.

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

10 Firearms (1) B RPT 2

Prerequisite: Administration of Justice major.

This course considers the moral aspects, legal provisions, safety precautions and restrictions covering the use of fire arms and firing of the side-arm.

11 First Aid (1) B

Students learn immediate and temporary care given in case of accident or illness including cardiopulmonary resuscitation (CPR). This course qualifies students for the Cross Standard Multi-Media First-Aid Certificate and American Red Cross Basic CPR Certificate.

12 Powers of Arrest for Security Officers (1/2)

This course meets the requirements for training in exercising the powers of arrest set by the Department of Consumer Affairs for uniformed employees of private Patrol agencies.

15 Police Supervision (3) B

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 principle governing their application.

16 Recruitment Selection Process (3) B

Lecture 2 hours; discussion 1 hour.

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

17 Human Relations in Law Enforcement (3) B

Lecture 2 hours; discussion 1 hour.

This course presents an initial interdisciplinary approach to the subject of human relations in a changing community. The major emphasis is on understanding human behavior and cultural differences and the needs perceptions of the various segments of the community in which the peace officer interacts daily.

39 Probation and Parole (3) B

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

42 Advanced Criminal Law (3) B

This criminal law course places special emphasis on major crimes which are of particular interest to peace officers and examines penal provisions in state codes and leading case law.

60 Arrest, Search and Seizure (3) B

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

67 Community Relations I (3)

UC: B

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

72 Correctional Procedures (3) B

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

75 Introduction to Corrections (3) B

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.

80 Facility Protection and Loss Control (3) B

This course covers private business and public institution loss control and protection problems, including laws, fire protection systems, management functions, physical security, loss control procedures and types of crimes committed against various enterprises. Labor/management relations and disaster control problems are also presented.

91 -94 Administration of Justice - Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor. Student must be enrolled in and pass 7 or more units, including Work Experience,

for vocational work experience credit and be employed in their major or a related field. (Enrollment by instructor at first class meeting.)

See also: Child Development, Education, Family and Consumer Studies, Political Science, Psychology and Sociology.)

Maximum transferable credits allowed: 8 units, CSUC.

AIRCRAFT ELECTRONICS TECHNOLOGY

1 Aircraft Entertainment and Intercom (1) B

Lecture 1 hour.

This course covers a study of the intercommunication system of pilot to crew and pilot to passengers, also music and video, multiplex and skyphones.

2 Aircraft DC Theory (2) B

Lecture 2 hours.

A study is made of series, parallel, semi-parallel and complex circuits involving more than one source of EMF. Voltage dividers and the construction of basic meters are stressed.

3 Aircraft Basic Electricity Laboratory (1)

Laboratory 3 hours.

Practice is provided in the application of the basic laws of electricity to Aircraft DC equipment.

4 Aerospace Soldering and Aircraft Harness Construction and Repair Techniques

Laboratory (1)

Prerequisite: To be taken concurrently with Aircraft Electronics Technology 18.

Lecture 1 hour.

Laboratory experience is offered in soldering techniques, making solderless connections, making wiring bundles, harness construction and repair according to NASA standards and certification requirements.

5 Aircraft Electronics Mathematics (2) B

Lecture 2 hours.

A review of arithmetic, graphs, algebra and trigonometry showing their application to aircraft electronics is covered.

6 Aircraft Alternating Current Theory (2) B

Lecture 2 hours.

A study of inductance, transformers, filters, reactance, resonant circuits, power factors and impedance matching, with motor and generator applications, and graphical and vector representations is made.

- 7 Aircraft Alternating Circuit Laboratory (3) B**
Laboratory 9 hours.
Instruction is offered in the construction and testing of aircraft electronic equipment using oscilloscopes, frequency meters, probe measurements, bridges and "Q" meters.
- 8 Computer Logic Theory (1) B**
Prerequisite: To be taken concurrently with Aircraft Electronics Technology 16.
Laboratory 3 hours.
In this course instruction is offered in symbolic logic for digital and analog computers.
- 9 Aircraft Multiplex Systems and Recorders (1) B**
Prerequisite: To be taken concurrently with Aircraft Electronics Technology 10.
Laboratory 3 hours.
This course offers instruction in the theory, operation and maintenance of multiplex systems as applied to modern aircraft circuitry.
- 10 Aircraft Multiplex Systems and Recorder Laboratory (2)**
Prerequisite: To be taken concurrently with Aircraft Electronics Technology 9.
Laboratory 6 hours.
The student analyzes, tests and performs troubleshooting, repair and alignment, on multiplex units.
- 11 Aircraft Synchros and Servomechanisms (1) B**
Lecture 1 hour.
A study is made of the closed servo loop, data transmission system, servo amplifier and amplidyne generator, as they pertain to aircraft applications of the general theory of repeating and controls systems.
- 12 Aircraft Magnetic Theory (1) B**
Lecture 1 hour.
A study of the basic concepts, operating techniques, circuits, components and applications of magnetic amplifiers, as they are applied to aircraft, is made.
- 13 Aircraft Entertainment and Intercom Systems (1)**
Laboratory 3 hours.
The students enrolled in this course analyze PA systems, AM FM multiplex and video units.
- 14 Aircraft Instruments Laboratory (1)**
Lecture 3 hours.
This is a demonstration course in the basic principles of instrumentation including the instrument systems and test procedures.
- 15 Aircraft Auto-Pilot Operation and Maintenance (2)**
Lecture 1 hour.
Instruction is offered in the operation and maintenance of the auto pilot and auto pilot systems, including the theory pertaining to signal sources.
- 16 Digital Logic Laboratory (1)**
Prerequisite: To be taken concurrently with Aircraft Electronics Technology 8.
Laboratory 3 hours.
Experience is gained in construction of digital circuits, flip flops, counters and dividers. Truth tables are used for troubleshooting.
- 17 Aircraft Basic Electronics Theory (2) B**
Lecture 2 hours.
Instruction is offered in the construction and theory of diodes, triodes, tetrodes, pentodes, cathode ray tubes, bas tubes and photoemissive cathode tubes.
- 18 Aerospace Soldering and Aircraft Harness Construction and Repair Techniques (1) B**
Prerequisite: To be taken concurrently with Aircraft Electronics Technology 4.
Laboratory 3 hours.
Instruction is offered in soldering techniques, solderless connectors, aircraft wiring, harness construction and repair to meet NASA certification requirements.
- 19 Electron Tube Characteristics (1)**
Lecture 1 hour.
A study is offered in the static and dynamic characteristics of diode, triode and pentode tubes with the operation of cathode ray tubes.
- 20 Electron Tube Analysis (1)**
Laboratory 3 hours.
Laboratory experience is offered in the application of vacuum tube analysis.
- 21 Electronic Circuit Analysis I (1) B**
Lecture 1 hour.
Instruction is offered in the theory and construction of power supplies, voltage regulators, audio amplifiers, phase splitters, cathode followers and audio oscillators.
- 22 Electronic Circuit Analysis I Laboratory (1)**
Laboratory 3 hours.
Practice is offered in the laboratory analysis of power supplies, voltage regulators, audio oscillators and amplifier and phase splitters.
- 23 Aircraft Receivers and Transmitters (1) B**
Lecture 1 hour.
Instruction is offered in the operation of aircraft AM and FM receivers and transmitters specialized for aircraft communication and navigation equipment.
- 24 Aircraft Receiver-Transmitter Laboratory (1)**
Laboratory 3 hours.
Experience is provided in the testing, alignment and troubleshooting procedures for aircraft communication and navigation receivers and transmitters.
- 25 Electronic Circuit Analysis II (2) B**
Lecture 2 hours.
A study is offered in the special electronic circuits that include multivibrators, blocking oscillators, integrators, limiters and counting circuits.
- 26 Electronic Circuit Analysis II Laboratory (2)**
Laboratory 6 hours.
Experience is offered in the wave form analysis of multivibrators, blocking oscillators, integrators, differentiators, limiters, clippers and sweep and counting circuits to include test and troubleshooting procedures.
- 27 Supplementary Electrical Systems (2) B**
Lecture 2 hours.
Experience is offered in the operation, troubleshooting and maintenance of supplementary electrical systems of aircraft. External power sources, starting systems and ice and rain protection systems are among those studied.
- 28 Supplementary Electrical Systems Laboratory (1)**
Laboratory 2 hours.
Practical experience is offered in maintenance and troubleshooting procedures of flight control, hydraulic, power, ice and rain protection, lights, door warning and external power applications.
- 29 Aircraft Semiconductor Theory (3) B**
Lecture 3 hours.
This course presents basic principles of semiconductors, crystal diodes, metallic rectifiers, transistors, Zener diodes and tunnel diodes. Instruction is offered in audio amplifier calculations, analysis of amplifier circuits using vacuum tubes and transistors.
- 30 Amplifier and Semiconductor Applications (3)**
Laboratory 9 hours.
Experience is provided in construction and testing of voltage and power amplifiers and audio and RF amplifiers using vacuum tubes and transistors, including plotting characteristic curves, dynamic measurement, techniques of troubleshooting, gain and signal transfer measurements and distortion measurements.
- 31 Aircraft Navigation Systems (2) B**
Lecture 2 hours.
This course offers the theory and operation of basic navigation systems including the gyro compass, flight director and air data. The ADF and VOR are subjects of discussion.

32 Aircraft Navigation Systems**Laboratory (1)**

Laboratory 3 hours.

Laboratory experience is provided to enable students to understand, operate and troubleshoot the gyro compass system, flight director and the air data system. Elementary functions of the ADF and VOR are included in the course.

33 Aircraft Instrument Electronics I (3) B

Lecture 3 hours.

This course offers the basic principles of DC and AC theory and basic circuits with the use of test equipment in the maintenance of aircraft instruments.

34 Aircraft Instrument Electronics II (3) B

Laboratory 9 hours.

This course offers instruction in principles of semiconductor theory and semiconductor circuits as well as troubleshooting methods and techniques, as applied to the maintenance of aircraft instruments and systems.

51 FAA and FCC Regulations (1)

RPT 4

Prerequisite: FCC 2nd Class Radio Telephone or permission of instructor.

Lecture 1 hour.

This course offers the student an opportunity to become familiar with the rules and regulations of the Federal Aviation Agency and the Federal Communications Commission which certified repair stations must abide by.

52 Operation and Administration of Radio Repair Stations (1) RPT 4

Prerequisite: Aircraft Electronics Technology 51 or permission of instructor.

Laboratory 3 hours.

The course offers the student an opportunity to become familiar with the operation and administration of FAA Certified Repair Stations.

53 Aircraft Communication**Receivers AM and FM (3) RPT 4**

Prerequisite: FCC 2nd Class Radio Telephone, its equivalent or permission of instructor.

Lecture 3 hours.

Instruction is offered in the operation of aircraft AM and FM receivers specialized for aircraft communication and navigation equipment.

54 Aircraft Communication**Receivers Laboratory (1) RPT 4**

Prerequisite: Aircraft Electronics Technology 53.

Laboratory 3 hours.

Experience is provided in the testing alignment and troubleshooting procedures for aircraft communications and navigation receivers.

55 Aircraft Communication**Transmitters (1) RPT 4**

Prerequisite: FCC 2nd Class Radio Telephone, its equivalent or permission of instructor.

Lecture 1 hour.

Instruction covers operation, testing, alignment and maintenance procedures on transmitters specialized for aircraft communications.

56 Aircraft Communication**Transmitter Laboratory (1) RPT 4**

Prerequisite: Aircraft Electronics Technology 55 or permission of instructor.

Laboratory 3 hours.

Experience is provided in the testing, alignment and troubleshooting procedures for aircraft communication transmitters.

57 Aircraft Equipment Systems (3)

RPT 4

Prerequisite: FCC Radio Telephone 2nd Class, its equivalent or permission of instructor.

This course offers the theory and operation of basic equipment systems, including the gyro compass, ADF, VOR and DME.

58 Aircraft Equipment Systems**Laboratory (1) RPT 4**

Prerequisite: Aircraft Electronics Technology 57.

Laboratory 3 hours.

Laboratory experience is provided to enable students to operate and troubleshoot ADF, VOR, ILS Glideslope and Localizer systems.

59 Airborne Radar Circuits**Analysis-Primary and Secondary Radar Systems (3) RPT 4**

Prerequisite: FCC 2nd Class Radio Telephone with Radar Endorsement, or permission of instructor.

Lecture 3 hours.

This course offers instruction in basic airborne radar concepts, waveform analysis of radar circuits, microwave systems including wave guides and antennas.

60 Airborne Radar Circuits Analysis Laboratory (1) RPT 4

Prerequisite: Aircraft Electronics Technology 59.

Laboratory 3 hours.

Practical experience is offered in the operation, testing, alignment and troubleshooting procedure for airborne radar systems.

185 Independent Study in Aircraft Electronics Technology (1)

(See Aircraft Electronics Technology 385)

285 Independent Study in Aircraft Electronics Technology (2)

(See Aircraft Electronics Technology 385)

385 Independent Study in Aircraft Electronics Technology (3)

An advanced project is assigned in the student's major by the instructor. Completion and acceptance of the project are determined by the instructor.

AIRCRAFT PRODUCTION SKILLS

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

1 Applied Mathematics for Aircraft Production Skills (2)

Lecture 2 hours.

The mathematics needed for aircraft production are offered in this course.

2 Aircraft Sub-Assembly Blueprint Reading (1)

Laboratory 3 hours.

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

3 Aircraft Basic Tools Procedure (1)

Lecture 1 hour.

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

4 Aircraft Structural Units and Materials (1)

Lecture 1 hour.

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

5 Aircraft Production Measuring Tools (2)

Lecture 2 hours.

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

6 Aircraft Production Methods (1)

Laboratory 3 hours.

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

7 Aircraft Riveting and Sub-Assembly (2)

Laboratory 6 hours.

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

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

Lecture 2 hours.

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

9 Aircraft Fasteners and Hardware Assembly (1)

Laboratory 3 hours.

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

ALLIED HEALTH**2 Medical Science for Allied Health Personnel (3)**

Lecture 3 hours.

Students interested in careers in Allied Health are introduced to the basic medical sciences. Included in the course are the basic principles of anatomy, physiology, biology, microbiology and pathology. Medical terminology is also included.

3 Fundamentals of Clinical Techniques (3)

Prerequisite: Allied Health 2 with a grade of C or better or any other college level biology course with a laboratory section in which a grade of C or better is earned.

Lecture 2 hours; laboratory 3 hours.

Students are familiarized with basic clinical laboratory techniques used in hospitals and private laboratories. Students learn to use selected laboratory equipment and procedures in the areas of microbiology, parasitology, blood chemistry, hematology, serology and urinalysis. Emphasis is placed on laboratory safety and necessary sterile techniques.

AMERICAN SIGN LANGUAGE

ANATOMY**1 Introduction to Human Anatomy (4) UC:B**

Prerequisite: Biology 5 or Biology 6 with a grade of C or better. Recommended Biology 5. If Biology 3 was taken prior to fall 1977, it may be used as the prerequisite if a grade of C or better was earned. If Biology 3 is used as the prerequisite, then high school or college chemistry is highly recommended or consent of instructor.

Lecture 3 hours; laboratory 3 hours.

This course acquaints students with the basic structure of the mammalian body. Lecture centers on the gross human structure and its embryological development. In the laboratory, a cat is dissected, and the various body systems are examined. The human skeleton is also studied.

185 Independent Study - Anatomy (1) UC:B

(See Anatomy 385)

285 Independent Study - Anatomy (2) UC:B

(See Anatomy 385)

385 Independent Study - Anatomy (3) UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of anatomy. Regular conferences with instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

ANTHROPOLOGY**101 4 Biological Anthropology (3)**

UC:B

The course focuses on the dynamic 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, human fossil ancestors — together with the associated archaeological evidence and analyzes human physical variability within the framework of Mendelian and population genetics. Major anthropological films and other visual materials are utilized to provide visual involvement in developing an in-depth understanding of the human species.

To determine acceptability at various four-year institutions, contact the Counseling Office.

3 Archaeology (3) UC:B

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, etc. By examining these remains within the context of the environment and change-over time, students acquire a means of understanding man's past and gain an opportunity to learn from the past.

To determine credit acceptability at various four-year institutions, contact the Counseling Office.

102 5 Introduction to Cultural Anthropology (3) UC:B

The course presents internal understanding and anthropological interpretations of the many varieties of life styles in human societies throughout the world from nomadic hunting-gathering tribes to highly technological groups. An unprejudiced attitude toward the alien and the strange as well as the familiar is imparted; and a broader understanding of the significance of social change is acquired by examining the varied marriage and family ties, economic, political and legal arrangements, religious expressions and art forms in their own contexts.

To determine credit acceptability at various four-year institutions, contact the Counseling Office.

112 6 Comparative Social Organization (3) UC:B

Prerequisite: Anthropology 5.

Major theoretical orientations within the field of cultural anthropology, methodological problems of anthropological analysis and social organization within a comparative framework including tradi-

tional and contemporary societies are analyzed.

Acceptable for general anthropology credit, UCLA.

121 8 Anthropology of Religion (3)

UC:B

The course deals with the components, function and symbolism of religious beliefs and related manifestations such as magic, witchcraft, voodoo, demons, gods, totemism, divination, mana, shamanism, ghosts, curing, ancestor worship and cults. Special emphasis is given to tribal religious systems through the use of information gathered by anthropologists during field work in tribal societies. Some non-tribal religious development is included for comparative purposes. Selected anthropological films are utilized in the course for comparative purposes, as well as to provide visual involvement in developing an in-depth understanding of religious behavior.

To determine credit acceptability at various four-year institutions, contact the Counseling Office.

10 The Peoples and Cultures of Africa (3) UC:B

Prerequisite: Anthropology 5.

The student is introduced to the peoples of Africa in the context of their physical environment and history. The course focuses on cross-cultural comparisons between the various African cultures in their traditional context and in the context of colonialism and the associated post-independence problems.

Acceptable for general anthropology credit, UCLA.

132 14 North American Indians (3) UC:B

The course focuses on the traditional ways of life of Indian societies of North America. In addition, problems resulting from contact with Europeans are examined in their historical context, including the question of life on the reservations and the cities of today. Films are utilized in order to stimulate greater involvement and understanding.

To determine credit acceptability at various four-year institutions, contact the Counseling Office.

13 Urban Anthropology (3) B

Prerequisite: Anthropology 5 or consent of instructor.

A broad historical analysis of urbanization and urbanism throughout the world is presented within the context of anthropological methods and perspectives. Special emphasis is placed on social problems stemming from the rural-urban migration, industrialization and rapid change associated with contemporary urban life.

14 Women and Culture (3) UC:B

The course is designed to acquaint students with the place and function of women in human societies throughout the world, from nomadic hunting-gathering societies to highly technological groups. The course examines the relative standing of women in their society from childhood through old age; on the preparations they undergo for their adult roles; on their influence in both the private and the public domains; and on the changing perceptions, conditions and rules governing their existence. A selection of anthropological films is used for comparative purposes and for a greater in-depth understanding of women in their respective cultures.

To determine credit acceptability at various four-year institutions, contact the Counseling Office.

20 Survey of Anthropological Ideas (3) UC:B

Students are introduced to the major analytical and empirical contributions of the main sub-fields of anthropology to foster understanding of the varied aspects of human behavior in the past as well as today.

185 Independent Study - Anthropology (1) UC:B

(See Anthropology 385)

285 Independent Study - Anthropology (2) UC:B

(See Anthropology 385)

385 Independent Study - Anthropology (3) UC:B

Prerequisite: Consent of instructor and two of the following courses: Anthropology 1, 3, 5, 6. Enrollment at first class meeting.

Independent study offers the individual an opportunity to investigate a selected topic in anthropology under the direction of an anthropology staff member.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

ARCHITECTURE**1 Introduction to Architecture (1)**

A weekly meeting for all architecture students consisting of visits and talks by design professionals, representatives of the building industry and of advanced architecture schools familiarizes students with professional points of view and requirements in the various design fields.

2 Backgrounds of Architecture I (2) UC:B

An illustrated study of important architecture, architects and urban spaces from the time of the ancient Egyptians to the present is provided.

4 Beginning Architectural Graphics (3) UC:B

Graphical communication techniques of orthographic projection, mechanical perspective and shades and shadows are dealt with.

5 Architectural Drawing I (3) B

Prerequisite: General Engineering 52 or one semester of high school drafting.

Materials Charge.

Lecture 2 hours; laboratory 4 hours.

This course covers the study of construction methods, materials and building ordinances and the preparation of working drawings for frame construction.

6 Architectural Drawing II (3) B

Prerequisite: Architecture 5 with a grade of C or better.

Materials Charge.

Lecture 2 hours; laboratory 4 hours.

This course covers the study of construction methods, materials and building ordinances and the preparation of working drawings for frame construction. Consideration is given to problems involving two-story frame construction.

7 Architectural Drawing III (3) B

Prerequisite: Architecture 6.

Materials Charge.

Lecture 2 hours; laboratory 4 hours.

This course offers a study of construction methods, materials and building ordinances. Preparation of working drawings for a small two-story commercial type III construction, or problems of similar difficulty, are assigned.

8 Architectural Drawing IV (3) B

Prerequisite: Architecture 7.

Materials Charge.

Lecture 2 hours; laboratory 4 hours.

This course offers a study of construction methods, materials, and building ordinances. Preparation of working drawings for a small building such as a small hospital, or problems of similar difficulty, are assigned.

10 Freehand Drawing I (2) UC:B

RPT 2

Laboratory 4 hours.

Techniques of graphic rendering using pencil, pen and ink and water color for the architectural student and draftsman are learned. Both freehand drawing and drafting board methods are stressed.

Acceptable for credit, 3 units only, UC campuses.

12 Architectural Rendering (2)

UC:B RPT 2

Laboratory 4 hours

Techniques of graphic rendering using pencil, pen and ink and water color for the architectural student and draftsman are learned. Both freehand drawing and drafting board methods are stressed.

Acceptable for credit, 3 units only, UC Campuses.

15 Applied Descriptive Geometry (2) B

Prerequisite: Architecture 5 or General Engineering 2 or equivalent.

This course in advanced graphical problem-solving techniques includes the representation of geometrical magnitudes; relations between point, line and plane; intersection and development of surface and architectural and engineering applications.

17 Architectural Perspective (2)

UC:B

Lecture 1 hour; laboratory 3 hours.

The methods of making three-dimensional pictorial drawings are utilized. The projection systems presented include one-, two- and three-point, measuring point, sketch, perspective grid and shades and shadows.

18 Strength of Architectural

Materials I (3) B

Prerequisite: Math 3 and Architecture 5 or equivalent.

This course is an introductory study of statics and of the strength and mechanical properties of timber, steel and concrete and the design of simple members. The course is primarily for advanced architectural students and is useful for State Exam candidates.

20 Methods of Construction (2) B

Prerequisite: Architecture 21 or permission of instructor.

The uses, installation, fastening, detailing and appropriateness of various basic construction materials, their combinations and assemblies are studied. The course assists the draftsman or builder by showing the relationship between construction methods and drawings, specifications and codes.

21 Materials of Construction (3) B

Future design professionals and technicians study sources, selection criteria, codes, appropriateness, availability, manufacturing installation and detailing of basic materials and typical assemblies used in modern construction. Materials include wood, concrete, metals, roofing and finishes.

22 Equipment of Buildings (3) B

Prerequisite: Architecture 5.

This course is an introductory study of the equipment of buildings, including plumbing, heating, air-conditioning, lighting, electrical wiring and acoustics. The course is for undergraduates, employed design technicians and State Exam candidates.

23 Construction Estimating (3) B

Prerequisite: Architecture 5 or equivalent.

Methods used by estimators and architectural technicians are studied to determine exact and approximate quantities and costs of materials and labor used in construction.

33 Basic Architectural Design I (3) UC:B

Prerequisite: Architecture 5, which may be taken concurrently.

This course explores the nature and limitations of materials using two- and three-dimensional studies of form and composition in black and white and color.

34 Basic Architectural Design II (3) UC:B

Prerequisite: Architecture 33 with grade of C or better.

This course extends the study of the theory of color and the use of various materials in three-dimensional composition.

91 -94 Architecture — Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.) (Also see Engineering.) Maximum transferable credits allowed: 8 units, CSUC.

ART

(Outstanding works of students' art may be retained for a maximum of two years by the College art gallery.)

1 Survey of Art History I (3) UC:B

The chronological development of Western art from prehistoric times to the Renaissance with emphasis upon the cultural factors which contributed to its evolution is studied.

2 Survey of Art History II (3) UC:B

The chronological development of Western art from the Renaissance to the twentieth century with emphasis upon the cultural factors which contributed to its evolution is studied.

3 Fundamentals of Art I (3) UC:B

This comparative study of the visual arts is designed to expand visual awareness and visual experience and to increase the student's ability to understand and evaluate those forms that are part of the environment. The areas covered range from the home, community and industry to a broad interpretation of painting, sculpture and architecture. This class is designed for non-art majors.

6 Interiors (3) UC:B RPT 2

This course presents a practical application of the elements and principles of design. It introduces the student to the functional and aesthetic problems of living space needs. Contemporary and traditional elements of design are studied. Emphasis is placed on knowledge of available materials in the marketplace. See NOTE Art 7.

7 Interior-Exterior Design (3)

UC:B RPT 2

This course enables students to apply the practical elements of design to interior-exterior space planning. Methods of analysis of living space and problem-solving exercises give students practical experience.

NOTE: Maximum credit allowed, 3 units Art 6 and 7, UC campuses.

8 Contemporary Art (3) UC:B

Recommended: Art 2 or Humanities 3. Twentieth century trends in painting, sculpture and architecture are studied.

11 Beginning Design I (3) UC:B

Lecture 1 hour; studio 3 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.

12 Beginning Design II (3) UC:B

Prerequisite: Art II with a grade of C or better or consent of instructor.

Lecture 1 hour; studio 3 hours.

This continuation of Art II stresses the individual's sensitivity to color enabling the painter, designer or layperson to utilize color for expression. Students are expected to complete an additional 2 hours per week of studio homework.

13 Three-Dimensional Design (3)

UC:B RPT 2

Prerequisite: Art 11 with a grade of C or better or consent of instructor. Art 12 may be taken concurrently.

Lecture 1 hour; studio 3 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.

14 Intermediate Design (3) UC:B

Prerequisite: Art 12.

Lecture 1 hour; studio 3 hours.

A continuation of advanced design concepts with emphasis upon individual research, experimentation and the development of individual abilities is provided. Students work in two- and three-dimensions, experimenting with a wide variety of equipment in a wide variety of media. Students are expected to complete an additional 2 hours per week of studio homework.

16 Airbrush Techniques I (3)

Laboratory 4 hours.

Instruction and demonstrations are provided in the operation of the airbrush as a means of accomplishing black and white

rendering and photo retouching for both commercial and technical art. Photo retouching and rendering in both fields as well as coverage in effective techniques and handling of the media are dealt with.

18 Fashion Design (3) B RPT 4

Lecture 1 hour; studio 3 hours.

This introduction to the elements of design in relation to the requirements of the human figure stresses the creative approach to pattern making. A survey is made of fashion and current problems in the fashion industry - materials used, style orientation, selectivity, detail. Students are expected to complete an additional 2 hours per week of studio homework.

20 Drawing I (3) UC:B

Lecture 1 hour; studio 3 hours.

This introduction to drawing places emphasis upon fundamental rendering of three-dimensional form in space. Pencil, pen and charcoal are used. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptable for Art 10A credit, UCLA. See NOTE Art 28.

21 Drawing II (3) UC:B

Prerequisite: Art 20 with a grade of C or better or consent of instructor.

Lecture 1 hour; studio 3 hours.

Compositional aspects of drawing such as watercolor techniques 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.

Acceptability — See NOTE Art 28.

22 Painting I (3) UC:B

Prerequisite: Art 12 and 21 with a grade of C or better or consent of instructor.

Lecture 1 hour; studio 3 hours.

This course continues the development of draftspersonship and exposure to art concepts related to imagery, paint quality, color and composition. Various media and mixed media in drawing and painting are explored with emphasis upon specific techniques. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptable for Art 20A credit, UCLA. See NOTE Art 28.

23 Painting II (3) UC:B RPT 3

Prerequisite: Art 22 with a grade of C or better or consent of instructor.

Materials Charge.

Lecture 1 hour; studio 3 hours.

This course consists of drawing from the human figure with emphasis upon the development of observation, structure and draftspersonship. Various media are explored stressing line and tone. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptability — See NOTE Art 28.

24 Figure Drawing I (3) UC:B

Prerequisite: Art 20 with grade of C or better or consent of instructor.

Materials Charge: Approximately \$12.00 per semester.

Lecture 1 hour; studio 3 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.

Acceptability — See NOTE Art 28.

25 Figure Drawing II (3) UC:B

RPT 3

Prerequisite: Art 24 with a grade of C or better or consent of instructor.

Materials Charge: Approximately \$12.00 per semester.

Lecture 1 hour; studio 3 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.

Acceptability — See NOTE Art 28.

26 Advanced Life (3) UC:B RPT 3

Prerequisite: Art 12 and 25 with grades of C or better or consent of instructor.

Materials Charge: Approximately \$12.00 per semester.

Lecture 1 hour; studio 3 hours.

This course consists of drawing from the human figure with problems in anatomy, structure, draftsmanship and pictorial space. Various pictorial concepts motivated by the human image are explored. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptability — See NOTE Art 28.

27 Beginning Oil Painting (3) UC:B

Prerequisite: Art 12 and 21 with grades of C or better or consent of instructor.

Lecture 1 hour; studio 3 hours.

An introduction to fundamental skills in oil media, canvas preparation and brush techniques is provided. Composition and color theory is studied as it applies to still life, landscape and natural forms. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptability — See NOTE Art 28.

28 Intermediate Oil Painting (3) UC:B RPT 2

Prerequisite: Art 27 with a grade of C or better or consent of instructor.

Lecture 1 hour; studio 3 hours.

A continuation of Art 27, this course emphasizes composition, interpretation and expression. Students are expected to

complete an additional 2 hours per week of studio homework.

NOTE: Any or all of these courses combined (Art 20, 21, 22, 23, 24, 25, 26, 27, 28, 30): Maximum credit allowed, 16 units, UC campuses.

30 Perspective Drawing I (3) UC:B

The understanding and manual skills necessary in the making of drawings, which accurately represent three-dimensional forms in one, two and three point perspective with multiple secondary vanishing points are developed.

Acceptability — See NOTE Art 28.

37 Sculpture I (3) UC:B

Prerequisite: Art 13 with grade of C or better or concurrent enrollment in Art 13 or consent of instructor.

Materials Charge.

Lecture 2 hours; studio 4 hours.

Design in three dimensions and in relief and basic sculptural processes and materials are explored.

Acceptable for Art 25 credit, UCLA. See NOTE Art 66.

38 Sculpture II (3) UC:B RPT 3

Prerequisite: Art 37.

Materials Charge.

Lecture 2 hours; studio 4 hours.

A study of design in three dimensions, this course emphasizes individual exploration of experimental sculptural materials and techniques.

Acceptability — See NOTE Art 66.

42 Beginning Advertising Design I (3) B

Prerequisite: Art 11 or consent of instructor.

Lecture 2 hours; studio 2 hours.

This introductory course in visual communication emphasizes advertising art and design. Included are principles of advertising media, layout, lettering, typography and the preparation of artwork for printing.

50 Crafts Workshop I (3) UC:B

Prerequisite: Art 11 with a grade of C or better or consent of instructor.

Materials Charge.

Lecture 1 hour; studio 3 hours.

The application of design principles and elements to various utilitarian or decorative objects is explored. Media includes: paper, paint, textiles, leather and clay. Same as Art 65 with Art 66.

Acceptability — See NOTE Art 66.

51 Crafts Workshop II (3) UC:B

RPT 4

Prerequisite: Art 50 with a grade of C or better.

Materials Charge.

Lecture 1 hour; studio 3 hours.

Advanced techniques and processes are explored. Emphasis is placed upon design and craftsmanship.

Acceptability — See NOTE Art 66

52 Ceramics I (3) UC:B

Prerequisite: Art 11 recommended; consent of instructor.

Materials Charge.

Lecture 2 hours; studio 4 hours.

Instruction in wheel throwing and hand construction is provided. Simple experiments are conducted in the formulation of clay bodies and glazes. Analysis of form, function and decoration emphasizing the proper use of materials and tools in the basic methods of clay construction is stressed.

Acceptability — See NOTE Art 66.

53 Ceramics II (3) UC:B RPT 3

Prerequisite: Art 13 or consent of instructor.

Materials Charge.

Lecture 2 hours; studio 4 hours.

Development of students' technical skills is continued with emphasis on individual growth in creative design abilities. Loading and firing of kilns and study of ceramic raw materials is included.

Acceptability — See NOTE Art 66.

56 Jewelry I (3) UC:B

Prerequisite: Art 11 with a grade of C or better or consent of instructor.

Materials Charge.

Lecture 1 hour; studio 3 hours.

The use of wood, plastic, metals and lost wax casting in the fabrication of contemporary jewelry and related objects is explored.

Acceptability — See NOTE Art 66.

57 Jewelry II (3) UC:B RPT 3

Prerequisite: Art 56 with a grade of C or better.

Materials Charge.

Lecture 1 hour; studio 3 hours.

Contemporary jewelry and related objects are fabricated using advanced techniques and processes. Emphasis is placed upon design and craftsmanship.

Acceptability — See NOTE Art 66

58 Printmaking I (3) UC:B RPT 2

Prerequisite: Art 76 with a grade of C or better.

Lecture 2 hours; laboratory 4 hours.

Problems in various printmaking processes, such as relief printing and intaglio are considered.

Acceptability — See NOTE Art 66.

59 Printmaking II (3) UC:B RPT 3

Prerequisite: Printmaking I.

Lecture 2 hours; laboratory 4 hours.

This intermediate course covers printmaking with intaglio, relief and planographic processes, experimentation in one selected printing process and printing in color.

Acceptability — See NOTE Art 66.

63 Jewelry Laboratory I (2) UC:B

Materials Charge.

Studio 3 hours.

Art 63 and 64 together are the equivalent of Art 56. Jewelry and laboratory techniques, including silver soldering and finishing, are presented.

Acceptability — See NOTE Art 66.

64 Jewelry Laboratory II (2) UC:B

Materials Charge.

Studio 3 hours.

This course is a continuation of Art 63. Art 63 and 64 together are the equivalent of Art 56.

Acceptability — See NOTE Art 66.

65 Crafts Laboratory I (2) UC:B

Materials Charge.

Studio 3 hours.

Laboratory activity in art crafts such as mosaic, textile design and enameling is provided. Art 65 and Art 66 together are the equivalent of Art 50.

Acceptability — See NOTE Art 66.

66 Crafts Laboratory II (2) UC:B

Materials Charge.

Studio 3 hours.

This course is a continuation of Art 65. Art 65 and 66 together are the equivalent of Art 50.

NOTE: UC will accept a maximum of 12 units from Art 37, 38, 50, 51, 52, 53, 56, 57, 58, 59, 63, 64, 65 and 66.

74 Ceramics Workshop (2) B

Prerequisite: Concurrent enrollment required in Art 52 or Art 53.

This course provides an open structured, studio experience for beginning and advanced potters. A variety of construction methods are undertaken simultaneously including handbuilding, wheel-throwing and simple mold production. Techniques for surface enrichment, glazing and firing are explored at various levels of ability.

98 Professional Practice of Interior Design (3) B

Prerequisite: Art 7 or consent of instructor.

Lecture 3 hours.

The student learns the various aspects of interior design. Topics considered include types of design projects, expertise required by designers, client relationships, budgets and supervision.

185 Independent Study - Art (1)

UC:B

(See Art 385)

285 Independent Study - Art (2)

UC:B

(See Art 385)

385 Independent Study - Art (3)

UC:B

Prerequisite: Consent of instructor.

This course is designed to permit exceptional art majors to engage in specific research problems in areas of their special interest under the supervision of an instructor. The exact nature of study is de-

termined by the instructor's recommendation and the student's ability.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

ASTRONOMY**1 Elementary Astronomy (3) UC:B**

All areas of modern astronomy are discussed in this introductory course. Major topics include the sun, moon and planets; stars and galaxies; telescopes and other instruments; constellations; and the history of astronomy. Telescopic observations of celestial objects are part of the course.

Acceptable for Astronomy 3 credit, UCLA.

AVIATION MAINTENANCE TECHNICIAN**1 Aviation Maintenance Technician I (3) B**

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 2.

Lecture 3 hours.

Instruction is offered in applied mathematics and physics, basic aerodynamics, aircraft drafting and basic electricity.

2 Aviation Maintenance Technician I Laboratory (1½)

Prerequisite: Must be taken concurrently with Aviation Maintenance 1.

Laboratory 4½ hours.

Understanding and skills are developed by practical application of basic science related to the aviation maintenance and aerospace technology. Instruction is offered in mathematics, physics, basic aerodynamics, aerospace drafting and basic electricity.

3 Aviation Maintenance Technician II (3) B

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 4.

Lecture 3 hours.

Instruction is offered to provide understanding of the necessary principles and theory of tubing, fabrication, fluid lines, hoses, fittings, aircraft materials and processes. Theory and methods for calculating aircraft weight and balance are stressed.

4 Aviation Maintenance Technician II Laboratory (1½)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 3.

Laboratory 4½ hours.

An opportunity is provided to obtain ex-

perience in the fabrication of fluid lines, hoses and fittings, and in the methods and procedures for performing aircraft weight and balance checks.

5 Aviation Maintenance Technician III (3) B

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 6.

Lecture 3 hours.

Instruction is offered in the use of maintenance publications, forms, records, privileges and limitations, with emphasis on cleaning, corrosion control, ground operations and service and cabin atmosphere control.

6 Aviation Maintenance Technician III Laboratory (1½)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 5.

Laboratory 4½ hours.

Determinations, classifications and identifications are made with manuals, regulations and forms as required. Cleaning and corrosion control operations are performed. Instruction is offered in the performance of line service functions with emphasis on practice and safety.

7 Aviation Maintenance Technician IV (3) B

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 8.

Lecture 3 hours.

The course offers instruction in the operation and test procedures for volt-ohmmilliammeter (VOM), DC generator or motor armature tester (growler, measurement of wire size and current capacity).

8 Aviation Maintenance Technician IV Laboratory (1½)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 7.

Laboratory 4½ hours.

Descriptive relations between various forms of energy are explained. The topical coverage progresses to the closed circuit and the laws governing voltage, current and power. An analysis of series, parallel and series-parallel circuitry is followed by a discussion of testing and measuring equipment. Treatment is both descriptive and analytical, supplemented by a presentation of practical consideration to provide a valid perspective.

9 Aviation Maintenance Technician V (3) B

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 10.

Lecture 3 hours.

The course offers instruction in aircraft electrical systems as prescribed in the FAA's AC 4313-1. Aircraft ice and rain control systems and fire protection systems are included.

- 10 Aviation Maintenance Technician V Laboratory (1½)**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 9.
 Laboratory 4½ hours.
 This course offers instruction in aircraft electrical systems as prescribed in the FAA's AC 4313-1. Aircraft ice and rain control systems and fire protection systems are included.
- 11 Aviation Maintenance Technician VI (3) B**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 12.
 Lecture 3 hours.
 This course offers a study of the principles, equipment and safety procedures used when working with wood, dope, fabric, soldering and welding. Emphasis is placed on inspection and repair of wood, fabric covered and welded structures.
- 12 Aviation Maintenance Technician VI Laboratory (1½)**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 11.
 Laboratory 4½ hours.
 Experience is provided in recognizing materials, defects and airworthy quality repairs on wood, dope, fabric and welded structures. The opportunity to develop skill in welding steel, aluminum and stainless steel; soldering electrical connectors and sweat soldering is given.
- 13 Aviation Maintenance Technician VII (3) B**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 14.
 Lecture 3 hours.
 This course in sheet metal offers instruction in the materials, methods and fasteners of the airplane with emphasis on repair procedures.
- 14 Aviation Maintenance Technician VII Laboratory (1½)**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 13.
 Laboratory 4½ hours.
 Sheet metal is cut, bent and formed to make parts and repairs to blue print specifications. Parts are riveted with standard and special rivets currently used in industry. Honeycomb repairs are also made.
- 15 Aviation Maintenance Technician VIII (3) B**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 16.
 Lecture 3 hours.
 This course offers a study of the principles and theory of fluid and pneumatic power systems as utilized in aircraft hydraulic, landing gear, brakes and related systems.
- 16 Aviation Maintenance Technician VIII Laboratory (1½)**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 15.
 Laboratory 4½ hours.
 Inspection procedures covering the relationship of airframe structures and the fuel pneumatic power systems are discussed. Complete systems, including landing gear, are operated with emphasis on troubleshooting and diagnosis.
- 17 Aviation Maintenance Technician IX (3) B**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 18.
 Lecture 3 hours.
 A study is made of assembly and rigging techniques in conjunction with inspection procedures. The relationship of airframe structures and the fuel system is emphasized.
- 18 Aviation Maintenance Technician IX Laboratory (1½)**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 17.
 Laboratory 4½ hours.
 An opportunity is provided to develop the skills and techniques needed for the assembly and rigging of airframe structures; inspections and fuel systems are included.
- 19 Aviation Maintenance Technician X (3) B**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 20.
 Lecture 3 hours.
 A study is made of the lubricants and lubricating systems of the aircraft engine and the principles of operation, installation, inspection, repair and functional check of propellers.
- 20 Aviation Maintenance Technician X Laboratory (1½)**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 19.
 Laboratory 4½ hours.
 Experience is obtained in the use of publications and techniques required to remove, inspect, repair, install, functionally check and troubleshoot lubricating systems, propellers and their components.
- 21 Aviation Maintenance Technician XI (3) B**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 22.
 Lecture 3 hours.
 Instruction is offered in the principles of operation of the units and systems for engine cooling, exhaust, induction and ignition.
- 22 Aviation Maintenance Technician XI Laboratory (1½)**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 21.
 Laboratory 4½ hours.
 Experience is obtained with practical skills in the inspection, checking, repairing and operating of powerplant cooling, exhaust, induction and ignition components and systems.
- 23 Aviation Maintenance Technician XII (3) B**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 24.
 Lecture 3 hours.
 This course offers instruction on the function and maintenance aspects of fuel metering systems, engine fuel systems, engine instruments, fire protection systems and engine inspection.
- 24 Aviation Maintenance Technician XII Laboratory (1½)**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 23.
 Laboratory 4½ hours.
 An opportunity is provided to develop a practical working knowledge, skill and troubleshooting ability on fuel metering systems, engine fuel systems, engine instruments, fire protection systems and engine inspection.
- 25 Aviation Maintenance Technician XIII (3) B**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 26.
 Lecture 3 hours.
 Inspection of reciprocating engine operating principles and overhaul procedures, including inspection and repair is taught.
- 26 Aviation Maintenance Technician XIII Laboratory (1½)**
Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 25.
 Laboratory 4½ hours.
 Practice is provided for skill development in the reciprocating engine overhaul, inspection and repair.
- 27 Aviation Maintenance Technician XIV (3) B**
Prerequisite: Completion of Aviation Maintenance Technician 1-10; 21-26 and concurrent enrollment in 28.
 Lecture 3 hours.
 Instruction is offered in the methods and procedures used in conjunction with the removal, inspection, service, repair, overhaul, installation and troubleshooting of reciprocating and turbine engines.

28 Aviation Maintenance**Technician XIV Laboratory (1½)**

Prerequisite: Completion of Aviation Maintenance Technician 1-10; 21-26 and concurrent enrollment in 27.

Laboratory 4½ hours.

This course offers an opportunity for the development of skills, workable knowledge and practices in the removal, inspection, service, repair, overhaul, installation and troubleshooting of reciprocating and turbine engines.

29 Aviation Maintenance**Technician XV (3) B RPT 2**

Prerequisite: Completion of Aviation Maintenance Technician 1-28 or verification of eligibility to take the FAA examinations for the Aviation Maintenance Certificate and concurrent enrollment in 30.

Lecture 3 hours.

This course offers the opportunity for a certification competency evaluation as preparation for the Federal Aviation Administration Mechanic Certification written examination, with emphasis on current regulations.

30 Aviation Maintenance**Technician XV Laboratory (1½) RPT 2**

Prerequisite: Completion of Aviation Maintenance Technician 1-28 or verification of eligibility to take the FAA examinations for the Aviation Maintenance Certificate and concurrent enrollment in 29.

Laboratory 4½ hours.

An opportunity for a certification competency evaluation in skills and abilities is offered in this course by doing project work similar to the FAA current procedures.

31 Inspection Authorization for Aviation Mechanics (3)

Prerequisite: FAA Mechanic Certificate with Airframe and Powerplant ratings.

Lecture 3 hours.
Instruction is offered on the Certificated Aviation Mechanic reviewing regulations, inspection procedures and preparation for the Federal Aviation Administration Mechanic Inspection Authorization.

45 Survey of the Metric System (2) B

Lecture 2 hours.

This course is a survey of the metric system of measurement and includes a comparison between the American and metric measuring systems. The problems of converting U.S. industry and the working person to the use of the metric system are discussed in detail.

46 Aircraft Blueprint Reading (2)

Lecture 2 hours.

This course in aircraft mechanics includes training in interpreting orthographic projections, dimensions, abbreviations and symbols for the purposes of fabricating, assembling, installing, repairing and inspecting aircraft parts.

50 Aircraft Welding I (2)

Laboratory 6 hours.

Laboratory training is given in the welding of ferrous and non-ferrous metal airplane parts, a phase separate from usual heavy gas and electric welding. A greater portion of the training period is devoted to welding metal fittings, tube assembly, motor mounts, landing gears and the repair of tube assemblies.

51 Aircraft Welding II (2)

Prerequisite: Aircraft Welding.

Laboratory 6 hours.

This laboratory course offers advanced training in the welding of ferrous and non-ferrous metal airplane parts.

53 Aeronautical Ground School I (3) B

Lecture 3 hours.

This course offering fulfills the Federal Aviation Administration requirements of private pilot ground school instruction with the basic study of aeronautics, Federal Aviation Regulations, physiology of flight, fundamentals of flight, meteorology, navigation and flight planning.

61 Science of Aeronautics I (3) B

Lecture 3 hours.

Instruction is offered in Basic Aeronautical Navigation procedures of dead reckoning and radio, with emphasis on flight planning and the use of published aids. This course is presented as preparation for the FAA Commercial Pilot Rating.

70 Science of Aeronautics II (3) B

Prerequisite: Aviation Maintenance Technician 61.

Lecture 3 hours.

A study is made of the special problems and procedures for air navigation by use of dead reckoning, radio, radio communications information manuals and flight planning.

72 Science of Aeronautics III (3) B

Prerequisite: Aviation Maintenance Technician 70.

Lecture 3 hours.

Instruction is offered in weather interpretation of cold fronts, warm fronts and occluded fronts, thunderstorm structure and icing. These are presented in preparation for FAA Private Pilots, Commercial and Instrument Pilots' ratings.

74 Science of Aeronautics IV (3) B

Prerequisite: Aviation Maintenance Technician 72.

Lecture 3 hours.

This course is an advanced study of meteorology for the pilot in preparation for the FAA Rating of Commercial Pilot, Instrument Pilot and air transport rating.

87 Science of Aeronautics V (3) B

Prerequisite: Aviation Maintenance Technician 74.

Lecture 3 hours.

This course is designed to apprise the commercial pilot aspirant of the correct

servicing procedure for aircraft, and the checks a pilot should make, including the safety requirements and procedures.

88 Science of Aeronautics VI (3) B

Prerequisite: Aviation Maintenance Technician 87.

Lecture 3 hours.

Instruction is offered in instrument ground school with instrument time offered in the GAT I Link Trainer as preparation for FAA Instrument Rating.

185 Independent Study in Aviation Maintenance Technician (1) B

(See *Aviation Maintenance Technician 385*)

285 Independent Study in Aviation Maintenance Technician (2) B

(See *Aviation Maintenance Technician 385*)

385 Independent Study in Aviation Maintenance Technician (3) B

An advanced project is assigned in the student's major by the instructor. Completion and acceptance of the project are determined by the instructor.

BIOLOGY**3 Introduction to Biology (4) UC:B**

Lecture 3 hours; laboratory 3 hours.

Biological principles, activities and relationships of living organisms to each other and the world they live in, with emphasis on their correlations to the human organism are surveyed.

4 Heredity and Human Development (3) UC:B

Lecture 3 hours.

This is an introductory genetics course for non-science majors. Emphasis is placed on the facts and fictions of heredity including its relationship to evolution, reproduction, genetic counseling and various human conditions and diseases.

5 Introduction to Human Biology (4) UC:B

Lecture 3 hours; laboratory 3 hours.

This course provides a basic introduction to biological principles. In addition, emphasis is given to the study of the basic unit of life, the cell, and animal tissues. This course is the prerequisite for Anatomy 1, Microbiology 1, Microbiology 20 and Physiology 1. Recommended for non-biology science majors (Formerly Zoology 5.)

6 General Biology I (5) UC:B

Prerequisite: Chemistry 1 with a grade of C or better, or concurrent enrollment in Chemistry 1 and consent of instructor, or consent of instructor.

Lecture 3 hours; laboratory 6 hours. The principles of molecular biology, cell structure and function, genetics, evolution and organization at the tissue level in plants and animals are studied. Biology 6 and 7 satisfy requirements of lower division zoology and botany for biological science majors.

Acceptable for Biology 1A and 1B credit, UCLA, when both Biology 6 and 7 are completed.

7 General Biology II (5) UC:B

Prerequisite: Biology 6 or its equivalent with a grade of C or better, or consent of instructor.

Lecture 3 hours; laboratory 6 hours. This course covers the principles of organ and organ system physiology in plants and animals, ecology and the course of evolution. A survey of the various plant and animal groups is included.

Acceptable for Biology 1A and 1B credit, UCLA, when both Biology 6 and 7 are completed.

10 Natural History I (4) UC:B

Recommended: Some prior biology experience.

Lecture 2 hours; laboratory 3 hours.

This course surveys the plants and animals of Southern California, their history, ecology, interrelationships and classification, with emphasis on the valley and marine environments of the local Santa Monica and San Gabriel Mountains. Laboratory experience includes field trips to each area.

185 Independent Study - Biology (1) UC:B

(See Biology 385)

285 Independent Study - Biology (2) UC:B

(See Biology 385)

385 Independent Study - Biology (3) UC:B

Prerequisite: Consent of instructor.

This course enables qualified students to pursue on their own an in-depth study of special interest in the general field of biology, botany, zoology and natural history. Satisfactory completion of the course includes a written paper submitted to the advising faculty staff members. *Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.*

BROADCASTING**1 Fundamentals of Radio and Television Broadcasting (3) UC:B**

Required of all Broadcasting majors. Open to others.

Lecture 3 hours.

This course focuses on the basic phases of radio and television broadcasting, including its history, legal aspects, networks, FCC, programming, use of motion pictures and videotapes, sales, public service, studio procedure and station personnel.

3 Voice and Diction for Radio and Television (3) B

Lecture 3 hours.

Training in the development of radio and television announcing procedures including microphone and camera techniques, announcer duties and responsibilities and continuity programming are covered. Fundamentals of good speech are emphasized with attention given to creating a vocal personality and visual presence.

4 Microphone Technique (3) RPT 2

This course deals with basic skills in the use of the microphone for the actor, the speaker, the announcer and the general student. Techniques are learned for the use of microphone in radio, television, motion pictures, public speaking and recording.

5 Radio and Television Acting (3) UC:B RPT 2

Prerequisite: Broadcasting 3 or Speech 3. Theatre 10 or permission of instructor.

Lecture 3 hours; laboratory 1 hour.

Fundamentals of acting before a microphone or video camera are stressed. Students perform in commercials and scenes using VTR equipment. Through playback, analysis of technique and instructor critique, students develop and enhance their acting abilities.

Acceptable for credit: 12 units maximum from Broadcasting 5, 46, and Theatre 42, 44, 45, 46, UC campuses.

8 Radio Announcing II (3) RPT 2

This course provides training in announcing news, commercials, station breaks, interviews, phone-in shows and DJ shows.

15 Radio and Television Production (4) B RPT 4

Prerequisite: Permission of instructor.

Lecture 3 hours; laboratory 3 hours.

The principles of radio and television production are emphasized. Scripting, mixing, directing and producing the program are discussed and put into practice in the TV studio. Students assist the staff in on-campus productions such as the taping of instructor lectures, acting class assignments and educational visual aids.

46 Fundamentals of Television Production (4) B RPT 2

Prerequisite: Permission of instructor.

Lecture 3 hours; laboratory 3 hours.

The history and development of television as a communications medium are studied. The uses of television and responsibilities of the broadcast media are discussed. Students analyze content and form of current programs. Fundamentals of television production are taught, and instruction is given in the operations and functions of broadcast facilities. A tour of a major network facility is included as part of the course.

See acceptability Broadcasting 5.

BUSINESS

Also listed alphabetically in this catalog: Accounting, Business, Business Data Processing, Finance, Law, Management, Marketing, Office Administration, Real Estate, Supervision.

1 Introduction to Business (3) B

(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.

8 Survey of Business Law (3) UC:B

Not open to students who have completed Law 1 with a C or better.

Lecture 3 hours.

This course enables non-transfer business administration, office and office administration students to cover in one semester the topics which are covered in Bus. Law 1 and II. It does not satisfy the law requirements for a four-year degree in Business Administration.

Business 8 and Law 1, 2 and 30: maximum credit allowed, one course: UC campuses.

10 Fundamentals of Tax Return Preparation (3)

Lecture 1 hour; laboratory 2 hours.

This course acquaints students, regardless of their college major, with the provisions and requirements of the Federal and California State income tax laws applying to individuals. Sample tax returns are prepared on actual tax forms.

31 Business English (3)

Business 31 and 32 satisfy the six Communications units required for graduation. This course offers intensive review of the mechanics of English: spelling, grammar, punctuation, sentence structure and word usage. It develops business vocabulary as well as English skills necessary in business. Same as Office Administration 31.

32 Business Communications (3) B

Prerequisite: Business 31 with grade of C or better or the equivalent.

This course teaches practical psychology in dealing with people through business correspondence. It affords experience in composing the basic types of letters used in business (inquiry, order, acknowledgement, sales, collection, credit, application and personal business), as well as experience in writing reports and in using dictation machines. Emphasis is placed upon vocabulary building, correct English usage and fundamentals of clear, direct and meaningful expression. Same as Office Administration 32.

38 Business Computations (3) B

This course provides a brief review of the fundamentals of computations followed by applications of non-algebraic mathematics to wage payment methods and payroll preparations; percentage, markon, markup, markdown and turnover, cash and trade discounts; simple interest and applications of compound interest principles to investment, annuity and depreciation problems

91 -94 Business-Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units including Work Experience for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.) (For Business see also: Accounting, Business Data Processing, Computer Science; Information Technology; Finance, Law, Management, Marketing, Office Administration, Real Estate and Supervision.)

Maximum transferable credits allowed: 8 units, CSUC.

185 Independent Study - Business (1) B

(See Business 385)

285 Independent Study - Business (2) B

(See Business 385)

385 Independent Study - Business (3) B

Under the guidance of the sponsoring instructor, the qualified student chooses a subject of special interest, researches the literature and interviews experts in that field, prepares a rough draft of the findings and writes a final draft with conclusions and recommendations.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses.

BUSINESS DATA PROCESSING**1 Principles of Business Data Processing I (3) UC:B**

Principles of data processing as used in business and industry, including punched card data processing, electronic computers and their applications to business systems are covered. Elements and capabilities of electronic computers, programming and systems design and flow charting are introduced. Same as Computer Science-Information Technology 1. *Acceptable for credit. Maximum: 3 computer courses (nine units) regardless of departments, UC campuses.*

21 Business Computer Programming I (3) UC: B

Prerequisite: Business Data Processing 1 or equivalent experience with consent of instructor.

This introductory course in Business Data Processing programming uses the Report Program Generator (RPG) programming language. The basic principles and general concepts of RPG programming are covered, providing the student with a basic computer programming course. Students program and test programs on a computer. Same as Computer Science-Information Technology 3. *See acceptability, Business Data Processing 1.*

22 Programming Business Computers (3) UC:B

Prerequisite: Business Data Processing 1 or equivalent experience with consent of instructor.

This introductory course in Business Data Processing programming is for those students who are currently employed in data processing or for those who need a one semester transfer course. Elements and capabilities of computers, programming and system design and flowcharting are studied. Students are introduced to FORTRAN, COBOL and the Assembly languages. A computer is available for students to run and "debug" their programs. *See Acceptability, Business Data Processing 1.*

23 Programming Laboratory (1) B RPT 3

Prerequisite: Current enrollment or credit for a course in programming.

Laboratory 2 hours; assigned by instructor.

Practice in the actual programming of typical business and industrial problems is

given in the class. A computer is available on campus for students to run and "debug" their programs.

27 FORTRAN Programming (3) UC:B

Prerequisite: BDP 21 or 22 or Computer Science 37 or 38 or Math 20 or 23 or equivalent experience with consent of instructor.

Students learn to use the FORTRAN language to program non-mathematical and commercial problems. Students write programs run on a computer. Emphasis is placed on the use of the computer as a tool. The concepts of structured programming, featuring modular programming and top-down design techniques, are emphasized. Same as Computer Science-Information Technology 27. *See Acceptability, Business Data Processing 1.*

29 Fundamentals of COBOL Programming (3) UC:B

Prerequisite: Business Data Processing 21 or 22 or equivalent experience with consent of instructor.

COBOL (Common Business Oriented Language) is a language which facilitates the programming of computers for business applications. This course is intended to cover the four divisions, flowcharting and the logic used in COBOL. Students learn the concepts of structured programming featuring modular programming, top-down design technique, GO TO-less programming and other techniques of structured programming. Students develop a clear, understandable, program which is run on the computer. Same as Computer Science-Information Technology 11.

Acceptable for credit, UC campuses. Maximum: 3 computer courses regardless of department.

Business Data Processing 21 or Computer Science-Information Technology 1, 29 or Computer Science-Information Technology 11, 30 or Computer Science-Information Technology 12: maximum credit allowed, one course.

30 Advanced COBOL Programming (3) UC: B

Prerequisite: Business Data Processing 29 or equivalent experience with consent of instructor.

This course covers advanced COBOL programming concepts using the Report Writer Feature, Sort Feature, Mass Storage Devices, Table Handline, Segmentation and other advanced COBOL programming techniques. Students program and test programs on a computer.

Acceptability — See Business Data Processing 29.

31 Business Data Processing Systems (3) UC:B

Prerequisite: Business Data Processing 21 or 22 or equivalent experience with consent of instructor.

This course covers initiating, planning, executing and implementing systems in business. Business systems are analyzed from a "total system" concept using techniques such as flowcharting and procedural and simplification studies. The application of computers to complex systems and large clerical operations is considered. Students study the life cycle of a computer-based business system ranging from the problem definition to the processes of system design, development and operation. The design of real-time, on-line and time sharing systems is studied also. Same as Computer Science-Information Technology 8.

Acceptability — See Business Data Processing 29.

55 APL and Basic Programming (3) UC:B

Prerequisite: Business Data Processing 1 or equivalent experience with consent of instructor.

This introductory course in programming uses interactive programming languages. The basic concepts of time sharing and interactive programming languages are studied. A select set of problems using APL and BASIC programming languages is solved. This course is of interest to data processing as well as non-data processing students. Students run and test programs on computer terminals which are located on campus.

Acceptability — See Business Data Processing 29.

58 Assembly Language Programming I (3) UC:B

Prerequisite: Business Data Processing 22 or equivalent experience with consent of instructor.

The student learns to program IBM 360/370 Assembler language effectively — including data presentation, component and program organization. The use of registers, addressing, arithmetic (decimal and fixed point) and macro instructions are covered through programming projects. Same as Computer Science-Information Technology 17.

Acceptability — See Business Data Processing 29.

59 Assembly Language Programming II (3) UC:B

Prerequisite: Business Data Processing 58 or equivalent with consent of instructor.

This course covers the IBM 360/370 Operating System job control language, data set organization, linkage editor and control programming services. In addition, input-output codes, multi-processing and multi-programming features are present-

ed. Same as Computer Science-Information Technology 18.

Acceptability — See Business Data Processing 29.

91 -94 Business Data Processing - Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.) (For Business see also: Accounting, Business, Computer Science-Information Technology, Finance Law, Management, Marketing, Office Administration, Real Estate and Supervision.) Maximum transferable credits allowed: 8 units, CSUC.

185 Independent Study - Business Data Processing (1) B

(See Business Data Processing 385)

285 Independent Study - Business Data Processing (2) B

(See Business Data Processing 385)

385 Independent Study - Business Data Processing (3) B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of business data processing. Regular conferences with the instructor are coordinated with research projects.

CHEMISTRY**1 General Chemistry I (5) UC:B**

Prerequisites: 1. Chemistry 11 with a grade of C or better or high school chemistry, and a satisfactory score on a chemistry placement examination given in advance of registration. Students should consult the Counseling Office or the Chemistry Department for dates of examinations.

2. A minimum of two years of high school mathematics or completion of Mathematics 20 or its equivalent. Both of the prerequisites must have been completed within the last two years.

Lecture and conference 5 hours; laboratory 4 hours.

Principles and theories of general inorganic chemistry are covered. Laboratory work is largely quantitative.

With Chemistry 2 acceptable for Chemistry 11 ABC, BL, CL credit, UCLA. No credit for Chemistry 3, 4 or 11 if taken after Chemistry 1. One course maximum credit for 4 or 11.

2 General Chemistry II (5) UC:B

Prerequisite: Chemistry 1 with a grade of C or better within the last two years.

Chemistry 2 continues with the coverage of the principles and theories of general

inorganic chemistry begun in Chemistry 1. It also presents introductions to electro-chemistry, thermodynamics, nuclear chemistry and organic chemistry. Laboratory work includes both quantitative experiments and qualitative analysis.

Chemistry 1 and 2 are acceptable for Chemistry 11 ABC, BL, CL credit, UCLA. No credit for Chemistry 3, 4 or 11 if taken after Chemistry 1.

3 Introductory Chemistry (5) UC:B

Lecture and conference 4 hours; laboratory 3 hours.

This introductory course emphasizes the principles of chemistry including inorganic, organic and biochemistry. It is intended for students in home economics, nursing, physical education, elementary education and liberal arts majors who need a physical science laboratory course. Students intending to take Chem. 1 should take Chem. 11 rather than Chem. 3.

Acceptable for Physical Science M2 or Chemistry M2 credit, UCLA. Maximum of one course from Chemistry 3, 4 or 11. See NOTE Chemistry 1.

4 Basic Chemistry (3) UC:B

A survey of chemistry as a science and its relationship to other sciences is made. Mathematics is held to a minimum while basic chemical ideas are developed. A laboratory section is not included in the course. Demonstrations are used to illustrate lectures. This course is not open to students who have completed Chemistry 1, 3 or 11. It is designed for the non-science major's general education requirements.

Acceptable for Physical Science M2 or Chemistry M2 credit, UCLA. Maximum of one course from Chemistry 3, 4 or 11. See NOTE Chemistry 1.

5 Quantitative Analysis I (4) UC:B

Prerequisite: Chemistry 2 with a grade of C or better.

Lecture 2 hours; laboratory 6 hours.

The principles and techniques involved in gravimetric and volumetric analysis are covered, and the student is introduced to instrumental methods.

Acceptable for Chemistry 5 credit, UCLA.

9 Introductory Organic and Biochemistry (4) UC:B

Prerequisite: Chemistry 1, 3 or 11.

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, as well as on the substances that are involved.

11 Elementary Chemistry (4) UC:B

Prerequisites: One year of high school algebra or Math 31 and a satisfactory score on an entrance examination testing background for this course.

Lecture and conference 4 hours; laboratory 2 hours.

This basic chemistry course presents elementary principles of general chemistry, including nomenclature and problem solving. Students whose previous chemistry background is inadequate for Chemistry 1 should take this course in preparation for Chemistry 1. Chemistry 11 is also recommended for students who have been away from high school chemistry for two or more years.

Acceptable for Physical Science M2 or Chemistry M2 credit, UCLA. Maximum of one course from Chemistry 3, 4 or 11. See Note: Chemistry 1. Maximum of 4 credits transferable to UC.

14 Introductory Organic Chemistry (5) UC:B

Prerequisite: Chemistry 2 with a grade of C or better.

Lecture 3 hours; laboratory 6 hours.

The student is introduced to the structure, bonding, stereochemistry and reactions of carbon compounds. In the laboratory, the essential skills of preparation, isolation and determination of physical properties of organic compounds are covered. *Chemistry 14 and 15 acceptable for Chem. 21, 22, 24 credit, UCLA.*

15 Introductory Biochemistry (5) UC:B

Prerequisite: Chemistry 14 with a grade of C or better or equivalent.

Lecture 3 hours; laboratory 6 hours.

The student is introduced to the structure and properties of biologically important compounds. The role of metabolism is stressed. In the laboratory, the preparation and reactions of biological compounds are covered.

Chemistry 14 with 15 acceptable for Chem. 21, 22, 24 credit, UCLA.

30 Chemistry Review (1)

Prerequisite: Concurrent enrollment in Chemistry 3, 4 or 11.

This is a 1-hour-per-week review period in which students who have difficulty with problem-solving are provided opportunities for supervised study and work in chemical calculations.

185 Independent Study - Chemistry (1) UC:B

(See Chemistry 385)

285 Independent Study - Chemistry (2) UC:B

(See Chemistry 385)

385 Independent Study - Chemistry (3) UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the

field of chemistry. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

CHILD DEVELOPMENT**1 Child Growth and Development (3) UC: B**

Lecture 3 hours.

The process of human development from prebirth to adolescence is studied. Emphasis is placed on development which enables children to reach physical, mental, emotional and social maturity.

2 The Child and the School (3) B

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) B

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) B

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) B

Recommended: Child Development 1 and 2.

Lecture 3 hours.

A study is made on the effect of children's homes, schools and communities on their development. Special emphasis is placed on the dynamics of human relations in the multi-cultured urban setting. The cooperation between all agencies connected with the young child is studied in depth.

12 Parent-Teacher Interaction (3) B

Recommended: Child Development 1 and 2.

Lecture 3 hours.

Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences to enable them to relate better to the families of the children in their classrooms. Techniques such as role-playing and personal interviews are utilized to give students confidence in working with parents and their specific problems.

21 Child Development Practices (3) B

Prerequisite: Child Development 1 and 2 or consent of instructor. Verification of annual tuberculosis test.

Lecture 2 hours; laboratory 3 hours.

Teaching methods and program planning for preschool students are examined along with the use of materials and equipment in the classroom. Observation and limited participation in the preschool classroom are included as well as discussions on the development of well-adjusted personality during the preschool years.

22 Laboratory in Child Development (4) B RPT 2

Prerequisite: Child Development 1, 2 and 21. Verification of annual tuberculosis test.

Lecture 2 hours; laboratory 6 hours.

Work with nursery school children is conducted under the direction of a nursery school staff member and is supplemented by the supervision of the course instructor. Emphasis is placed on developing, implementing and evaluating classroom experiences for young children.

30 Infant Studies (3) B

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) B

Lecture 2 hours; laboratory 1 hour.

This course includes observing, recording and interpreting children's behavior in a variety of settings. Diaries, anecdotes and other forms of written and oral records are explored and used.

41 Organization and Administration of Nursery Schools (3) B

Prerequisite: Child Development 1 and 11 or consent of instructor. Recommended: Child Development 2.
Lecture 3 hours.

The principles and practices of nursery school organization and administration covered include organizational structure, budgeting, personnel policies and practices, records, statistics, reporting and relationship with community resources.

91 -94 Child Development — Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.) (See also: Education, Family and Consumer Studies, Psychology and Sociology.) Maximum transferable credits allowed: 8 units, CSUC.

CHINESE

1 Elementary Chinese I (5) UC:B

Fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple Mandarin Chinese are dealt with. Basic facts on the geography, customs and culture of China are also included.

21 Fundamentals of Chinese I (3) UC:B

Lecture 2 hours; laboratory 1 hour. This course introduces the fundamentals of pronunciation and grammar structure. Practical material for simple conversation, based on everyday experiences, is offered. Emphasis is placed upon the spoken language. Chinese 21 and Chinese 22 together are equivalent to Chinese 1.
Note: Chinese 21 and Chinese 22 equal Chinese I, UC

22 Fundamentals of Chinese II (3) UC:B

Lecture 2 hours; laboratory 1 hour. This course completes the elementary grammar of Chinese. Practical material for simple conversation, based on everyday experiences, is offered. Emphasis is placed upon the spoken language.
See Note: Chinese 21.

CINEMA

(For classes in Cinema see Theatre 48, 49, 53, 54, 55, 56 and 57.)

COMPUTER SCIENCE — INFORMATION TECHNOLOGY

(See also Business Data Processing)

1 Principles of Business Data Processing I (3) UC:B

Principles of Data Processing, including a survey of electronic computer systems, components, languages and techniques are covered. Examples of scientific and commercial applications are given. Elements and capabilities of electronic computers, programming, systems designing and flow charting are introduced. Computers and related equipment in the campus data center are used to familiarize the student with the actual operation of typical systems. Same as Business Data Processing 1.

See Note: Computer Science — Information Technology 27.

3 Business Computer Programming I (3) UC: B

Prerequisite: Computer Science I or equivalent experience with consent of instructor.

This introductory course in programming is for those students who are currently employed in data processing, who need a one semester transfer course or who plan to proceed to more detailed studies of programming techniques. Students are introduced to FORTRAN, COBOL and the ASSEMBLY languages. A computer is available on campus for students to "debug" and run their programs.

See Note: Computer Science-Information Technology.

7 RPG II Programming (3) UC:B

Prerequisite: Computer Science-Information Technology 1 or equivalent experience with consent of instructor.

This course provides a specialization in the techniques of data processing with emphasis on the programming of reports using the Report Program Generator (RPG). The basic principles and general concepts of RPG language and programming are covered, providing the student with a basic computer programming course. Students write and test programs on the campus computer.

See Note: Computer Science-Information Technology 27 and Computer Science-Information Technology 11: UC Campuses.

11 COBOL Programming I (3) UC: B

Prerequisite: Computer Science-Information Technology 3 or 7 or equivalent experience with consent of instructor.

COBOL (Common Business Oriented Language) is a language which facilitates the programming of computers for business applications. The course is intended to cover the four divisions, flowcharting and logic used in COBOL. Students learn

the concepts of structured programming, featuring modular programming, top-down design technique, GO TO-less programming and other techniques of structured programming. Students develop a clear, understandable, program to be run on the computer. Same as Business Data Processing 29.

Note: Computer Science-Information Technology 7 or Business Data Processing 21; Computer Science-Information Technology 11 or Business Data Processing 29; Computer Science-Information Technology 12 or Business Data Processing 30; maximum credit allowed, one course, UC campuses.

See Note: Computer Science-Information Technology 27.

12 COBOL Programming II (3) UC: B

Prerequisite: Computer Science-Information Technology 11 or equivalent experience with consent of instructor.

Advanced COBOL programming concepts and techniques, such as the SORT feature, table handling and segmentation and job control language features that pertain to COBOL, are studied. Students program and then test their programs on the campus computer.

See Note: Computer Science-Information Technology 27 and Computer Science-Information Technology 11.

17 Assembler Language Programming I (3) UC:B

Prerequisite: Computer Science-Information Technology 3 or equivalent experience with consent of instructor.

This course presents IBM 360/370 ASSEMBLY language programming — including data presentation, component and programming organization. The use of registers, addressing, arithmetic (decimal and fixed point) and macro instructions are covered through programming projects.

See Note: Computer Science-Information Technology 27.

18 Assembler Language Programming II (3) UC:B

Prerequisite: Computer Science-Information Technology 17 or equivalent experience with consent of instructor.

This course covers the IBM 360/370 Operating System job control language, data set organization, linkage editor and control programming services. In addition, input-output codes, multi-processing and multi-programming are dealt with.

See Note: Computer Science-Information Technology 27.

27 FORTRAN Programming (3) UC: B

Prerequisite: Computer Science-Information Technology 3 or 7 or 37 or 38 or Math 20 or 23 or equivalent experience with consent of instructor.

Students learn to use the FORTRAN language to program typical, practical problems as would be encountered in scientific, industrial and commercial applications. Students write programs which are run on the campus computer. Emphasis is placed on the computer as a tool. The concepts of structured programming, featuring modular programming and top-down design techniques, are emphasized. Same as Business Data Processing 27.

Note: Acceptable for credit UCLA. Maximum: 3 computer courses (nine units) regardless of department.

37 Digital Computer Programming (3) UC: B

Recommended: Business Data Processing 1 or its equivalent.

This course provides an introduction to machine language programming. It includes a brief survey of machine hardware and operating system software, and an introduction to the use of symbolic assembly language. The campus computer and its operating system and assembler are used to assemble and execute student programs and to provide experience in operating and programming typical computer systems. On-line systems technology and processing are emphasized. Same as Mathematics 62.

See Note: Computer Science-Information Technology 27.

38 Computer Operations (3) UC: B

Recommended: Business Data Processing 1 or its equivalent.

This course provides an introduction to the operation of modern computer systems. Operating systems and computer system software are described in general. Students learn to operate the computer and its peripheral equipment through job control language and become familiar with the operation and management of a computer center, by using the campus computer. On-line systems technology and processing are emphasized.

See Note: Computer Science-Information Technology 27.

39 Advanced Computer Programming (3) UC: B

Prerequisite: Computer Science-Information Technology 1 or 27, Mathematics 62, or equivalent experience with consent of instructor.

This advanced course introduces the use of modern microprocessors in computing, with special emphasis on the application of the BASIC language to a wide variety of current problems such as color graphics, dynamic games, high resolution plotting, computerized music and disk file manipulations. Particular attention is paid to the interface between BASIC and the machine language of typical microprocessors and their monitor systems. Students

learn to operate, program and understand the applications of two very popular microprocessor types, the 6502-based APPLE II and the Z80-based CROMENCO, both of which are available on campus.

91 -94 Computer Science-Information Technology — Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience for vocational work experience, credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.) (For Business see also: Accounting, Business, Business Data Processing, Finance, Law, Management, Marketing, Office Administration, Real Estate and Supervision.)

Maximum transferable credits allowed: 8 units, CSUC.

COOPERATIVE EDUCATION OCCUPATIONAL

91 -94 Cooperative Education — Work Experience I, II, III, IV (1-4) UC: B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.) (See also: Accounting, Administration of Justice, Architecture, Business, Business Data Processing, Child Development, Computer Science-Information Technology, Education, Engineering, Finance, Family and Consumer Studies, Law, Management, Marketing, Office Administration, Political Science, Psychology, Real Estate, Sociology and Supervision.)

The Cooperative Education program involves the employer, student-employee and the College. The purpose of this course is to extend to the students an opportunity to receive college credit for work experience in an occupation related to their college study program. This work experience should help students acquire work habits and attitudes necessary for successful employment, as well as provide additional insight relative to the tasks required in that occupational field. *Maximum 6 units in otherwise transferable subject areas only. UC campuses. Maximum 8 units in otherwise transferable subject areas, CSUC.*

COOPERATIVE EDUCATION

GENERAL

Students may be employed in a job other than related to their major. Students may take up to 6 units of general cooperative education. Guidelines for cooperative education enrollment are stated above.

DENTAL HYGIENE

(Courses are open to Dental Hygiene Majors only.)

100 Principles of Clinical Dental Hygiene (2)

Lecture 2 hours.

This course provides beginning dental hygiene students with the scientific knowledge and understanding of the basic principles of dental techniques and procedures for applying complete oral hygiene services.

101 Introduction to Clinical Dental Hygiene I (2)

Laboratory 6 hours.

This introductory course to clinical dental hygiene is designed to develop the skills and techniques required for performing the oral prophylaxis and orienting students to the role and function of the dental hygienist as a member of the preventive dentistry team.

102 Radiology I — Introduction to Radiology (1)

Lecture 1 hour.

This course includes a study of the theory and development of radiation; radiation safety and the technique of exposing, processing and mounting radiographs. Lectures include the rationale for and interpretation of radiographs as they relate to dental hygiene.

103 Radiology I — Laboratory (1)

Laboratory 3 hours.

Clinical laboratory experience in intra-oral radiological techniques; darkroom processing and mounting procedures and interpretation of radiographs for preliminary evaluation are discussed and applied.

104 Tooth Morphology (2)

Lecture 1 hour; laboratory 3 hours.

A detailed study is made of permanent and deciduous dentition including morphology, eruption, function and occlusion. Laboratory sessions include comparison of various extracted teeth and the functional relationships of teeth.

105 General Pathology (2)

Lecture 2 hours.

This course focuses on the major diseases and disorders which students will encounter in practice. Scientific terms and disease mechanisms are introduced by stressing the patient as well as the disease.

150 Preventive Dentistry (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This course provides the fundamentals for the clinical application of preventive dentistry procedures. Content centers on the use of dental fluorides, caries susceptibility testing, dietary analysis, plaque control therapy and communications skills for effective patient counseling.

151 Clinical Dental Hygiene II (3)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Under supervision in a clinical environment at UCLA, students apply knowledge and basic clinical skills learned in DH 101 and other pre-clinical classes toward proficiency in the care and treatment of the dental hygiene patient.

152 Radiology II — Advanced Radiology (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This course is intended to familiarize students with advanced intra-oral, extra-oral and specialized radiographic techniques. A knowledge and understanding of panoramic, cephalometric and photographic surveys and equipment are discussed. More advanced interpretive radiographic evaluations as they pertain to dental hygiene are emphasized.

153 Radiology II — Laboratory (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Laboratory 3 hours.

Clinical laboratory experience in extra-oral, specialized intra-oral and preliminary radiographic interpretations are developed.

154 Oral Pathology (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

This course provides an introduction to interpretation of clinical and histological pathologic conditions. Emphasis is on clinical signs and symptoms. Students view oral abnormalities with the use of slides and radiographs.

155 Dental Materials (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

The purpose of this course is to study the properties, composition and manipulation of materials used in the field of dentistry and dental hygiene. The study of dental materials enables the dental hygienist to understand the behavior of these materials and thus subsequent manipulation.

156 Head and Neck: Histology and Embryology (3)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours; laboratory 3 hours.

The embryonic development of the head, neck, face and jaws is discussed with special emphasis on the development of the oral cavity and teeth; microscopic structure of tissues of the oral cavity and head and neck are correlated with gross anatomic structure.

200 Introduction to Dental Pathology (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This course provides an introduction to the understanding, recognition and proper treatment of dental tissue pathology. Lectures and discussion cover the aspects of occlusal dysfunction, dental caries, pulpal pathology, alterations and injuries to tooth tissue, treatment planning and principles of advanced instrumentation.

201 Clinical Dental Hygiene III (4)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Clinic 12 hours.

Under supervision in a clinical environment, students apply specific knowledge and skills learned in pre-clinical and clinical courses, as well as from other clinic related classes. Rotating assignments into various dental specialty clinics provide an opportunity to learn about the role of the dental hygienist in these areas. Care and treatment of the special patient is discussed in a core course with UCLA dental students.

202 Dental specialties and Expanded Functions (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

This course is designed to enable the dental hygiene student to understand and appreciate the various aspects of dentistry to which dental hygiene is allied. The specialized areas of dental practice are

presented to establish a proper perspective of dental hygiene in its relationship to the subdivisions of dentistry.

203 Dental Specialities and Expanded Functions-Laboratory (1)

Laboratory 3 hours.

Expanded functions for the dental hygienist deals with the integration of the hygienist into the dental team as a flexible auxiliary for present and future positions in the oral health delivery system. Areas of study include: Placement and removal of rubber dams; myofunctional therapy; sizing of stainless steel crowns; sizing, placement and removal of temporary crowns; mouthguard construction; placement and removal of anterior and posterior matrices; placement and condensation of composite restorations; placement, condensation and finishing of amalgam restorations and design of restorative preparations.

204 Dental Health Education (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This introductory course to dental health education is designed to orient dental hygiene students in the role of the dental health educator. This course applies educational techniques in teaching elementary pre-school aged children and those with special handicaps.

205 Dental Health Education - Practicum (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Practicum 3 hours.

This course is the practical experience which coordinates with the lecture course, Dental Health Education, DH 204.

206 Periodontics (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

This course is designed to provide dental hygiene students with a basic background in periodontics. The role of the dental hygienist in the prevention and treatment of periodontal disease is emphasized. Lectures on anatomy, histology and pathology of the periodontium are correlated with the clinical aspects of periodontal treatment and various therapeutic measures currently in use. Emphasis is placed on root planing and soft tissue curettage.

207 Pain Control (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Management of pain control through the use of local anesthetics and nitrous oxide and oxygen sedation is studied through lectures and laboratory practice.

208 Pharmacology (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

This course presents the general principles of pharmacology, use of therapeutic agents in dental practice and other drugs used in dentistry. The course serves as a means of improving the student's general understanding of the science of pharmacology and its role in patient care.

250 Advanced Periodontal Seminar (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

In seminars, students discuss auxiliary procedures for the periodontally involved patient. Cases are presented and discussed. Emphasis is placed on treatment planning and evaluation of treatment.

251 Clinical Dental Hygiene IV (4)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Clinic 12 hours.

Under supervision in a clinical environment, students apply knowledge and clinical skills learned in pre-clinical and clinical courses, as well as from other clinic related classes toward increasing proficiency in treatment of the dental hygiene patient. Rotating assignments into various dental specialty clinics provide an opportunity to observe and participate as a dental hygienist in these areas.

252 Essentials of Dental Hygiene Practice (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

Through lecture, class discussion and group activities, students focus on the changes which are confronting health care professionals. Areas of discussion are role delineation, legal considerations, ethics and practice managements.

253 Community Dental Health (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

This course is an introduction to the principles of dental public health. It includes the history and trends in dental care delivery, the functions of governmental and voluntary health agencies, dental disease prevention, epidemiology and statistics.

254 Community Dental Health - Practicum (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Practicum 2 hours.

The purpose of this course is to introduce students to problems, ideas, concepts and program planning in public health and community dentistry. The major emphasis of the course is the application of systematic planning, implementation and evaluation of community education programs. Through the course project students are directly involved in identifying dental health problems, identifying and analyzing the target group, collecting baseline data, writing program objectives, writing basic health education methodologies and evaluating a dental health education program.

ECONOMICS**1 Principles of Economics I (3)**

UC:B

This introductory course provides the student with an understanding of the basic economic principles and forces which govern the production and distribution of goods and services. Topics include: forms of business organizations; the role of government in the economic system; value and price in a free enterprise system; labor-management relations and contemporary economic developments.

Acceptable for Economics 1 credit, UCLA.

2 Principles of Economics II (3)

UC:B

This is an introductory course in the principles of macroeconomics. Topics considered include: the national income; business fluctuations; the financial system; public finance; international economics and application of economic principles to contemporary economic developments.

Acceptable for Economics 2 credit, UCLA.

4 Economics for the Consumer (3)

UC:B

Students study economics from the consumer viewpoint. The course deals with the consumer's place in the economy, budgeting, family financial management, consumer choice, consumer credit, saving and investment, estate planning, insurance and consumer aids.

7 Economics and Investment (Loma 5) (2)

Prerequisite: Insurance 1 and 2.

Lecture: 2 hours.

Students completing this course should understand the economy, price and market-mechanisms, organization of society, money and banking, distribution of income, investment objectives and securities and their acquisition, particularly as they relate to insurance. The course also prepares students for the national examination for Part 5 of the LOMA program.

10 Economic History of the United States (3) UC:B

This course stresses the economic aspects of United States history. Topics considered are: colonial commerce and agriculture, economic aspects of the Revolution, rise of the factory system, internal transportation and communication, the agrarian revolution, the consolidation of business, the labor movement, business cycles and world economic relations. Same as History 15.

Acceptable for Economics 10 credit, UCLA.

185 Independent Study - Economics (1) UC:B

(See Economics 385)

285 Independent Study - Economics (2) UC:B

(See Economics 385)

385 Independent Study - Economics (3) UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of economics. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

EDUCATION**1 Introduction to Teaching (3)**

UC:B

Recommended for those interested in or planning to enter the teaching profession.

A general introduction to various fields of educational thought and practice is provided. The nature of teaching and the qualifications which lead to success in the field of education are studied. Vocational opportunities and current practice in the classroom are discussed. Same as education 2 with Education 3.

A student may receive credit only for Education 1 or for Education 2 and 3. No credit will be given for all three courses or for combinations of Education 1 and 2 or Education 1 and 3.

UCLA. Maximum credit: 3 units for any combination of Education 1, 2 or 3.

2 Introduction to Education I (1)**UC:B**

Students are provided with an opportunity to ascertain their interest in and aptitude for a career in education. Course assignments include observation of teachers at work.

Education 2 with Education 3 is equivalent to Education 1.

UCLA. Maximum credit: 3 units for any combination of Education 1, 2 or 3.

3 Introduction to Education II (2)**UC:B**

Prerequisite: Tuberculin Test or Chest X-Ray required before tutoring.

This course provides a survey of current educational trends and includes an analysis of personal qualifications required for success in the field. Opportunities to tutor individual students on the elementary, secondary or community college level are also provided. Additional time is required for tutoring.

Education 2 with Education 3 is equivalent to Education 1.

UCLA. Maximum credit: 3 units for any combination of Education 1, 2 or 3.

4 Principles and Practices for Teacher-Aides (3)

Theory and techniques of teacher-aide involvement in assisting regular teachers in practical ways in the school and the classroom are covered.

5 Introduction to Instructional Media (3)

This course provides an introduction to the innovative field of educational technology and media — including an overview of the area relating educational media to the learning process. Students select, use and evaluate actual media materials in the College Study Center Laboratory. They are provided with an integral audio-visual educational media and technology utilization sequence through hands-on experiences with educational media chosen by them. It provides students with options to utilize media for their own purposes or to assist other students in utilizing media. Individual sections of the course may be taken separately (5A-5B-5C) and may be repeated, utilizing different media packages.

10 Principles of Teacher Assisting (3) UC:B

This course assists the educational aide in gaining a greater understanding of the teacher-student aid relationship and its effect on the learning environment in the classroom. Development of communication skills and of tutoring techniques is stressed.

15 The Educator's Function in Drug Abuse Abatement (3)

This course assists teachers in obtaining accurate, up-to-date, non-propagandis-

tic, realistic, information about drugs, and how to present this information in a relevant way to young people, so that teachers can lead their students toward sane decision-making. A major emphasis is to deter students, if possible, from the current patterns in our culture which encourage indiscriminate drug use.

91 -94 Education — Work Experience I, II, III, IV (1-4)**UC:B**

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.)

See also: Child Development, Family and Consumer Studies, Psychology and Sociology.)

Maximum transferable credits allowed: 8 units, CSUC; 6 units, UC

185 Independent Study - Education (1) UC:B

(See Education 385)

285 Independent Study - Education (2) UC:B

(See Education 385)

385 Independent Study - Education (3) UC:B

Prerequisite: Consent of Instructor.

This course provides an opportunity to engage in special advanced studies in the field of education. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

ELECTRONICS

Applicable laboratory material fees will be announced by the instructor.

2 Introduction to Electronics* (3) B

Recommended: Electronics Technology majors should enroll in Electronics 10 concurrently.

Lecture 3 hours.

An overview of the field of applied electronics and of its employment opportunities is presented. Introduction to components, nomenclature and symbols are presented along with gaining a familiarization of equipment specifications and physical units.

4 Fundamentals of Electronics I (4) B

Prerequisite: One year of high school algebra or Mathematics 31. Day Students:

Recommended that Electronics 2 and 10 be taken concurrently. Evening Students: Recommended that Electronics 10 be taken concurrently.

Lecture 3 hours; laboratory 3 hours.

The detailed study of direct current theory and applications is made. Topics include d-c circuits, Ohm's Law, power sources, magnetism, capacitance, inductance and transient circuits. Emphasis is placed on solving d-c circuits using Kirchhoff'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, Kirchhoff'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.

6 Fundamentals of Electronics II* (4) B

Prerequisite: Electronics 4 or equivalent with at least a grade of C, Electronics 10 with at least a grade of C. Recommended: Electronics 6 and 12 should be taken concurrently.

Lecture 3 hours; laboratory 3 hours.

A study of the theory and practice of alternating current principles providing a foundation for understanding transistor circuits is presented. Topics include series and parallel LCR circuits, resonance, transformers, coupling, filters and an introduction to pulse waveform terms and values. The laboratory course includes experiments covering material discussed in the lecture. Data are gathered from series-parallel tuned and untuned circuits and transformers. Extensive use is made of signal generators, the laboratory time-base oscilloscope, the digital voltmeter, Q-meter and the impedance bridge.

10 Mathematics of Electronics I* (3) B

Prerequisite: One year of high school algebra or Mathematics 31.

Lecture 3 hours.

The first course in the mathematics techniques used to solve electronic problems is presented. Scientific notation and units are followed by algebraic operation in fractions, fractional equations, factoring and quadratic equations. A pocket calculator is required. Mathematics 31, Elementary Algebra, may be substituted when Electronics 10 is not offered.

** This course may not be offered each semester. Students should check the current Class Schedule.*

12 Mathematics of Electronics II***(3) B***Prerequisite: Electronics 10 with grade of C or better or consent of instructor.*

Lecture 3 hours.

This second course in the techniques of electronics mathematics prepares students for Electronics 6. Trigonometry is applied to electronic circuit problems. Triangle solutions, periodic functions, plane vectors and vector algebra are included with calculator applications and logarithms. A pocket calculator is required.

Mathematics 20, Intermediate Algebra, may be substituted as a requirement when Electronics 12 is not offered.

20 Electronic Circuits I* (4) B*Prerequisite: Electronics 6 or concurrent enrollment or consent of instructor.*

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 d-c amplifiers. Extensive use is made of the transistor curve tracer, signal generators and the time-base oscilloscope.

22 Electronic Circuits II* (4) B*Prerequisite: Electronics 20 or consent of instructor.*

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.

24 Electronic Circuits III* (4) B*Prerequisite: Electronics 20 and 22 or consent of instructor.*

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, wave-shaping 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.

28 Electrical and Electronic Circuits Drafting I (2) UC:B*Prerequisite: Concurrent enrollment in Electronics 4 or equivalent.*

This is a wide scope drafting course that includes, along with the basic fundamentals, the additional training needed to convert engineering data into a form that can readily be used for documentation or production. Some of the topics covered are: current technology standards, industrial terms, format of standard circuits, wiring lists, circuit board layout and charts and graphs.

54 Computer Logic* (4)*Prerequisite: Electronics 20 or consent of instructor.*

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)*Prerequisite: Electronics 24 or consent of instructor.*

Lecture 3 hours; laboratory 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.

66 Television Circuits I* (3)*Prerequisite: Electronics 22, consent of instructor or concurrent enrollment in Electronics 22.*

Lecture 3 hours.

A study and analysis of monochrome television circuits and systems is made. Emphasis is placed on video and control information transmission and processing in the receiver system. RF, IF, sweep and gain control circuit analysis are done. Fault location and fix from symptom recognition are made. There is also an introduction to color television.

67 Television Circuits I Laboratory* (1)*Prerequisite: Electronics 22, consent of instructor or concurrent enrollment in Electronics 22.*

Laboratory 3 hours.

The laboratory enables students to trouble shoot television circuits and practice fault recognition and location. Test equipment unique to television trouble-shooting is introduced.

68 Television Circuits II* (3)*Prerequisite: Electronics 66 and 24, concurrent enrollment in Electronics 24 or consent of instructor.*

Lecture 3 hours.

The theory of color television receivers and equipment is presented. The color system and broadcasting are studied. Studio equipment is discussed including video tape recorders. The operation of color circuits is presented.

69 Television Circuits II Laboratory* (1)*Prerequisite: Electronics 66 and 24, concurrent enrollment in Electronics 24 or consent of instructor.*

Laboratory 3 hours.

The laboratory application of color television receivers and equipment along with practical fault location and equipment adjustment practice is conducted. Unique television troubleshooting equipment usage is continued.

91 -94 Electronics — Work**Experience I, II, III, IV (1-4) B***Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field.*

Lecture 1 hour; on the job 5 to 20 hours. The Cooperative Education Program at West Los Angeles College is a cooperative program involving the employer, student-employee and the College. The program is intended to be a practical extension of the education students receive or are receiving in the academic environment of the College. Students may receive unit credit for work experience directly related to their career major.

Acceptable for credit: CSUC, maximum of 8 semester units.

* This course may not be offered each semester. Students should check the current Class Schedule.

ENGINEERING, GENERAL

1 Introduction to Science, Engineering and Technology (2) UC:B

This course is a series of lectures for all students in engineering and technology. The lectures acquaint the students with the various branches of engineering and technology and with the employment opportunities in these branches. Professional engineers, specialists and technicians describe their work and the educational requirements of their respective fields.

2 Introduction to Engineering Drafting (3) UC:B

Prerequisite: High school drawing, college drafting or General Engineering 52. Materials Charge.

Lecture 1 hour; laboratory 5 hours. Intermediate level multi-view and pictorial drawings are covered. Emphasis is placed upon practical application to detail and assembly drawing. Sketching, auxiliary views and linear tolerancing are included.

3 Engineering Drawing Systems (3) UC:B

Prerequisite: General Engineering 2. Materials Charge.

Lecture 1 hour; laboratory 5 hours. This course consists of making a variety of engineering drawings typical in major fields of engineering. Technical sketching is emphasized. Various tables and handbooks and their uses are considered.

4 Engineering Descriptive Geometry (3) UC:B

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.

5 Materials of Engineering (3) UC:B

Prerequisite: Chemistry 1 or equivalent.

Lecture 2 hours; laboratory 3 hours. A study is made of mechanical properties of materials as they relate to atomic and crystal structure. Included is the study of atomic structure, phases, crystals, solid solutions and microstructure. Among properties investigated are stress, strain, thermal reactions, hardness and impact strength.

6 Processing of Engineering Materials (3) UC:B

Prerequisite: General Engineering 2 or second semester standing.

This study of modern manufacturing processes includes pattern making, sand cast-

ing, permanent mold casting, machine tool operations, hot and cold work metals (plastics and protective coatings), gas and electric welding, assembly operations, inspection and quality control. Laboratory demonstrations are included. Field trips to manufacturing plants in the surrounding area are required.

7 Statics (3) UC:B

Prerequisite: Chemistry 1 or equivalent.
Lecture 2 hours; laboratory 3 hours. Force systems and equilibrium conditions are studied, with emphasis on engineering problems covering structures, machines, distributed forces and friction. This course is required of all engineering majors.

10 Graphic Measurements (3)

Covering the basics in technical mathematics, this course includes the fundamentals of measurements, ratio and proportion, percentages, applied geometry, fundamentals of basic algebra and use of the slide rule or pocket calculator.

11 Engineering Calculations I (3)

Elementary algebra and trigonometry are applied to the solution of engineering problems. Topics such as linear equations and vectors are included.

12 Engineering Calculations II (3)

Prerequisite: General Engineering 11 or equivalent.

Lecture 5 hours. Advanced algebra and trigonometry are applied to the solution of engineering problems. Included are topics such as complex quantities, logarithms, variation, systems of equations and properties of trigonometric functions.

30 Metallurgical Materials and Practices (3)

A theoretical and practical approach to the concepts and principles of behavior common to most metals is presented. The properties and heat treatment of steel, as well as properties and application of some non-ferrous metals, are thoroughly examined. Phases of the manufacturing processes as they affect the metallurgical structure are considered.

35 Advanced Engineering Drawing (3) UC:B

Prerequisite: General Engineering 3 and 4 or consent of instructor.

Lecture 1 hour; laboratory 5 hours. Principles of advanced engineering drawing, descriptive geometry, mechanism and graphic statics are covered.

40 Engineering Fundamentals Review (3) RPT 2

Prerequisite: Experience in engineering and consent of instructor.

This course is geared toward a review of the main branches of engineering so that

students will be prepared for the State Engineering-in-Training Examination. Included are the fundamentals of mathematics, physics and chemistry, as well as the engineering branches of statics, thermodynamics, heat transfer, dynamics, fluid mechanics, electrical and strength of materials.

52 Elementary Engineering Drafting (3)

Materials Charge.

Lecture 1 hour; laboratory 5 hours.

Instruction is provided in the proper use and care of drawing instruments; in technical lettering; geometric construction; orthographic and pictorial views; sectional views; developments; fasteners and dimensioning.

53 Technical Illustration I (3)

Principles and techniques in isometric projection as they apply to technical publications, production illustration and illustration within engineering departments are covered. A basic study of exploded and cutaway views is included.

54 Technical Illustration II (3)

Lecture 1 hour; laboratory 5 hours.

This course deals with drawing principles and techniques in dimetric projection, trimetric projection and rotation, as they apply to technical publications, production illustration and illustration within engineering departments. Basic aerospace structures are also included.

91 -94 Engineering — Work Experience I, II, III, IV (1-4) UC:B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.) (See also: Architecture.) Maximum 6 units with all other transferable work experience, UC.

Maximum 8 units with all other transferable work experience, CSUC.

185 Independent Study - Engineering, General (1) UC:B

(See Engineering, General 385)

285 Independent Study - Engineering, General (2) UC:B

(See Engineering, General 385)

385 Independent Study - Engineering, General (3) UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of general engineering. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

ENGLISH

1 Reading and Composition I (3) UC:B

Prerequisite: Satisfactory score on placement test or completion of English 28 with grade of C or better.

This course develops skills in writing essays and in reading nonfiction materials critically. The prerequisite to these techniques is an understanding of the elements of punctuation, sentence structure, spelling and paragraph development.

Acceptable for English 1A credit, UCLA.

2 Reading and Composition II (3) UC:B

Prerequisite: English 1 with grade of C or better.

This course extends the reading and writing skills obtained in English 1. Critical reading and interpretation of literary works in the genres of the novel, the short story, the play and the poem are emphasized. Students are required to write critical essays about the literary forms mentioned above.

Acceptable for English 2 credit, UCLA.

3 World Literature I (3) UC:B

Prerequisite: English 2.

This survey of world literature in translation begins with works of the Near and Far East, continues with the Greek epic and drama, follows with Latin and Italian literature and closes with major writings from Spain, France and Germany through the sixteenth century. Critical papers are required.

Acceptable for Humanities 1A credit, UCLA.

4 World Literature II (3) UC:B

Prerequisite: English 2.

This course surveys continental and oriental literature which has been translated, from the seventeenth century to the present, and emphasizes works from France, Germany, Scandinavia, Russia, Japan and China. Critical papers are required.

Acceptable for Humanities 1B credit, UCLA.

5 English Literature I (3) UC:B

Prerequisite: English 2.

This survey of English literature begins with Beowulf and continues to the decline of neo-classicism in the 18th century, with special emphasis on the major figures and works. The writing of critical papers is required.

Acceptable for English 10A credit, UCLA.

6 English Literature II (3) UC:B

Prerequisite: English 2.

This survey of English literature includes writings from the Romantic Age to the English writers of the present. The writing of critical papers is required.

English 5, 6 acceptable for English 10 ABC credit, UCLA.

7 American Literature I (3) UC:B

Prerequisite: English 2.

This survey of American literature, from the earliest period through the Civil War, includes major literary works which express the social and political concerns of a pluralistic society. The writing of critical papers is required.

8 American Literature II (3) UC:B

Prerequisite: English 2.

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.

9 California Literature (3) UC:B

This course deals with the environmental, cultural and historical aspects of writing that is by Californians or about California.

10 The Twentieth Century Novel (3) UC:B

Prerequisite: English 2.

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 forming a complementary activity.

11 Fiction (3) UC:B RPT 2

Prerequisite: English 2.

A discussion of selected great novels and novelists from the 18th and 19th century French, German, Russian, English and American literature is conducted. The writing of critical papers is required.

12 Poetry (3) UC:B RPT 2

Prerequisite: English 2.

This course is designed to increase the students' understanding and appreciation of all forms of poetry through reading, discussion and analysis of selected English language poetry. The writing of critical papers is required.

13 Dramatic Literature (3) UC:B

Prerequisite: English 2.

An historical survey of dramatic literature is made, with emphasis on the works of major playwrights, such as Sophocles, Shakespeare, Moliere, Shaw, Ibsen, O'Neil and Williams. The writing of critical papers is required.

14 Contemporary Literature (3) UC:B

Prerequisite: English 2.

This course concentrates on significant American and British literature since 1900. Some attention is paid to historical, social and cultural influences on this literature. The writing of critical papers is required.

15 Shakespeare I (3) UC:B

Prerequisite: English 2.

Poems and plays selected from the works of Shakespeare are studied. Some atten-

tion is paid to the background of his times and to the Renaissance theater. The writing of critical papers is required.

18 Children's Literature (3) UC:B

Prerequisite: English 1.

This course is a survey of the literature suitable for children of different age levels and is recommended for prospective nursery, kindergarten and elementary teachers. Parents will also find the course material helpful in discovering what reading material is available for a child's home library.

19 The Literature of American Ethnic Groups (3) UC:B

Prerequisite: English 1.

This course considers noteworthy fiction and other literature arising from the traditions and contemporary problems of several ethnic groups, each of which offers a unique contribution to American life.

21 English Fundamentals (3)

Prerequisite: Satisfactory performance on English placement exam or completion of English 47 with a grade of C or better.

This course stresses instruction in writing for the student who needs to improve basic communication skills. The primary objective of the course is the mastery of the basic sentence and its variations. The term "mastery of the sentence" implies more than the ability to choose correct answers in exercise books; it implies competence at writing related clusters of sentences and simple paragraphs. See English 21 A-B-C.

21 A-B-C English Fundamentals (1) RPT 3

Prerequisite: Satisfactory performance on English placement exam or completion of English 47 with a grade of C or higher.

This course consists of three one-credit parts. Students may register for one or all segments. Since the material in the grammar workbook is sequential, students must pass module A material with a grade of C or higher before moving on to module B. They then must pass module B with a grade of C or higher before moving on to module C. Each one-credit section provides individual instruction in the basic skills involved in writing related clusters of sentences and simple paragraphs. English 21A, 21B and 21C are the equivalent of English 21. See English 21.

22 Technical English (3)

Technical English is designed for students in the business, industrial and technical fields. Instruction covers writing, reading and speaking. Emphasis is placed upon the writing of business and technical correspondence, procedures and a variety of reports; the summarizing of trade reports, technical reports and other technical data and the preparation and presentation of oral reports.

23 Vocabulary Building (3) B

Prerequisite: Satisfactory score on English placement test or English 1.

This beginning course in the technique of enlarging and enriching the individual's vocabulary looks toward a more adequate understanding and use of words. It includes the history of language and a survey of the varied elements which make up our individual vocabularies. The student is given an introduction to the laws of word formation, derivatives from Latin, Greek and Old English and the application of prefixes and suffixes to the roots of words. This course counts towards the graduation requirement of six units in Communications.

27 Writers' Round Table (3) UC:B

RPT 3

Prerequisite: English 1 or consent of instructor.

English 27 deals with the writing of poetry, fiction and drama by introducing the student to the basic elements of each genre through reading and writing assignments. Class discussion of student writing is an important part of the course.

28 Modern Thought and Expression (3)

Prerequisite: Completion of English 30 or English 21 with a grade of C or better or satisfactory score on English placement test.

English 28 is a composition course designed for two types of students: those who need additional help and preparation before continuing with English 1, and those who wish to improve their basic English skills in a terminal writing course. The primary stress in English 28 is on writing — short paragraphs at first, progressing by the end of the course to two or three full-length compositions, a total of ten to fifteen papers. This course satisfies the A.A. Communications requirement.

30 Communications I:**Understanding Literature (3)**

Prerequisite: Satisfactory performance on English placement exam or completion of English 47 with a grade of C or better.

This course helps students increase their enjoyment and understanding of literature and provides instruction in sentence-writing techniques. Students analyze the reading selections for characterization, theme, plot, point of view and tone. English 30 or English 21 are the second courses in the College Basic Skills Program.

33 Basic Vocabulary (3)

Prerequisite: Satisfactory score on English placement test.

This course familiarizes students with the wealth of information contained in dictionaries, and instructs them in their usage as a tool for communication. The students' vocabulary is increased through a systematic study of word structure, pre-

fixes, suffixes and combining forms. The student becomes aware of the utility and beauty of language.

34 Afro-American Literature (3)

UC:B

Prerequisite: English 1 or consent of instructor.

This course surveys the literary, social and historical aspects of essays, novels, dramas, short stories and poetry written by Afro-Americans. Critical papers are required.

35 Special Readings (3)

This course is primarily concerned with selected readings and discussions of fictional and non-fictional literature. The material is chosen to broaden the students' interest in themselves as individuals and in their role as members of society. This course counts towards the graduation requirement of 6 units in communications.

36 Children's Literature for the Pre-School Child (1) B

This course provides a survey of literature suitable for children ages 2-6 with emphasis on techniques of selection and presentation of such literature. Storytelling (with visual aids where feasible), acquaintance with literature particularly suited to the pre-school child and the early development of desirable attitudes toward reading are stressed. This course is recommended for prospective nursery school and kindergarten teachers.

39 Women in Literature (3) UC:B

Prerequisite: English 1 or consent of instructor.

This course acquaints students with literature by women and about women.

43 College Conversational English as a Second Language (3) UC:B

RPT 2

Prerequisite: English 44 or 45 or consent of instructor.

Continued practice is provided in conversation and composition based on readings in order to develop vocabulary and fluency in the English language.

Acceptable for credit: 8 units maximum from English 43, 44, 45 and Speech 9 with only 3 units allowable from Speech 9, UC campuses.

44 College English as a Second Language I (5) UC:B

Only students whose native language is not English are allowed to take this course. The fundamentals of English as a second language include drill in the construction of sentences and their word order, grammar, idioms, punctuation, capitalization, vocabulary and spelling. Reading for comprehension and practice in writing compositions are included. On completion of this course a student will be certified for English 28, English 30, English 45 or English 1.

See Acceptability English 43.

45 College English as a Second Language II (5) UC:B

Prerequisite: English 44 with a grade of C or better or consent of instructor.

This course is planned for students to whom English is a second language. It continues work on the fundamentals of English, providing drill in grammar, idioms, vocabulary and spelling. Greater emphasis is placed upon writing of essays and reading of textual materials. Upon completion of this course, a student will be certified for English 28, 30 or 1. *See Acceptability English 43.*

46 Reading and Study Improvement (3)

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. There are no prerequisites for entry into English 46.

47 Reading Clinic (3) RPT 2

Prerequisite: Appropriate score on English placement test and concurrent registration in Psychology 22. The two courses are the first in the CBS program. One hour of additional practice is required in the Instructional Center.

English 47 offers the student the opportunity to increase reading and study skills to college level. Emphasis is placed on sight vocabulary, reading comprehension, study techniques and specific weaknesses, as revealed by diagnostic tests.

50 Mythology and Literature (3) UC:B

Prerequisite: English 1.

An introduction to the mythology of Western and Near-Eastern civilizations is broadened to include märchen, fairy tales, legends, creation myths and fables. The writing of critical papers is required.

51 The Short Story (3) UC:B

Prerequisite: English 2.

The short story as a literary genre, with emphasis on analysis and class of individual stories, is covered. Technique and meaning of the works are considered in their own right and in relationship to others of the genre. Selections range from authors who are seminal figures in the short story to the most recent writers, and include a sampling of American, European and other authors. The writing of critical papers is required.

52 The English Bible as Literature (3) UC:B

Prerequisite: English 2.

A study of the Old and New Testaments, this course is concerned with characters

and their dramatic choices and with literary elements such as structure, imagery and theme. Aspects of the Bible as art are considered as well. The writing of critical papers is required.

53 The Mexican-American in Literature (3) UC:B

Prerequisite: Eligibility for English 1 or consent of instructor.

This course is a study of the significant works and movements of Mexican-American literature from 1900 to the present and of the Spanish literary masterpieces which influenced Mexican-American writers. The writing of critical papers is required.

54 A Literature Survey of the Jewish Experience in America (3) UC:B

Prerequisite: English 2 or consent of instructor.

A survey of Yiddish Literature in English translation and of literature in English by American Jewish authors reflects the Jewish experience in American poetry, prose, drama and folksong, from the very beginnings (c. 1386) to the present.

64 Reading and Writing: Basic Skills (3) RPT 2

This course provides individual diagnosis and instruction in: reading comprehension skills, grammar and punctuation emphasizing the reading and writing of sentences, phonics for spelling and comprehension improvement.

See English 64A-B-C.

64 A-B-C Reading and Writing: Basic Skills (1) RPT 6

The course consists of three one-credit parts. Students may register for one or all segments. Each one-credit section provides individual diagnosis and instruction in various skills according to student needs. Section A offers reading comprehension skills. Section B offers grammar and punctuation, which emphasizes the reading and writing of sentences. Section C offers phonics for spelling and comprehension improvements. English 64A, 64B and 64C are the equivalent of English 64. Students who have completed any other English course may elect to take English 46 to reinforce reading skills. All students must take the English placement test or another English class to enroll in this class.

See English 64.

70 Science Fiction (3) UC:B

Prerequisite: English 2.

Lecture 3 hours.

English 70 presents works of science fiction and fantasy as literature. Attention is paid to the influences of mythology, politics and philosophy upon these writings. The writing of critical papers is required.

89 Current Dramatic Events (1) B RPT 4

This course is designed to enrich the student's academic experience, to expand cultural awareness by providing opportunities to attend a wide variety of plays presented in the greater Los Angeles area and to discuss these plays with guest artists and faculty members.

99 Writers' Workshop (1) RPT 3

Laboratory 2 hours.

This course is designed to improve the student's writing abilities by responding to individual needs as determined by a diagnostic survey of the student's writing skills. Both self-instruction techniques and frequent conferences with instructor and tutors are employed.

185 Independent Study - English (1) UC:B

(See English 385)

285 Independent Study - English (2) UC:B

(See English 385)

385 Independent Study - English (3) UC:B

Prerequisite: A grade of C or better in English 1 and/or consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of English. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC.

ENVIRONMENTAL SCIENCE

1 Man and His Environment: Physical Processes (3) UC:B

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 Man and His Environment: Biological Process (3) UC:B

A study of the interactions of humans and their environment, this course covers the problems of population, pollution, food production and consumption and energy flow from the biological view point.

3 Man and His Environment Laboratory (1) UC:B

Prerequisite: Prior completion or concurrent enrollment in Environmental Studies 1 or 2. Some biology recommended.
Laboratory 3 hours.

This laboratory provides the opportunity to investigate processes discussed in the Environmental Studies 1 and 2 lectures. Students study succession of land and aquatic biomes, structure and function of ecosystems, populations of plants and animals and behavior and distribution of selected vertebrates and invertebrates.

4 The Social Environment (3) UC:B

This course provides a framework for the analysis of "human ecology" from the perspectives of the biological, physical and behavioral sciences. It focuses upon problems related to population change, environmental threats and urban ecology. Technology, politics, economics and other cultural obstacles to the solution of environmental problems are analyzed. Same as Sociology 6.

FAMILY AND CONSUMER STUDIES

1 Career Opportunities (2) B

Lecture 2 hours.

This is an introductory course in Family and Consumer Studies with emphasis on employment in the field, general consumer education and personal development.

2 Consumer Studies and Management (3) B

Lecture 3 hours.

This course is designed to improve quality of life by emphasizing definition and clarification of values and goals and stressing the decision-making process. Knowledge of economics and environmental factors which affect everyday life is emphasized. The art of being a consumer is studied, as well as the understanding of the use of life's major resources: time, money and energy — all to improve contemporary living.

13 Fashion Analysis (3) UC:B

Prerequisite: Art 11.

Lecture 2 hours; laboratory 1 hour.

Basic art principles in apparel design and selection are studied. Special consideration is given to line and color with individual application. Experience is gained in making flat patterns, and the influence of historic fashions is studied.

21 Nutrition (3) UC:B

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.

91 -94 Family and Consumer Studies — Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit, and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.)

(See also: Child Development, Education, Psychology, Sociology.)

Maximum transferable credits allowed: 8 units, CSUC.

FINANCE

1 Principles of Finance (3) B

Principles of money, banking, corporate organization, stocks, bonds, the marketing of securities, financial policies of corporations, insurance, real estate and the Federal Reserve System are taught.

2 Investments (3) B

The principles of investment, the various types of investments, the operations of investment markets and sources of information are covered.

8 Personal Finance and Investments (3) B

This course contains lectures, discussions and practice in applying the principles of accounting, banking, finance office methods, management, production and merchandising to one's personal affairs. Family budgeting, consumer credit, home ownership, life and property insurance, investment and savings plans, social security and retirement plans and personal record keeping are stressed.

31 Insurance Principles (3) B

An introduction to insurance fundamentals and principles is provided.

33 Fire and Inland Marine Insurance (3) B

Prerequisite: Finance 31 or permission of instructor.

This course is designed for students who have completed a basic insurance course or who have had some experience in the insurance business. The general principles of insurance are treated. Special emphasis is placed upon fire insurance and inland marine insurance.

35 Casualty Insurance I (3) B

This course introduces the student to the illnesses, injuries and other medical conditions encountered in insurance claims work.

36 Casualty Insurance II (2) B

Prerequisite: Finance 35.

The basic principles of insurance claim handling are developed by group discussion and by lectures given by prominent attorneys and claims managers. Subjects included are first party claims, third party

claims, policy coverages, damage appraisals, the law of torts, legal doctrines and injury evaluations.

91 -94 Finance — Work Experience I, II, III, IV (1-4)

Prerequisite: Permission of instructor. Student must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.) (For Business see also: Accounting, Business, Business Data Processing, Computer Science-Information Technology, Law, Management, Marketing, Office Administration, Real Estate and Supervision.)

FIRE SCIENCE

1 Introduction to Fire Protection (3) B

An introduction to the fire service and fire protection, career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public and private fire protection services; specific fire protection functions; fire chemistry and physics are considered.

2 Fire Company Organization and Procedure (3) B

Prerequisite: Fire Science 1, concurrent enrollment in Fire Science 1, employment as a fire fighter or approval of instructor. This course in practical application of records, reports and company training covers the history and authority of the fire company; equipment and building maintenance; work organization, discipline and morale.

3 Hazardous Materials I (3) B

This course covers the basic fundamentals of chemistry used in fire service; types of chemicals and processes; and laws at federal, state and local levels pertaining to use, storage and transportation of chemicals.

5 Related Codes and Ordinances (3) B

Lecture 3 hours.

Instruction is given in national, state and local ordinances which are applicable to the fire service; electrical, plumbing and building codes; the Health and Safety Code; the functions of the State Fire Marshall and inter-governmental coordination and relations.

6 Fundamentals of Fire Prevention (3) B

Prerequisite: Fire Science 1 or concurrent enrollment in Fire Science 1, employment as a fire fighter or approval of instructor. This course covers fundamentals of fire prevention; techniques, procedures, reg-

ulations and enforcement; discussion of hazards in ordinary and special occupancies, supplemented by field trips and lectures from industry and organization and functions of the Fire Prevention Bureau.

8 Fire Hydraulics (3) B

Lecture 3 hours.

This course includes a review of applied mathematics, the study of hydraulics laws as applied to the fire service and application of formulas and mental calculation to hydraulics and water supply problems.

9 Fire Fighting Tactics and Strategy I (3) B

Lecture 3 hours.

Instruction is given in the art of using manpower, equipment and apparatus on the fire ground. Practical method of how to attach, control and extinguish structural, watershed, waterfront, oil and other types of fires are emphasized. Field exercises are included.

13 Fire Investigation (3) B

Lecture 3 hours.

Methods of determining point of fire origin, path of fire travel and fire causes, recognizing and preserving evidence, interviewing witnesses, arson laws and types of arson fires, court testimony and reports and records are topics studied in this course.

14 Rescue Practices I (3) B

Lecture 3 hours.

Instruction is given in life-saving practices pertaining to the fire company. Training for resuscitator squads, the use of rescue equipment, the fire department's role in civil defense and other disaster acts are covered. Chemicals and diseases that affect breathing are considered as well as California law on first aid and the uses of breathing apparatus

17 Fire Apparatus (3) B

Lecture 3 hours.

Principles of the care, maintenance and operation of fire department vehicles are studied. Subjects covered include theory of internal combustion engines, power development and transmission, torque and horsepower, electrical and brake systems, carburetion, engine tune-up and trouble shooting, characteristics of fuels and lubricants and other related principles of automotive vehicles.

21 Fire Protection Equipment and Systems (3) OB

Lecture 3 hours.

The course includes a study of portable fire extinguishing equipment, sprinkler systems for special hazards and fire alarm and detection systems.

FOREIGN TRADE

(See Transportation 8)

FRENCH

1 Elementary French I (5) UC:B

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France. Same as French 21 with French 22; or French 51 with French 61.

2 Elementary French II (5) UC:B

Prerequisite: French 1 with a grade of C or better or two years of high school French or equivalent.

This course completes the basic grammar of the French language. Films and filmstrips are employed to improve comprehension, enrich vocabulary and to serve as topics for oral discussion and written composition. Same as French 52 with French 62.

3 Intermediate French I (5) UC:B

Prerequisite: French 2 with a grade of C or better or three years of high school French.

This course provides a review of the fine points of grammar and seeks to perfect fluency, comprehension and cultural knowledge through dramatic films, short novels, poetry, plays, music and magazines. Same as French 53 with French 63.

4 Intermediate French II (5) UC:B

Prerequisite: French 3 or four years of high school French.

This course continues to refine speaking, reading and writing comprehension skills through the literary and visual media. Same as French 54 with French 64.

5 Advanced French I (5) UC:B

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.

8 Conversational French (2) UC:B

RPT 4

Prerequisite: French 2 or equivalent with grade of C or better or consent of instructor.

This course helps students develop the ability to express themselves fluently, idiomatically and correctly in French. Conversational material is selected from magazines, newspapers and selected books.

Acceptable for credit, French 10 ABCD, UCLA for a maximum of 8 units.

10 French Civilization (3) UC:B

This course consists of lectures and discussions in English on the geography, history, government and institutions of France; the life and customs of her people; her literature, arts and sciences

and her contributions to civilization. It is especially recommended to all students of French. Same as History 22.

21 Fundamentals of French I (3)

UC:B

Lecture 2 hours; laboratory 1 hour.

This course stresses the speaking, reading and writing of simple French. The student is introduced to basic conversational patterns and to the systematic study of practical grammar.

French 21 and French 22 together are equivalent to French 1.

22 Fundamentals of French II (3)

UC:B

Lecture 2 hours; laboratory 1 hour.

This course is a continuation of French 21.

French 21 and French 22 together are equivalent to French 1.

51 Grammar, Reading and Writing I

(3) UC:B

This course stresses practice in understanding, reading and writing simple French, and includes an introduction to French Civilization through readings. Emphasis is placed upon grammar and the written language.

52 Grammar, Reading and Writing II (3) UC:B

This course includes review and further study of the fundamentals of the French language with emphasis on mastery of vocabulary, useful phrases and idioms, practice in written expression and continued study of French civilization through selected readings. Emphasis is placed upon grammar and the written language.

French 52 and 62 together equal French 2.

53 Grammar, Reading and Writing III (3) UC:B

This course provides a review of grammar and practice in the use of idiomatic construction. Intensive and extensive reading and discussion of French short stories are included. The course is conducted in French. Emphasis is placed upon grammar, reading and written language skills.

French 53 and 63 together equal French 3.

54 Grammar, Reading and Writing IV (3) UC:B

This course provides a review of grammar and practice in the use of idiomatic construction. It includes intensive and extensive reading and discussion of French short stories. The course is conducted in French. Emphasis is placed upon grammar, reading and written language skills.

French 54 and 64 together equal French 4.

61 Elementary Conversation I (2)

UC:B

This course introduces the fundamentals of the French language, with emphasis on

correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

French 51 and 61 together equal French 1.

62 Elementary Conversation II (2)

UC:B

This course includes review and further study of the fundamentals of the French language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

French 52 and 62 together equal French 2.

63 Intermediate Conversation I (2)

UC:B

This course provides an opportunity for students to review and reinforce basic skills, to be able to speak French with a fair degree of accuracy and to comprehend and express themselves accurately in conversational situations involving French literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

French 53 and 63 together equal French 3.

64 Intermediate Conversation II (2)

UC:B

This course provides an opportunity for students to review and reinforce basic skills, to be able to speak French with a fair degree of accuracy and to comprehend and express themselves accurately in conversational situations involving French literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

French 54 and 64 together equal French 4.

185 Independent Study - French (1)

UC:B

(See French 385)

285 Independent Study - French (2)

UC:B

(See French 385)

385 Independent Study - French (3)

UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of French. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

GEOGRAPHY

1 Physical Geography (3) UC:B

A systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation) and an analysis of their interrelationships and patterns of world distribution are considered.

Acceptable for Geography 1 credit, UCLA.

2 Cultural Elements of Geography (3) UC:B

Geography 1 is not a prerequisite for Geography 2.

The cultural elements of geography and their correlation with the physical environment are introduced. Population patterns, cultural diversity, livelihood, settlement, environmental modification and perception are emphasized.

Acceptable for Geography 3, credit, UCLA.

3 Introduction to Weather and Climate (3) UC:B

Prerequisite: Geography 1 or consent of instructor.

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied. *Acceptable for Atmospheric Science 3 credit, UCLA.*

4 Map Reading and Interpretation (2) UC:B

Lecture 2 hours.

The use of maps, aerial photography, space photography and other remote sensing imagery are considered. Interpretation of physical and cultural elements of the landscape is emphasized.

7 World Regional Geography (3) UC:B

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.

14 Geography of California (3) UC:B

The geographic regions of California are described and analyzed. Environmental diversity, population, resources and current problems are considered.

185 Independent Study - Geography (1) UC:B

(See Geography 385)

285 Independent Study - Geography (2) UC:B

(See Geography 385)

385 Independent Study - Geography (3) UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of geography. Regular conferences

with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

GEOLOGY

1 Physical Geology (3) UC:B

This course surveys the materials and structures of the earth and the agents and processes which modify it. A study of rocks and their mineral composition; the work of rivers, winds, glaciers and oceans as agents of erosion; and volcanoes and earthquakes as forces which change the surface of the earth are covered. The main purpose of the class is to stimulate student interest in the geological aspects of the environment in which they will spend their lives.

Acceptable with Geology 6 (Lab) for Physical Science 3G or Geology 1 credit, UCLA.

2 Earth History (3) UC:B

(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.

Acceptable with Geology 7 (Lab) for Geology 2 credit, UCLA.

6 Physical Geology Laboratory (2) UC:B

Prerequisite: Geology 1 or concurrent enrollment in Geology 1.

Laboratory 3 hours.

This course deals with laboratory exercises which aid students in the identification of rock-forming minerals, igneous, metamorphic and sedimentary rocks and the interpretation of topographic and geologic maps.

Acceptable with Geology 1, for Physical Science 3G credit, UCLA.

7 Earth History Laboratory (2) UC:B

Prerequisite: Geology 2 or concurrent enrollment in Geology 2, Geology 6 or consent of instructor.

Laboratory 3 hours.

This course deals with laboratory exercises which aid students in the identification of fossils and the use of fundamental principles of historical geology in solving practical geological problems. Field trips are held during class time.

Acceptable with Geology 2 for Geology 2 credit, UCLA.

10 Introduction to Environmental Geology (3) UC:B

Prerequisite: Geology 1 or consent of instructor.

Laboratory 3 hours.

This course focuses on environmental problems of a geological nature including

those generated by man's activities as well as natural hazards. Topics of discussion include, but are not limited to, earthquakes and other geologic hazards, water resources, mineral and energy resources, waste disposal, construction problems, erosion and mass wasting and land use.

185 Independent Study - Geology (1) UC:B

(See Geology 385)

285 Independent Study - Geology (2) UC:B

(See Geology 385)

385 Independent Study - Geology (3) UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of geology. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

GERMAN

1 Elementary German I (5) UC:B

This course corresponds with the first two years of high school German. The student learns the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple German. The course includes basic facts on the geography, customs and culture of German-speaking nations and an introduction to German songs, poems and proverbs. Emphasis is placed on the spoken language. Same as German 51 with German 61.

2 Elementary German II (5) UC:B

Prerequisite: German 1 with a grade of C or better or two years of high school German or equivalent.

This course completes the study of elementary grammar and continues the mastery of basic sentence patterns, vocabulary and useful phrases and idioms, with practice in oral and written expression. It includes readings dealing with literature, art, music and history of German-speaking nations. More songs, poems and proverbs are learned. Emphasis is on the spoken language. Same as German 52 with German 62.

3 Intermediate German I (5) UC:B

Prerequisite: German 2 with a grade of C or better or three years of high school German.

This course provides a review of grammar, study of more advanced texts (both practical and literary), practice in speaking and writing and outside reading in German literature. Same as German 53 with German 63.

4 Intermediate German II (5)**UC:B***Prerequisite: German 3 or four years of high school German.*

This course continues a review of grammar, with an emphasis on more advanced language use. Readings from classic and modern literature are included. Same as German 54 with German 64.

8 Conversational German (2)**UC:B RPT 4***Prerequisite: German 2 or equivalent with grade of C or better or consent of instructor.*

This course helps students develop the ability to express themselves fluently, idiomatically and correctly in German. Conversational material is selected from magazines, newspapers and books.

51 Grammar, Reading and Writing I (3) UC:B

This course stresses practice in understanding, reading and writing simple German and provides an introduction to German civilization through readings. Emphasis is placed upon grammar and the written language.

*German 51 and 61 together equal German 1.***52 Grammar, Reading and Writing II (3) UC:B**

This course includes review and further study of the fundamentals of the German language with emphasis on mastery of vocabulary, useful phrases and idioms, practice in written expression and continued study of German civilization through selected readings. Emphasis is placed upon grammar and the written language.

*German 52 and 62 together equal German 2.***53 Grammar, Reading and Writing III (3) UC:B**

This course provides a review of grammar and practice in the use of idiomatic construction. Intensive and extensive reading and discussion of short stories are included. The course is conducted in German. Emphasis is placed upon grammar, reading and written language skills.

*German 53 and 63 together equal German 3.***54 Grammar, Reading and Writing IV (3) UC:B**

This course provides a review of grammar, practice in the use of idiomatic construction and intensive and extensive reading and discussion of German short stories. The course is conducted in German. Emphasis is placed upon grammar, reading and written language skills.

*German 54 and 64 together equal German 4.***61 Elementary Conversation I (2)****UC:B**

This course introduces the fundamentals of the German language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

*German 51 and 61 together equal German 1.***62 Elementary Conversation II (2)****UC:B**

This course includes review and further study of the fundamentals of the German language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

*German 52 and 62 together equal German 2.***63 Intermediate Conversation I (2)****UC:B**

This course provides an opportunity for students to review and reinforce basic skills so that they will be able to speak German with a fair degree of accuracy, and to comprehend and express themselves accurately in conversational situations involving German literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

*German 53 and 63 together equal German 3.**German 54 and 64 together equal German 4.***64 Intermediate Conversation II (2)****UC:B**

This course provides an opportunity for students to review and reinforce basic skills so that they will be able to speak German with a fair degree of accuracy, and to comprehend and express themselves accurately in conversational situations involving German literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

*German 54 and 64 together equal German 4.***185 Independent Study - German (1)****UC:B***(See German 385)***285 Independent Study - German (2)****UC:B***(See German 385)***385 Independent Study - German (3)****UC:B***Prerequisite: Consent of instructor.*

This course provides an opportunity to engage in special advanced studies in the field of German. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

HEALTH**9 Health for the Mature Individual (3) UC:B**

This course is designed to meet the personal needs and interests of the mature, older student in the area of protection, preservation and prolongation of physical and emotional health during the later years of life. Emphasis is placed upon those personal methods and public institutional services which can promote greater freedom from the discomforts and anxieties associated with aging. This course does not duplicate Health 10 and meets the graduation requirements.

*Maximum 1 course from 9 and 10, UC campuses.***10 Health Education (2) UC:B***(Not an activity class.)*

Each student is given the opportunity to develop a scientific understanding of personal and community health and to form basic principles of healthful living. No credit is given for students who have completed Health 11. The class fulfills State requirements in health education for all students.

*Maximum 1 course from 9 and 10, UC campuses.***12 Safety Education and First Aid****(3) UC:B**

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.

40 Use and Abuse of Drugs (1) B

The role drugs play in maintaining good health is studied. Emphasis is placed upon the psychological, sociological and physiological effects of drug misuse on the individual and society.

HEBREW**1 Elementary Hebrew I (5) UC:B**

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple Hebrew are stressed. Emphasis is placed upon the spoken language.

2 Elementary Hebrew II (5) UC:B

This course continues the presentation of grammatical forms and provides additional training in oral and written composition and reading.

Acceptable for Hebrew 1C credit, UCLA.

HISTORY

- 1 Introduction to Western Civilization I (3) UC:B**
This course provides a broad historical study of the main cultural, economic and political trends and events, from the rise of civilization in the Near East to the Age of Absolutism.
Acceptable for History 1A credit, UCLA. History 1 with 2 acceptable for History 1ABC credit, UCLA.
- 2 Introduction to Western Civilization II (3) UC:B**
This course surveys Western Civilization from the intellectual and revolutionary ferment of the seventeenth century to contemporary times. Attention is given to the philosophical writers, whose ideas have had a tremendous impact on American political and cultural institutions.
Acceptable for History 1C credit, UCLA. History 1 with 2 acceptable for History 1ABC credit, UCLA.
- 3 History of England and Great Britain I (3) UC:B**
The political, economic and cultural development of the British Isles and the Empire from the earliest times to the eve of the American Revolution is covered.
- 4 History of England and Great Britain II (3) UC:B**
This course deals with the history of Great Britain from the American Revolution to the present. It particularly directs the American student to a study of British political and cultural forces that have shaped relevant institutions in the United States.
- 11 Political and Social History of the United States I (3) UC:B**
The political, social, economic and constitutional history of the United States from the colonial settlements through the Civil War is surveyed.
Credit not granted for History 11 if credit is obtained for History 14, 16, 33 or 41. NOTE: One course maximum from 11, 14, 16, 33 and 41 transferable to UC. One course maximum from 12, 13, 16 and 42 transferable to UC.
- 12 Political and Social History of the United States II (3) UC:B**
The political, social, economic and cultural history of the United States from the Reconstruction to the present is surveyed.
Credit not granted for History 12 if credit is obtained for History 13, 16 or 42. See NOTE History 11.
- 13 The United States in the Twentieth Century (3) UC:B**
The major political, economic, intellectual and cultural movements and events of the twentieth century are surveyed.
Credit not granted for History 13 if credit is obtained for History 16 or 42. See Note: History 11.
- 14 Selected Issues of United States History (3) UC:B**
The basic issues in the history of the United States, including a study of the philosophy underlying the Declaration of Independence and the Constitution, the conflicting viewpoints of Hamilton and Jefferson, the causes of the Civil War, the impact of the Industrial Revolution, an evaluation of the Progressive Movement and the New Deal and the significance of America's emergence as a world power are discussed critically.
Credit not granted for History 14 if credit is obtained for History 11, 16, 33 or 41. See Note: History 11.
- 15 Economic History of the United States (3) UC:B**
Same as Economics 10.
- 16 History of the Afro-American (3) UC:B**
A survey of Afro-American history from the colonial period to the present is conducted. See Note: History 11.
Credit not granted for History 16 if credit is obtained for History 11, 12, 13, 14, 41 or 42.
- 19 History of Mexico (3) UC:B**
The history of Mexico, including Indian Mexico, the Spanish conquest, War of Independence, the Age of Santa Ana, the Period of Reform, the Reign of Diaz, the Revolution of 1910 and the Period of Reconstruction, is surveyed. A review of contemporary Mexico with its cultural, social, political and economic trends is also included.
- 20 History of California and the Pacific Coast (3) UC:B**
A general survey of the History of the Pacific Coast of North America from the period of the explorations to the present, is conducted.
- 21 History of the Russian People (3) UC:B**
The development of Russia from the earliest times to the present day — with emphasis upon the 19th and 20th centuries — is surveyed. Special attention is paid to autocracy, social structure, reform movements, Russian Marxism, Soviet totalitarianism under Lenin, Stalin and their successors and Tzarist and Soviet foreign policy.
- 22 French Civilization (3) UC:B**
Same as French 10.
- 23 Latin American Civilization (3) UC:B**
Same as Spanish 10.
- 27 History of Africa (3) UC:B**
The history of Africa from ancient times to the present is considered. The geopolitics of the African continent, the nature of African cultures, the advent of European explorers and empire builders, the growth of nationalism, the progress of African states since independence and Afro-American relations are emphasized.
- 29 Asian Civilization: The Middle East (3) UC:B**
This course is an introductory survey of the principal social, cultural and political institutions of the Middle East.
- 33 Short History of the United States (3) UC:B**
This course surveys American history, emphasizing the major forces and movements which molded the American nation. It is designed for the two-year occupational major and fulfills the United States History and Constitution requirement for graduation. See Note: History 11.
- 41 The Afro-American in the History of the United States I (3) UC:B**
This course provides a survey of U.S. History from early Colonial Era through the Civil War, with special emphasis on the contribution of the Afro-American. It provides a background in the political and social development of the United States for students majoring in the Social Sciences and for those who wish to gain a better understanding of the Afro-American in American civilization.
Credit not granted for History 41 if credit is obtained in History 11, 14, 16, or 33. See Note: History 11.
- 42 The Afro-American in the History of the United States II (3) UC:B**
A survey of U.S. History from the end of the Civil War to the present time, this course provides information about the Afro-American's part in the social and political development of American Civilization.
Credit not granted for History 42 if credit is obtained in History 12, 113 or 16. See Note: History 11.
- 50 Twentieth Century Europe (3) UC:B**
The political, economic, social and cultural history of the European nations with reference to their relations with the rest of the world is surveyed.
- 52 The Role of Women in the History of the United States (3) UC:B**
This course concentrates on the political, economic, social and intellectual history of women in the development of the United States from the early colonial era to the present day, with special emphasis on their contributions as well as their problems.
- 185 Independent Study - History (1) UC:B**
(See History 385)

285 Independent Study - History (2)**UC:B***(See History 385)***385 Independent Study - History (3)****UC:B***Prerequisite: Consent of instructor.*

This course provides an opportunity to engage in special advanced studies in the field of history. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses

HUMANITIES**1 Cultural Patterns of Western Man (3) UC:B***Recommended: English 1 or 28.*

This course is an introduction to the general concepts of the humanities. Philosophy, music, literature, painting, sculpture and architecture are studied and compared in relation to their background, medium, organization and style. A survey of some of the most productive periods of Western history, from ancient Greece to seventeenth-century Baroque, is included. Emphasis is placed upon awareness of differences in cultural heritages, values and perspectives as revealed in the arts.

2 Studies in Selected Cultures (3) UC:B RPT 2

This course provides an in-depth study of various selected areas and cultures of the world. Historical background, key personalities, contributions and significance of the various arts are presented. Students should check in the schedule of classes each semester for countries, areas or cultures to be studied.

3 The Arts of Contemporary Man (3) UC:B

This cultural history includes a study of the literature, philosophy, music, painting, architecture and sculpture of the 17th, 18th, 19th and 20th centuries in Western Europe and America in terms of the ideas and basic needs which stimulated the artist and thinkers and the contribution of their work toward the development of contemporary society.

5 Interdisciplinary Studies in the Liberal Arts (3) UC:B*Prerequisite: Humanities 1 or 3 or consent of instructor.*

This course provides an opportunity for an in-depth interdisciplinary study of various aspects 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 man. The points at which art, music, literatures, philosophy and science interact with major political, economic and social developments of the

age are stressed. The specific age or themes are announced in the registration bulletin.

7 Women in the Arts (3) B

This course is an introduction to the study of women's roles within the arts. The survey includes art, music, literature, theatre, dance and cinema. Emphasis is placed upon the lives and the contributions of certain outstanding women. The approach is interdisciplinary as it explores the material involved from social, artistic, historical and psychological viewpoints.

8 Great Women, Great Eras (3)**UC:B RPT 2**

Selected studies in the lives and times of great women, from Ancient times to the present, constitute the content for this course. Women's place in history and their overall contributions to our cultural heritage are included. In addition, an appreciation and respect for all of humanity are fostered.

60 Man and His World: Technology and the Humanities (3) UC:B

The purpose of this course is to involve the student in a study of the urban environment and society. The approach is interdisciplinary, involving such subjects as art, music, literature, drama, philosophy, technology and history. Emphasis is placed upon the exploration of the interaction existing between individuals and society, as well as the inter-relationships existing between the humanities and technology within modern society, so that the student can gain a better understanding of the modern world and its culture.

89 Current Musical, Dramatic and Art Events (2) B RPT 4

Humanities 89 is designed to enrich students' academic experiences, to expand their cultural awareness, by providing opportunities to attend a series of lectures on a wide variety of topics and to discuss these topics with faculty members and guest lecturers. Opportunities may also be provided to attend and discuss other cultural events.

185 Independent Study - Humanities (1) UC:B*(See Humanities 385)***285 Independent Study - Humanities (2) UC:B***(See Humanities 385)***385 Independent Study - Humanities (3) UC:B***Prerequisite: Completion of two humanities courses with grade of B or better and consent of instructor.*

This course provides an opportunity to engage in special advanced studies in the field of humanities. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

INSURANCE*(See Finance 31, 33, 35, 36.)***1 Fundamentals of Life Insurance (LOMA 1) (2)**

Lecture 2 hours.

Students completing this course will have a basic understanding of the nature of modern life insurance, including plans, terms, legal aspects, claims; health insurance, industrial insurance; group insurance and annuities. This course prepares students for the national examination for LOMA program Part 1.

2 Life Company Operations (LOMA 2) (2)

Lecture 2 hours.

Students completing this course will understand types of life insurance organizations, home and field office organization, mortality tables, premium calculation, risk selection, reinsurance, governmental regulation and taxation, life insurance companies' investments, financial statements and new developments. This course also prepares students for the national examination for LOMA program Part 2.

3 Legal Aspects of Life Insurance (LOMA 3) (2)*Prerequisite: Insurance 1 and 2.*

Lecture 2 hours.

Students who complete the course will understand the formation and validity of the life insurance contract, the contract in operation, the rights of the policyholder and the rights of the beneficiary. This course also prepares students for the national examination for Part 3 of the LOMA program.

4 Mathematics of Life Insurance (LOMA 6) (2)*Prerequisite: Insurance 1 and 2*

Lecture 2 hours.

Upon completion of this course, students will understand the mathematics of life insurance, annuities, calculation of premiums, reserves, dividends and nonforfeiture values. The course also prepares students for the national examination for Part 6 of the LOMA program.

JAPANESE**1 Elementary Japanese I (5) UC:B**

The fundamentals of pronunciation and grammar, basic vocabulary and the ability to understand, read, write and speak simple Japanese are taught.

9 Japanese Civilization I (3) UC:B

Lecture 3 hours.

This course is a survey of the development of Japanese culture and its relationship to the Asiatic mainland from its beginnings to the Meiji Restoration. Lectures and readings are presented in English.

10 Japanese Civilization II (3) UC:B

Lecture 3 hours.

This course continues the survey of the development of Japanese culture from the Meiji Restoration to the present time.

12 Introduction to Japanese I (3) UC:B

Lecture 3 hours.

This basic course in spoken Japanese is recommended for those with no previous knowledge of the language. It stresses the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases and the ability to understand and speak simple Japanese. All materials are presented in Romanized Japanese (Romaji) to facilitate mastery of the spoken language.

13 Introduction to Japanese II (3) UC:B*Prerequisite: Japanese 12*

Lecture 3 hours.

This course continues the presentation of spoken Japanese, pronunciation and intonation, grammar, basic vocabulary and the ability to speak and understand simple Japanese. The written language is introduced after the mid-term to prepare students who wish to continue with Japanese 1.

JOURNALISM**1 Collecting and Writing News (3) UC:B***Prerequisite: Eligibility for English 28.*

This introductory course stresses instruction and practice in news gathering and news writing. Extensive practical writing experience is geared to the campus newspaper. It also includes a study of newspaper, radio and television news. Adherence to professional writing style and legal and ethical aspects of the profession are covered.

Acceptable for credit, 6 units maximum from Journalism 1, 2, 16 and 18, UC campuses.

2 Advanced Newswriting (3) UC:B*Prerequisite: Journalism 1 with a grade of C or better.*

This course provides students with principles and practice in writing specialized types of newspaper stories and increases their mastery of fundamental reporting techniques. Interpretative writing skills, editorial writing and feature writing are included.

Acceptable for credit: 6 units maximum from Journalism 1, 2, 16 and 18, UC Campuses.

4 Feature and Editorial Writing (3) B RPT 2

This course emphasizes research for and creativity in the writing of features, editorials and articles for newspapers, magazines and other professional publi-

cations. Students study the needs of individual publication and gain experience in writing to meet those demands.

5 Mass Communication (3) UC:B RPT 2

This course is a survey and evaluation of the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, public relations and advertising, as well as to their impact on society and the individual. Career opportunities in the fields are discussed.

8 Article Writing (3) B RPT 3

This course offers instruction in the writing of material for a magazine, including articles, editorials or reviews suitable for publication as well as practice in editing and in the use of illustrative materials.

9 Sports Reporting I (3) B*Prerequisite: Journalism 1.*

Lecture 2 hours; laboratory 3 hours.

This course includes principles and practice in writing reports of the various spring sports events, as well as articles concerning sports personalities, for use in newspapers, magazines and the electronic media. The history and rules of sports and the techniques of gathering data and keeping records are included.

10 Sports Reporting II (3) B*Prerequisite: Journalism 1.*

Lecture 2 hours; laboratory 3 hours.

This course includes principles and practice in writing reports of the various fall sports events, as well as articles concerning sports personalities, for use in newspapers, magazines and the electronic media. The history and rules of sports and the techniques of gathering data and keeping records are included.

16 Copyreading and Headline Writing (3) UC:B*Prerequisite: Journalism 1 or permission of instructor.*

Lecture 1 hour; laboratory 2 hours.

Rules, principles and techniques of editing copy, rewriting, headline writing, make-up, correcting proof and other details of editing, with practical work on the desk of the College newspaper, are included.

Acceptable for credit: 6 units maximum from Journalism 1, 2, 16 and 18, UC Campuses.

17 Publication Laboratory (2) B

RPT 4

Prerequisites: Journalism 1 and consent of instructor.

This course stresses constructive criticism of students' writing styles and news evaluation. Publication production plans are developed. The instruction is directed by the campus newspaper adviser, editor and staff members.

18 Practical Editing (3) UC:B RPT 4*Prerequisites: Journalism 1 and consent of instructor.*

This course provides practical instruction

and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings. *Acceptable for credit, UCLA: 6 units maximum from Journalism 1, 2, 16 and 18.*

20 Magazine Editing (3) B RPT 4

This course presents a study of the theory and practice of writing and editing such printed material as magazines, literary publications, yearbooks, handbooks, brochures and catalogs. Artistic design, principles of harmony and unity and creativity in layout are stressed. Writing and editing copy; designing pages; selecting photographs, illustrations and design materials and preparing them for production; arranging production schedules and other aspects of publishing are included.

42 Principles of Public Relations (3) B

This course covers the psychology of public relations, job analysis and resumes. Personal public relations in job getting, job holding and supervision of personnel is included. Various types of public relations jobs are surveyed. The "how to" in the use of media in public relations campaigns is investigated. Media use in public relations, the relationships of advertising to public relations and radio public service spot announcements are also considered.

43 Public Relations Techniques (3) B RPT 2

This course is a comprehensive study of the various public relations techniques which are utilized in campaigns by businesses, educational institutions, public agencies and other organizations. Case histories are used to stimulate student initiative in problem-solving. The social impact of the various communications media and their role in public relations are also stressed.

44 Practical Public Relations Workshop (2) B RPT 4*Prerequisites: Journalism 42, 43 or Public Relations 1 or 2.*

Laboratory 6 hours.

This course offers practical applications of public relations theory. It requires the writing and dissemination of public relations releases to newspapers, magazines and the electronic media. Attention is given to arranging press conferences and releasing information concerning campus events.

185 Independent Study - Journalism (1) B*(See Journalism 386)***285 Independent Study - Journalism (2) B***(See Journalism 385)*

385 Independent Study - Journalism (3) B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of journalism. Regular conferences with the instructor are coordinated with research projects.

LAW**1 Business Law I (3) UC:B**

Essentials of the law of contracts, in its application to everyday problems pertaining to business and to the individual, are covered. Elementary safeguards regarding sales and sales contracts are also considered. Case discussion and lecture method are utilized. Credit is not granted for students enrolled in or with credit in Business 5.

Acceptable for credit, UCLA maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

2 Business Law II (3) UC:B

This course covers essentials of the law of negotiable instruments, security devices, partnerships, corporations, estates and bankruptcy in their application to everyday problems of business.

Acceptable for credit, maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

23 Legal Procedures I (3)

This course introduces students to the legal terminology of the law office. The student is introduced to the forms and procedures used in the law office and courts. Fundamental typing skill is desirable.

24 Legal Procedures II (3)

Prerequisite: Law 23.

This course further strengthens the student's knowledge of legal terminology. The student develops the ability to understand and evaluate legal papers which are used in the law office and the courts. Fundamental typing skill is desirable.

30 Law for the California Layman (3) UC:B

A general viewpoint on the problems of preventative law is given so that students may learn to recognize the legal ramifications of their activities. Consideration is given to the law of contracts, sales, negotiable instruments, consumer protection, torts, real property, business associations, probates, family law, criminal law and other related areas.

Acceptable for credit, maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

91 -94 Law — Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related

field. (Enrollment by instructor at first class meeting.)

(For Business see also: Accounting, Business, Business Data Processing, Computer Science-Information Technology, Finance, Management, Marketing, Office Administration, Real Estate and Supervision. Maximum transferable credits allowed: 8 units, CSUC.)

LIBRARY/MEDIA TECHNOLOGY**2 Library Resources (3) UC:B**

The aim of this course is to help students become knowledgeable in the use of the card catalog, indexes, reference books and other library materials useful for research. Students learn how to look for information, where to look for it and how to assemble and present it properly.

15 Library Research Methods (1) UC:B

(Not open to L/JMTA majors or students who have taken L/JMT1 or 2.)

A self-paced introduction to research methods and library organization. The student is trained in the use of reference materials, book classification systems, the card catalogue and specialized indexes.

LINGUISTICS**1 Introduction to Language and Linguistics (3) UC:B**

Principles of both structural and historical linguistics and their application to language use, language learning and language teaching are considered.

185 Independent Study - Linguistics (1) UC:B

(See Linguistics 385)

285 Independent Study - Linguistics (2) UC:B

(See Linguistics 385)

385 Independent Study - Linguistics (3) UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of linguistics. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

MANAGEMENT

(See Business also)

1 Principles of Management (3) B

Prerequisite: Business 1 or consent of instructor.

This course provides an introduction to the principles of management. Detailed analysis of basic managerial functions including planning, organizing, staffing, directing and controlling in a business or administrative environment is made.

2 Organization and Management Theory (3) B

Prerequisite: Management 1 or consent of instructor.

This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior; communications; motivation and leadership and organizational change and manpower development including organizational development, are examined.

3 Office Administration for Life Insurance (LOMA 7) (2)

Prerequisite: Insurance 1 and 2.

Lecture 2 hours.

Students completing this course will understand the life insurance company organization for marketing, sales management, office management, systems and data processing performance standards. The course also prepares students for the national examination for Part 7 of the LOMA program.

6 Public Relations (3) B RPT 2

This course covers the basic concepts and fundamentals involved in the organization of a public relations program. Community relations, customer relations, stockholder relations, press relations, public relations and special group relations are emphasized.

11 Management Practice (3) B

Prerequisite: Completion of all program requirements; course to be taken in student's last semester or consent of instructor.

This course is designed to be taken in the management student's final semester. It offers a simulated real world environment in which the student integrates knowledge from all business disciplines and engages in a decision-making game.

12 Managerial Economics (3) B

Prerequisites: Business 38 and Management 1 or consent of instructor.

This course describes basic economic decision-making processes from the point of view of the practicing manager in a business firm. Emphasis is given to demand, cost, price and plant location analyses.

13 Small Business Management I (3) B

Prerequisites: Business 1 and Management 1.

This course teaches the student how to organize and operate a small business.

15 Small Business Management II (3) B

Prerequisite: Management 13.

This course focuses on problems confronting the small business firm and explores ways to effectively resolve each problem. The course includes guest lecturers and field trips and is case-oriented.

31 Human Relations For Employees (3) B

Prerequisite: Management 1 or consent of instructor.

This course increases the student's leadership effectiveness by developing a better understanding of the human element in the management process. Emphasis is placed on effective communications; understanding one's self-perception; examination of factors effecting motivation, attitudes and behavior patterns within individuals and exposure to the styles of leadership.

Credit not granted to students with credit in Supervision 3.

32 Basic Interviewing (3) B

This introductory course acquaints students with elementary concepts and techniques of interviewing and counseling in the employment situation. An opportunity for the student to develop a beginning skill in the areas of discussing employee performance, grievance and disciplinary problems, employment interviewing and interviewing the public is provided.

33 Personnel Management (3) B

Prerequisite: Management 1 or consent of instructor.

The growth and development of the field of personnel administration; unions and their relationship to business enterprises; employee selection, training, rating, promotion, discharge, hours of work and method of payment; the handling of personnel problems; diagnosing organizational stability and employee service and programs are dealt with.

47 Industrial Organization and Communication (3) B

Prerequisite: Management 1 or consent of instructor.

Research theory and application in psychology of communication in business and industry is examined. Perception and interpretation of messages, transmission of information and rumor, mass communications, persuasion and changes of beliefs and attitudes are included.

50 Local Government for the Manager (3) B

Prerequisite: Management 1.

This course develops an understanding of the principles and functions involved in the management of large governmental agencies, especially at the municipal level. Emphasis is placed upon management in the areas of personnel, finance, controls, organization and planning.

51 Management by Objectives (3) B

This course explores the benefits and problems of installing a management system based on results of achievement of specific goals. Major emphasis is placed on the action steps managements must take to install, evaluate and maintain such

a system which heavily emphasizes management accountability.

91 -94 Management — Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.)

(For Business see also: Accounting, Business, Business Data Processing, Computer Science-Information Technology, Finance, Law, Marketing, Office Administration, Real Estate and Supervision. Maximum transferable credits allowed: 8 units, CSUC.)

MARINE TECHNOLOGY

1 Outboard Motor Repair (4)

Lecture 4 hours.

Instruction is offered in the construction, maintenance and repair of two-stroke cycle and four-stroke cycle outboard motors, with emphasis on practical skills and practice.

MARKETING

(Formerly Merchandising)

1 Principles of Selling (3) B

This course emphasizes the practices and principles used in creative selling. Consumer buying behavior, advertising and sales promotion, the nature of personal selling, developing the sales plan, the selling process, industrial selling, retail selling and sales management are covered. Sales presentations, video tapes and case studies are used.

2 Advanced Selling (3) B

Prerequisite: Marketing 1 or consent of instructor.

This course includes a review of the fundamentals of selling. Class members gain experience by developing and offering complete sales presentations in the various fields of selling.

3 Sales Management (3) B

Prerequisite: Marketing 1 or 21 or approval of instructor.

This course covers the role of the sales manager in the management of the sales and marketing force. Included in the course are the sales force organization, salesperson selection, training and supervision; salesperson compensation and expense; forecasting and planning; sales budgets and sales cost analysis and evaluation of salesperson performance.

11 Fundamentals of Advertising (3) B

The student is given a working knowledge of advertising's place in the American

economy. The fundamentals of advertising media and how these activities relate to the operation of the advertising agency are taught.

21 Principles of Marketing (3) B

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.

24 Marketing Problems (3) B

Prerequisite: Marketing 21.

Problems in the field of marketing within the various activity areas of product and service distribution from producer to consumer are emphasized. Typical problem areas include: promotional programs, selection of channels of distribution, product and pricing problems, marketing research and survey techniques, legal aspects of marketing and advertising programs. Case problems and role-playing techniques are used extensively and are augmented by lectures.

31 Retail Merchandising (3) B

A study of the fundamental principles of wholesaling and retailing operations including a study of store location, store layout, store organization, merchandise buying, pricing, stock planning and retail sales promotion is made. Personal duties and responsibilities are also studied, including the work of the department manager, store buyer, merchandise manager, publicity director, store superintendent and store controller. Field trips, speakers and video tapes are used.

32 Fashion Merchandising (3) B

This course provides detailed information about ready-to-wear merchandise. Technical functions of apparel merchandising such as seasonal buying procedures, specific selling points, consumer buying habits and knowledge concerning fashion trends and the fashion industry are included.

33 Retail Buying (3) B

Instruction is provided in the principles and techniques of retail buying, including merchandise selection and planning, inventory and stock control procedures, retail mathematics and interpretation of buyers' reports.

36 Merchandising Display (3) B

Lecture 3 hours.

This course is designed for those particularly interested in fashion and home furnishing. Merchandising skills, basic knowledge, proper attitude and appreciation for merchandising display are developed. Actual experience is provided in the preparation of displays.

42 Sales Personality (3)

Prerequisite: Marketing I.

This class offers a practical student-group approach on improving sales personality in order to increase sales efficiency and the volume of sales to satisfied customers.

91 -94 Marketing — Work**Experience I, II, III, IV (1-4) B**

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.)

(For Business see also: Accounting, Business, Business Data Processing, Computer Science-Information Technology, Finance Law, Office Administration, Real Estate and Supervision.)

Maximum transferable credits allowed: 8 units, CSUC.

MATHEMATICS

In general, prerequisites to mathematics courses should have been completed within the past three calendar years. This means that the student should have a working knowledge of the subject matter of the prerequisite course. Students should contact a mathematics instructor if there are any questions about prerequisites. For all computer courses see Business Data Processing or Computer Science-Information Technology.

3 Trigonometry (3) B

Prerequisite: Mathematics 32 and 20 or equivalent with a grade of C or better or consent of instructor.

This course of analytical trigonometry includes solutions of triangle problems, radian measure, graphs of trigonometric functions, trigonometric equations, identities, polar coordinates and inverse trigonometric function.

13 Linear Algebra (3) UC:B

Prerequisite: Mathematics 43 which may be taken concurrently.

A study of vector spaces, linear transformations and matrices, matrix algebra, determinants and solutions of systems of equations is made.

Acceptable for Mathematics 31C credit, UCLA.

14 Introductory Statistics (4) UC:B

(Formerly Statistics 1)

Prerequisite: Mathematics 31 or one year of high school algebra or equivalent with a grade of C or better. Mathematics 20 recommended.

The principles of elementary statistics which are studied include measures of central tendency, measures of dispersion, the normal distribution probability and the histogram. Applications are made of the central limit theorem to the testing of hypotheses.

Acceptable for Mathematics 50A credit, UCLA.

15 Ordinary Differential Equations (3) UC:B

Prerequisite: Mathematics 43 with a grade of C or better.

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.

Acceptable for Mathematics 32C credit, UCLA.

17 Mathematics for Liberal Arts Students (3) UC:B

Prerequisite: Mathematics 31 and 32 with a grade of C or better.

This course familiarizes liberal arts students with mathematics as a deductive science. The topics developed are: modular number systems, real numbers and basic axioms that govern them, group theory, algebra of logic and selected topics from number theory.

20 Intermediate Algebra (5) B

Prerequisites: A satisfactory score on a placement examination and Mathematics 31 and 32 with a grade of C or better or one year of high school algebra and plane geometry.

Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.

23 Mathematical Analysis for Business and Social Sciences I (5) UC:B

Prerequisite: Mathematics 20 or equivalent with a grade of C or better or consent of instructor.

This course covers finite mathematics consisting of sets, graphing, linear programming, vectors, matrices, linear systems, combinations, probability, statistics, game theory and Markov chains with emphasis on applications to business and social sciences.

Acceptable for Mathematics 2 credit, UCLA. Maximum of 5 units allowed at UC.

24 Mathematical Analysis for Business and Social Sciences II (4) UC:B

Prerequisite: Mathematics 23 or equivalent with a grade of C or better or consent of instructor.

Lecture 5 hours.

This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences. *Acceptable for Mathematics 4A credit, UCLA.*

30 Arithmetic for College Students (3)

This course is designed to give the student an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, the student must have a genuine desire to remove arithmetic deficiencies. Topics include the standard operations upon integers, common and decimal fractions, percentage relationships, the study of the metric system and simplified calculations.

31 Elementary Algebra (5)

Prerequisite: Understanding of basic arithmetic or Mathematics 30.

This is a first course in algebra. It covers the fundamental operations on natural numbers and carries on a logical development through all the real numbers. The course includes the solution of linear and quadratic equations and their graphs.

32 Plane Geometry (5)

Prerequisite: Mathematics 31 with a grade of C or better, or equivalent.

This is a basic course in the fundamentals of Euclidean plane geometry, stressing the development of logical proof in a mathematical system.

35 Principles of Mathematics I (3) UC:B

Prerequisite: Two semesters of high school algebra or Mathematics 31 or equivalent.

This course helps students understand topics in mathematics, including sets, number bases, number systems, logic and probability. It is recommended for prospective elementary school teachers.

Acceptable for Mathematics 38 credit, UCLA.

40 Introduction to Analysis (5) UC:B

Prerequisite: Mathematics 3 or equivalent with a grade of C or better within the past 3 years.

This course in *pre-calculus mathematics* combines the traditional courses of college algebra and analytic geometry and covers such topics as inequalities, functions, matrices and determinants, the binomial theorem, properties of the straight line, conics, algebraic and transcendental functions and parametric equations in rectangular and polar systems.

41 Calculus I (5) UC:B

Prerequisite: High school mathematical analysis or Mathematics 40 or equivalent with grade of C or better or consent of instructor.

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.

42 Calculus II (5) UC:B

Prerequisite: Mathematics 41 with a grade of C or better or consent of instructor.

The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of integration, curves in polar coordinates and two-dimensional vectors. *Acceptable for Mathematics 31B credit, UCLA.*

43 Calculus III (5) UC:B

Prerequisite: Mathematics 42 with a grade of C or better or consent of instructor.

The third course of calculus deals with such topics as multivariable calculus, partial differentiation, three-dimensional vectors, infinite series and differential equations.

Acceptable for Mathematics 32AB credit, UCLA.

60 Numerical Methods (1) B

Prerequisite: Mathematics 31 or one year of high school algebra with a grade of C or better or equivalent.

Laboratory 2 hours.

Designed for engineering, mathematics and science majors, this course develops proficiency in the use of automatic desk calculators and electronic computers. The student masters the fundamental arithmetic operations on desk computers and applies these skills to a wide variety of problems, including evaluation of various formulas and the programming of problems involving extensive arithmetical operations.

61 Introduction to Computer Programming (2) UC:B

Prerequisite: Math 20 or approval of instructor.

Lecture 3 hours; laboratory 1 hour.

Designed for engineering, mathematics, science and other majors, this course develops proficiency in the use of the electronic computer terminal on campus. The available languages are APL, Basic and FORTRAN. The student masters the fundamental operations and uses these skills to program a wide variety of problems.

Acceptable for credit, a maximum of 3 computer courses (nine units) regardless of department, UC campuses.

62 Digital Computer Programming (3) UC:B

Prerequisite: Mathematics 20 or Mathematics 23 or equivalent with a grade of C or better.

3 hours weekly plus 1 hour to be arranged.

This course presents the principles and applications of electronic computers. The student is expected to apply acquired skills to various types of computers and to master thoroughly the programming and operation of the particular computer available at the local computing center. Same as Computer Science-Information Technology 37.

Acceptability — See Mathematics 61.

63 Advanced Computer Programming (3) UC:B

Prerequisites: Mathematics 62 or equivalent and Mathematics 40 or Statistics 1 with a grade of C or better.

Lecture 2 hours; laboratory 1 hour.

The following topics are studied: mathematical methods which are applicable to digital computers, analysis and construction of subroutines and comparison of coding methods for digital computers of different sizes. The student writes and tests extensive programs and operates the computer and auxiliary equipment with a minimum of supervision. Same as Computer Science-Information Technology 39.

Acceptability — See Mathematics 61.

64 Numerical Analysis (3) B

Prerequisites: Mathematics 63 and Mathematics 42 with a grade of C or better.

Methods of approximating the numerical values of functions and the solutions of algebraic and differential equations are developed in this course.

185 Independent Study - Mathematics (1) UC:B

(See Mathematics 385)

285 Independent Study - Mathematics (2) UC:B

(See Mathematics 385)

385 Independent Study - Mathematics (3) UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of mathematics. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

MERCHANDISING

(See Marketing)

MICROBIOLOGY**1 Introductory Microbiology (5) UC:B**

Prerequisite: Biology 5 or Biology 6 with a grade of C or better. Biology 5 recommended. (If Biology 3 was taken prior to fall 1977, it may be used as the prerequisite if a grade of C or better was earned.) Chemistry 11, Chemistry 3 or Chemistry 1 with a grade of C or better is also required or consent of instructor.

Lecture 3 hours; laboratory 6 hours.

This introduction to the field of microbiology includes bacterial physiology, cytology, genetics, growth and reproduction. Relation to disease and chemical agents are stressed, together with techniques.

Acceptable for Bacteriology 10 credit, UCLA

Acceptable for credit at UC campuses: one course only from Microbiology 1 or 20.

20 General Microbiology (4) UC:B

Prerequisite: Biology 5 or Biology 6 with a grade of C or better. Biology 5 recommended. (If Biology 3 was taken prior to fall 1977, it may be used as the prerequisite; then high school or college chemistry is highly recommended.) Or consent of instructor.

Lecture 3 hours; laboratory 3 hours.

This introduction to the fundamental principles of microbiology includes some aspects of microorganisms, their metabolism and genetics, their relation to disease and immunity and their control and uses. *Acceptable for credit at UC campuses: one course only from Microbiology 1 or 20.*

MOTORCYCLE REPAIR MECHANIC**115 Motorcycle Repair I (6)**

This course offers shop practice in engine disassembly and inspection, valve and seat reconditioning and installation, checking tolerances, fitting parts and engine reassembling. The student is given instruction in the use of various engine rebuilding equipment.

135 Motorcycle Repair III (6)

The theory of electricity, parallel circuits, series circuits, Ohm's Law, magnetism and induction, coils, capacitors, distributors, motors, relays and switches, batteries, generators and magnetos is studied.

141 Motorcycle Theory IV (6)

Instruction is given in initial service set-up and adjustments of a new unit. Also, warranty service, preventive maintenance and tune-up techniques are covered.

MUSIC**101 (formerly Music 28)****Fundamentals of Music (3) UC:B**

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. Recommended for students who need additional musical background.

Acceptable for Music 1 credit, UCLA.

111 (formerly Music 32) Music**Appreciation I (3) UC:B**

A broad survey of musical masterpieces from the Baroque period to the present is included. The emphasis is on perceptive listening. This course is designed for the non-music major.

Acceptable for Music 2A credit, UCLA.

112 (formerly Music 33) Music**Appreciation II (3) UC:B**

A broad survey of musical history and literature from earliest times to the present is made with emphasis on an understanding of stylistic elements of the various periods of music.

Acceptable for Music 2B credit, UCLA.

121 (formerly Music 30) Music**History and Literature I (3) UC:B**

Prerequisite: Music 101 or Music 200, or consent of instructor.

Changes in style and the techniques of composition are traced from Gregorian chant through the development of polyphony in the Middle Ages, the secular and sacred music of the Renaissance and the vocal and instrumental music of the Baroque period.

122 (formerly Music 31) Music**History and Literature II (3) UC:B**

Prerequisite: Music 101 or Music 200, or consent of instructor.

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.

141 (formerly Music 52) Jazz**Appreciation (3) UC:B**

A study of jazz from its beginning as a distinct style of music to its most progressive phases is undertaken. The characteristics and developments which have caused jazz to become recognized as a unique musical art form are emphasized.

151 (formerly Music 88) Music in Recreation (1) B RPT 2

This is a course designed for the student without previous musical background who wishes to sing folk songs and accompany other singers. The different types of American folk songs are surveyed, and instruction is given in playing

the guitar for purposes of accompaniment.

152 (formerly Music 89) Current**Musical Events (1) B RPT 4**

An opportunity to survey current musical performances is provided. The rich variety of musical styles and practices in the Los Angeles area is revealed. This course is recommended for both music majors and non-music majors.

185 (formerly Music 185)**Independent Study - Applied Music (1) UC:B RPT 4**

Prerequisite: Open to music majors by audition.

This course is designed for both vocal and instrumental students and provides credit for independent study. Fifteen one-hour lessons and a minimum of five hours of weekly independent music practice is required for the semester. The development of vocal/instrumental technique is emphasized. Workshop and recital participation is required.

Acceptable for credit; 12 units maximum from Music 185, 321, 322, 323, 324, 341, 411, 412, 413, 414, 501, 561, 701, 705, 721, 731, 741 and 775; UC campuses.

200 (formerly Music 1) Introduction to Music Theory (4) UC:B

This course prepares the music major for Music 201 and Music 211 through intensive study of the notational structure of music, development of elementary sight singing and ear-training skills and emphasis on keyboard harmony. (Students enrolling in Music 200 should not enroll in Music 101 as this will result in a duplication of subject material.)

201 (formerly Music 6) Harmony I (3) UC:B

Required of all music majors.

Prerequisite: Concurrent enrollment in Music 201. Also some pianistic ability and/or concurrent enrollment in an elementary piano course.

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, 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 (formerly Music 7) Harmony II (3) UC:B

Prerequisite: Music 211 and concurrent enrollment in Music 202.

This course extends principles initiated in Music 211, including the structure of seventh chords, secondary dominants, altered nonharmonic tones and modulation to closely related keys.

203 (formerly Music 8) Harmony III (3) UC:B

Prerequisite: Music 212 and current enrollment in Music 203.

This course extends principles developed in Music 212, including augmented sixth chords, the Neapolitan sixth, altered dominants, diminished seventh chords, chromatic third-relation harmony, modulation to foreign keys and extended chords such as ninths, elevenths and thirteenth.

211 (formerly Music 2) Musicianship I (2) UC:B

Required of all music majors.

Prerequisite: Concurrent enrollment in Music 211.

Correlated with Harmony 1, this course consists of a study of sight reading, one-part melodic dictation, simple harmonic dictation, elementary theory, including scale structure, keys, intervals, musical terminology and notation, and the basic principles of musicianship.

Acceptable for Music 1 credit, UCLA.

212 (formerly Music 3) Musicianship II (2) UC:B

Prerequisite: Music 201 and concurrent enrollment in Music 212.

This course consists of sight reading, ear-training and keyboard application of the subject matter covered in Music 212.

213 (formerly Music 4) Musicianship III (2) UC:B

Prerequisite: Music 202 and concurrent enrollment in Music 213)

This course consists of sight reading, ear-training and keyboard application of the subject matter covered in Music 213.

299 (formerly Music 90) Music**Honors (1) UC:B RPT 4**

Prerequisite: Designed for the advanced Music major with consent of department chairperson.

This course provides the gifted student in music with an opportunity for concentrated independent study in selected areas under the direct supervision of an instructor.

321 (formerly Music 60) Elementary Piano I (2) UC:B

Student must have access to a piano as daily practice is required.

This course presents an introduction to music reading, scale playing, and the use of the pedals. The artistic performance of appropriate repertoire is emphasized. See acceptability: Music 185.

322 (formerly Music 60) Elementary Piano II (2) UC:B

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts started in Elementary Piano I. See acceptability: Music 185.

323 (formerly Music 60) Elementary Piano III (2) UC:B

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts developed in Elementary Piano II.

See acceptability: Music 185.

324 (formerly Music 60) Elementary Piano IV (2) UC:B

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts developed in Elementary Piano III.

See acceptability: Music 185.

341 (formerly Music 61) Intermediate Piano (2) UC:B

RPT 4

Prerequisite: Open to all students by audition.

The performance of appropriate repertoire is developed with emphasis on memorization and artistic interpretation. See acceptability: Music 185.

411 (formerly Music 40) Elementary Voice I (2) UC:B

This course is an introduction to the proper use of the voice including attention to posture, breath control, tone quality, power, diction, range, and stage presence. Repertoire includes simple art songs and arrangements of folk songs and spirituals.

Acceptable for Music 65 credit, UCLA.

See acceptability: Music 185.

412 (formerly Music 40) Elementary Voice II (2) UC:B

Prerequisite: Music 411 or consent of instructor.

An extension of principles introduced in Music 411 with a greater emphasis on interpretation.

Acceptable for Music 65 credit, UCLA.

See acceptability: Music 185.

413 (formerly Music 41) Elementary Voice III (2) UC:B

Prerequisite: Music 411 and 412, equivalent private study or consent of instructor.

All aspects of solo singing are stressed, especially English, Italian, French and German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

Acceptable for Music 65 credit, UCLA.

See acceptability: Music 185.

414 (formerly Music 41) Elementary Voice IV (2) UC:B

Prerequisite: Music 411, 412 and 413, equivalent private study or consent of instructor.

This course is a continuation of principles and concepts presented in Music 413. The development of the student's ability to analyze and interpret the song repertoire is stressed.

Acceptable for Music 65 credit, UCLA.

See acceptability: Music 185.

501 (formerly Music 55) College

Choir (1) UC:B RPT 4

Open to all students without audition.

This course consists of study and performance of selected choral literature for mixed voices, both accompanied and a cappella. The emphasis is placed on the development of reading skills, basic voice techniques and interpreting the score.

Acceptable for Music 70B credit, UCLA.

See acceptability: Music 185.

561 (formerly Music 59) Chamber Chorale (1) UC:B RPT 4

Open to all students by audition.

Rehearsal and performance of choral music for small ensembles. The music is chosen from all stylistic periods. Emphasis is placed upon reading skills, interpreting the score and the development of a professional attitude toward public performance.

Acceptable for Music 70C credit, UCLA

See acceptability: Music 185.

701 (formerly Music 73) Instrumental Ensemble (1) UC:B

RPT 4

Open to all musicians who play orchestral instruments.

This course provides an opportunity for instrumentalists to develop their technique and to increase their playing experience through the rehearsal and performance of music written for various instrumental ensembles.

See acceptability: Music 185.

705 (formerly Music 81) Chamber Music (1) UC:B RPT 4

Open to all musicians who play orchestral instruments by audition.

This course provides the qualified instrumentalist with the opportunity to rehearse and perform the standard literature for such typical ensembles as the piano trio, string quartet, woodwind quintet and brass quintet.

See acceptability: Music 185.

721 (formerly Music 74) Orchestra (2) UC:B RPT 4

Open to all musicians who play orchestral instruments by audition.

Standard orchestral literature is rehearsed and performed.

Acceptable for Music 70H credit, UCLA.

See acceptability: Music 185.

731 (formerly Music 77) Rehearsal Band (1) UC:B RPT 4

Open to all students who play orchestral instruments without audition.

This course provides the opportunity for inexperienced instrumentalists to have a large ensemble experience through sight-reading and rehearsing standard band literature.

See acceptability: Music 185.

741 (formerly Music 76) Band (2)

UC:B RPT 4

Open to all musicians who play orchestral instruments by audition.

Standard band literature is rehearsed and performed.

Acceptable for Music 70J credit, UCLA.

See acceptability: Music 185.

775 (formerly Music 78) Jazz Ensemble (1) UC:B RPT 4

Open to all instrumentalists by audition.

This course provides the instrumentalist with the opportunity to rehearse and perform music of the past in the "big band" tradition as well as contemporary compositions written for this ensemble.

See acceptability: Music 185.

OCEANOGRAPHY**1 Introduction to Oceanography (3) UC:B**

The student is introduced to the general field of oceanography, including a study of the features of the sea floor, the chemical and physical properties of sea water, currents, tides, waves and their effects on marine organisms. Special reference is made to the Southern California environment and the problem of man and the sea.

2 Introduction to Marine Biology (3) UC:B

Recommended: Biology 3 or any other biology course.

An opportunity to investigate the intertidal and immediate offshore sea coast habitats is provided. The lectures, laboratory and field trips are directed to give the student a practical working knowledge of seacoast plants and animals, their ecology and morphology. Also included are conservation topics that relate to human influence on the marine wildlife resource.

12 Lectures in Marine Biology (3) UC:B

Not open to students with credit in Oceanography 2.

Intertidal and immediate offshore sea-coast habitats are investigated. The study of seacoast plants and animals, their ecology and morphology and the influence of humans on marine wildlife resources is emphasized.

185 Independent Study - Oceanography (1) UC:B

(See Oceanography 385)

285 Independent Study - Oceanography (2) UC:B

(See Oceanography 385)

385 Independent Study - Oceanography (3) UC:B

Prerequisite: Consent of instructor.

An opportunity to engage in special advanced studies in the field of oceanography is provided. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

OFFICE ADMINISTRATION

1 Typewriting I (3) B

Students with one year of high school typewriting or ability to type 35 w.p.m. should enroll in Office Administration 2. Five hours weekly.

This course develops mastery of the keyboard and the basic operations of electric typewriters. Emphasis is placed on fundamentals of letter writing, manuscript typing, rules for centering, tabulation and rough draft typing. A minimum speed of 30 w.p.m. for 5 minutes with no more than 5 errors should be attained.

2 Typewriting II (3) B

Prerequisites: Office Administration 1, one year of high school typewriting or ability to type 35 w.p.m. Five hours weekly.

Skills developed include: correct techniques in the operation of electric typewriters; speed and accuracy in typing letters, business forms, tabulation problems, manuscripts and duplicated materials; attainment of minimum speed of 45 w.p.m.

3 Typewriting III (3) B

Prerequisite: Office Administration 2. Five hours weekly.

Skills developed include: correct techniques in the operation of electric typewriters; speed and accuracy in typing business letters, multiple carbons, special business forms, rough drafts, statistical and business reports and minimum speed of 55 w.p.m.

5 Expert Typewriting (3) B

Prerequisite: Office Administration 3 or ability to type 55 w.p.m. Five hours weekly.

Speed and accuracy are further developed through continued emphasis on correct typing techniques. Intensive training is given and practical application of skills is stressed in preparing technical and business reports, financial statements, etc., with special emphasis on timed production. A minimum speed of 65 w.p.m. should be attained.

7 Machine Transcription (3)

Prerequisite: Office Administration 1 with a grade of C or ability to type 45 w.p.m. Three hours weekly.

Skill is developed in operating a variety of transcribing machines and production typing of mailable letters from machine dictation. Rules of grammar, punctuation

and spelling are reviewed, as are business letter styles. Typing of legal and/or medical material from machine dictation is included.

9 Typing Improvement (1) RPT 2

Prerequisite: Completion of beginning typing course with a grade of D or better. Three hours weekly.

This course improves typing procedures, speed and accuracy through timed writings, corrective drills and production problems. Students may enroll for two semesters, but the semesters may not be consecutive. This course may be taken in addition to Office Administration 2 or Office Administration 3 if the student needs additional speed and/or accuracy building.

10 Shorthand I (5) B

Prerequisites: Office Administration 1 or concurrent enrollment. Concurrent enrollment in Business 31 is also recommended. Students who have studied shorthand in high school and can take dictation at 60 w.p.m. should enroll in Office Administration 11.

Students gain an understanding of Diamond Jubilee Gregg Shorthand Theory and learn to take dictation at a speed of 50 to 80 w.p.m. The course also includes an introduction to transcription.

11 Shorthand II (5) B

Prerequisites: Concurrent enrollment in Office Administration 18; Office Administration 10 with a grade of C or better or ability to take dictation at 50 w.p.m. for 3 minutes.

Students who have studied shorthand previously are requested to enroll in this course, where they are tested and reclassified if necessary. Diamond Jubilee Gregg Shorthand Theory is reviewed. A dictation speed of 80 to 100 w.p.m. is attained. Shorthand is transcribed into mailable copy, and skill in typing transcripts is developed.

12 Shorthand III (5) OB

Prerequisite: Office Administration 1 or ability to type 40 w.p.m. Lecture 3 hours.

This course enables the student to write ABC Stenographic Shorthand, a method which uses letters of the alphabet instead of symbols. A student can develop a speed of 80-90 words a minute in one semester, which is adequate for many office jobs and is helpful for personal use.

15 Script Shorthand (3) B

Prerequisite: Office Administration 1 or ability to type 40 w.p.m. Lecture 3 hours.

This course enables the student to write ABC Stenographic Shorthand, a method which uses letters of the alphabet instead of symbols. A student can develop a speed of 80-90 words a minute in one semester, which is adequate for many office jobs and is helpful for personal use.

16 Shorthand Review I (3)

Prerequisites: Office Administration 10 (or equivalent) and ability to type at least 40 w.p.m.

Diamond Jubilee Gregg Shorthand Theory is reviewed. Skill is developed in writing brief forms and phrases. Dictation and transcription speeds are increased. Emphasis is placed upon mailable transcripts of letters, memoranda and enrichment of business and professional vocabularies.

18 Beginning Transcription (3) B

Prerequisites: Ability to type 50 w.p.m. and take shorthand at 50 w.p.m. for 3 minutes; concurrent enrollment in Office Administration 11 or 12.

This course develops the ability to transcribe from shorthand notes with speed and accuracy. The skills of shorthand, typing, punctuation, grammar, spelling and proofreading are emphasized and combined to enable students to produce mailable, well-arranged letters and reports.

20 Medical Assistant Office Procedures (5)

Prerequisite: Office Administration 1 or ability to type 40 w.p.m.

Comprehensive training is given in all types of medical office procedures. Speed and accuracy are developed in the typing of medical copy such as case histories, reports, correspondence and insurance forms. Medical terminology and abbreviations are taught. Telephone techniques, medical record keeping, filing and other office skills are reviewed. Grooming, professional ethics and personal relationships are stressed. No shorthand is required.

21 Medical Secretarial Procedures I (5)

Prerequisites: Ability to type 45 w.p.m. and take shorthand at 60 w.p.m.

A comprehensive medical vocabulary is acquired. Skill is developed in making shorthand outlines; spelling and defining medical terms; taking dictation and transcribing medical correspondence, case histories, surgical and X-ray reports and medical records.

22 Medical Secretarial Procedures II (5)

Prerequisite: Office Administration 21.

Students develop knowledge of medical terminology, abbreviations and shortcuts. Rapid dictation and accurate transcription of medical correspondence and reports are stressed. Skill is developed in using transcribing machines, handling the telephone, assisting the doctor and in filing and record keeping.

23 Legal Secretarial Procedures I

(5)

Prerequisites: Office Administration 2 and 11 or equivalent.

This course introduces students to the legal terminology of the law office. Short-hand outlines for such terminology are presented. Both speed and accuracy in taking and transcribing legal dictation are developed. Students are introduced to the forms used in the law offices and in the courts and to the procedures used in performing the duties of a legal secretary.

24 Legal Secretarial Procedures II

(5)

Prerequisite: Office Administration 23.

This course further strengthens students' knowledge of legal terminology and the shorthand outlines for such terminology. Speed and accuracy are developed in taking and transcribing dictated legal materials. Students develop the ability to quickly and accurately prepare legal papers which are used in the law office and which must be prepared for the courts. Emphasis is given to responsibility in the performance of duties by the legal secretary.

30 Office Procedures (3) B

Prerequisite: Office Administration 2 or concurrent enrollment in Office Administration 2.

This course introduces students to basic office routines. Such areas as human relations, telephone techniques, filing, duplicating machines, appointment procedures and common office practices are covered. In addition, students learn about personal qualities and character traits which lead to success and advancement in office jobs.

31 Business English (3)

This course is required for secretarial science majors. Office Administration 31 and 32 satisfy the six communications units required for graduation. Same as Business 31.

32 Business Communications (3) B

(Same as Business 32.)

34 Business Vocabulary and Spelling (2)

Two hours weekly.

This course is designed to build vocabulary and to improve spelling, with particular emphasis on spelling rules, confusing words, commonly misspelled words and the formation of plurals. The course allows application of skills through written expression.

35 Introduction to Word Processing (3) B

Three hours weekly.

This course introduces basic word processing concepts through a combination of lecture and "hands-on" experiences. Students become acquainted with various types of word processing equipment, such as memory typewriters, mag card

and CRT equipment, the electronic composer and the System 6. Speakers and field trips enrich the curriculum.

37 Secretarial Accounting (3)

Covers the principles and concepts of accounting relevant to secretaries. Basic accounting principles, record keeping and preparation of financial statements are included. Use of the electronic calculator and typewriting skills are interrelated in auditing and typing business statements and forms.

39 Automated Typewriting (2)

RPT 3

Prerequisite: Ability to type 30 w.p.m.
Laboratory 5 hours.

This course employs individual self-instructional methods to give training in the operation of text-editing equipment. Students learn how to record typewritten material, make corrections and revisions, playback recordings and store and retrieve typewritten material on magnetic card equipment and memory typewriters. Scanning, variable programming, indented format and Dec. Tabbing skills are developed. Emphasis is placed on error-free production of basic business documents.

44 Medical Terminology (3)

This course develops a comprehensive medical vocabulary applicable to all specialties of medicine through the learning of Greek and Latin prefixes, suffixes, word roots, etc., and provides a basic understanding of anatomy and physiology. Training in the spelling, pronunciation and definition of medical terms is provided, as well as in the use of a medical dictionary.

45 Medical Secretarial Practice (2)

Prerequisite: Office Administration 20 or 21.

Four hours weekly.

Practical, on-the-job, experience working in hospitals, doctors' offices or clinics is provided. Varied duties of the medical secretary and medical office assistant, such as making medical appointments, keeping records and filing, are covered.

46 Machine Transcription for Medical Secretaries (2)

This course develops skill in correct transcription procedures, in operating a variety of transcribing machines and in transcribing medical materials. Production typing on recorded material stressing terminology from medical reports, diagnoses, case histories and correspondence based on various areas of specialization is included. Grammar, punctuation and correct spelling of medical terminology are reviewed.

47 Applied Office Practice (2)

RPT 4

Prerequisites: Office Administration 2, second semester standing or approval of division chairperson.

Five hours weekly.

Students gain practical experience working in an office on campus and with others in a business setting. The ability to apply secretarial skills according to the requirements of the office to which the student is assigned is stressed.

49 Machine Transcription for Legal Secretaries (2)

Prerequisite: Office Administration 23 or equivalent legal terminology background and ability to type 40 W.P.M.

Students learn correct transcription procedures and develop proficiency in operating a variety of transcribing machines, transcribing legal correspondence, legal documents and court documents from recorded material; in learning correct spelling of legal terminology, including commonly used Latin expressions, and the acceptable format for legal pleadings; in reviewing grammar and punctuation.

58 Word Processing II (5)

Prerequisite: Office Administration or equivalent.

Five hours weekly.

This course is designed to provide simulated experiences found in a typical word processing center. Text-editing skills such as scanning, typing variable letters, document formatting and proofreading are reinforced. Individual and split-keyboard operations are employed. Skills are developed to train the word processing coordinator as well as the word processing specialist. Experience operating machine transcribers, copying machines, collators, etc., are interrelated in the production of "error-free," advanced-level business documents.

59 Supervision of a Word Processing Center (3)

Prerequisite: Completion of Office Administration 58 or equivalent.

This course is designed to prepare students to supervise the operations of a word processing center. Students learn how to set up, organize and administer the operations of a word processing center. Production and quality control systems are analyzed and evaluated. Emphasis is placed upon production; record keeping; logging; filing systems; assessment and justification of new equipment and interrelations with staff, originators and management. Students make a feasibility study and prepare a procedures manual. Recommended for word processing supervisors, specialists, educators and business and office administration majors.

81 Field Work (1) RPT 2

Laboratory 3 hours.

An opportunity is provided to obtain specialized experience in a medical or legal office or word processing center through an internship program. During this cooperative work experience program, students are given varied practical applications in their respective fields and are able to coordinate this experience with their classroom instruction.

91 -94 Office Administration — Work Experience I, II, III, IV (1-4) B

Prerequisites: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.)

(For Business see also: Accounting, Business, Business Data Processing, Computer Science - Information Technology, Finance, Law, Management, Marketing, Real Estate and Supervision.) Maximum transferable credit allowed: 8 units CSUC.

185 Independent Study - Office Administration (1)

(See Office Administration 385)

285 Independent Study - Office Administration (2)

(See Office Administration 385)

385 Independent Study - Office Administration (3)

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of secretarial science. Regular conferences with the instructor are coordinated with research projects.

ORNAMENTAL HORTICULTURE**8 Botany for Horticulture (4) B**

Lecture 3 hours; laboratory 3 hours.

Consideration is given to the fundamentals of botany, including a study of the main external parts and functions of flowering plants, the basic plant cell, composition and functions. Plant reproduction, both sexual and asexual, including the basics of plant breeding and selection of new varieties for landscape horticulture are discussed. Recognition, proper utilization and maintenance of ornamental plants are emphasized.

24 Principles of Garden Maintenance (3) B

Lecture 3 hours.

This course is concerned with maintenance work commonly done in home and estate gardens as well as parks and other public areas. It gives attention to lawn care, techniques of watering, fertilization and weed control.

PERSONAL DEVELOPMENT**1 Introduction to College (1)**

The purpose of this course is to provide materials and information which will help students explore and plan vocational, academic and personal goals. Emphasis is placed on acquiring studying and exam-taking techniques. Students are made aware of support services and personnel that specialize in assisting them in surviving in college.

4 Career Planning (1) B

This course emphasizes the development of a personal strategy essential for choosing a career. Designed primarily for the academically and vocationally undecided, the class also benefits those who are anticipating job or major career changes. The course includes a personal assessment of interests, personality, values and skills as they relate to career decision-making. Information regarding occupational characteristics, entry level requirements and career opportunities are also explored. Skills necessary for future career investigation and decision-making are focused upon.

6 College and Career Planning for the Handicapped (1) B

This course is designed primarily to assist handicapped students with educational and career planning. Included is a discussion of disability and implications for personal planning and the exploration of resources available to handicapped individuals.

15 Personal Development Seminar (3)

This course is a group study of a selected counseling related topic or topics. The title and units are specified in the schedule of classes.

PHILOSOPHY

There are no prerequisites to any philosophy course although eligibility for English 1 is recommended for some courses. Students often choose either Philosophy 1 (which deals with problems of knowledge, metaphysics and religion) or Philosophy 2 (which is concerned with ethics, aesthetics and political philosophy). An excellent historical approach is to begin with Philosophy 3 or 4.

1 Introduction to Philosophy I (3) UC:B

Recommended: Eligibility for English 1. A critical analysis of traditional problems of knowledge, metaphysics, philosophy of science and philosophy of religion is made.

2 Introduction to Philosophy II (3) UC:B

Recommended: Eligibility for English 1. A critical analysis of problems in ethics, political philosophy and aesthetics is made.

3 History of Greek Thought (3) UC:B

Recommended: Eligibility for English 1. A critical presentation of western thought from the Greek Classical philosophers to the medieval philosophers is made. *Acceptable for Philosophy 1 credit, UCLA.*

4 History of Modern Thought (3) UC:B

Recommended: Eligibility for English 1. A critical presentation of western thought from the Renaissance to the present is made.

6 Logic In Practice (3) UC:B

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.

7 Inductive Logic (3) UC:B

The nature of scientific methods, hypotheses, probability and statistical methods are covered with applications of logical principles to science and practical life.

8 Deductive Logic (3) UC:B

Elements of formal and modern symbolic logic are introduced with consideration of the application of logical principles in the improvement of thinking.

9 Symbolic Logic I (3) UC:B

This course provides an introduction to formal logic, including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

20 Ethics (3) UC:B

Recommended: Eligibility for English 1. An introduction to the study of human values, the grounds of reasonable choice and the standards of right and wrong is provided. Problems of ethics are examined in light of materials drawn from psychology, sociology and politics.

21 General Aesthetics (3) UC:B

Recommended: Eligibility for English 1. Traditional aesthetics theories are considered in relation to the Arts. This course is recommended for English, music and art majors.

22 Philosophies of the Orient (3) UC:B

Recommended: Eligibility for English 1. The basic concepts of the philosophical systems originating in the civilizations of China, Japan and India are presented. Consideration is given to the differences between Oriental and Occidental attitudes and concepts and the ways in which they influence each other.

23 The World's Great Religions (3) UC:B

An historical and philosophical study of major faiths and their ethical and theological principles is conducted.

185 Independent Study - Philosophy (1) UC:B

(See *Philosophy 385*)

285 Independent Study - Philosophy (2) UC:B

(See *Philosophy 385*)

385 Independent Study - Philosophy (3) UC:B

Prerequisites: Completion of two courses in the subject field with a minimum grade point average of 3.5 for those courses and recommendation of instructor with whom student will work.

This course provides an opportunity to engage in special advanced studies in the field of philosophy. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

PHOTOGRAPHY**9 (formerly Journalism 21) Introduction to Cameras and Composition (3) UC:B**

This course emphasizes composition of news and feature pictures for use in mass communications media. Use of the photograph as an art form in telling the story, familiarity with the cameras used for news photography and procedures and techniques in darkroom processing are covered. Darkroom facilities are not available at West Los Angeles College.

PHYSICAL EDUCATION**Water Activities (1) UC:B RPT 4**

Activity 2 hours.

Materials fee for some classes. Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

102 Swimming - Beginning

Individual and Dual Activities (1)

UC:B RPT 4

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

200 Archery - Beginning

201 Archery - Intermediate

212 Tennis - Beginning I

213 Tennis - Beginning II

214 Tennis - Intermediate

215 Tennis - Advanced

229 Body Dynamics

230 Weight Training - Beginning

231 Weight Training - Intermediate

232 Weight Training - Advanced

253 Wrestling - Beginning

259 Golf - Beginning

260 Golf - Intermediate

262 Track and Field - Beginning

263 Track and Field - Intermediate

264 Track and Field - Advanced

265 Jogging - Beginning

266 Jogging - Intermediate

267 Jogging - Advanced

268 Bicycling - Beginning

271 Ice Skating - Beginning

289 Bowling - Beginning

290 Bowling - Intermediate

Team Sports (1) UC:B RPT 4

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

301 Baseball - Beginning

304 Basketball - Beginning

305 Basketball - Intermediate

306 Basketball - Advanced

310 Flag/Touch Football - Beginning

311 Flag/Touch Football - Intermediate

312 Flag/Touch Football - Advanced

322 Volleyball - Beginning

323 Volleyball - Intermediate

324 Volleyball - Advanced

325 Ice Hockey - Beginning

Dance Activities (1) UC:B RPT 4

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

431 Modern Dance - Beginning

432 Modern Dance - Intermediate

433 Modern Dance - Advanced

434 Ballet Techniques - Beginning

435 Ballet Techniques - Intermediate

436 Ballet Techniques - Advanced

437 Modern Jazz Dance Techniques - Beginning

438 Modern Jazz Dance Techniques - Intermediate

439 Modern Jazz Dance Techniques - Advanced

440 Social Dance - Beginning

443 Square Dance - Beginning

446 Tap Dance - Beginning

Intercollegiate Sports (2) UC:B RPT 4

Activity 10 hours in the sports in season.

503 Baseball

504 Basketball

506 Cross Country

508 Football

515 Track and Field

516 Volleyball

Professional Sports Skills* (1) UC:B

These classes meet the required credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.

Activity 3 hours for 10 weeks.

Theory and practice in the beginning, intermediate and advanced levels as they relate to the following activities:

603 Baseball

605 Basketball

609 Football

652 Social Dance

Acceptable for credit: CSUN, P.E. 242, 243, 244, 245, 246, 247, 248.

Physical Education Major's Classes*

UC:B

These classes may or may not meet the required credit for Physical Education activity. Required

for Physical Education and Recreation majors and minors.

702 Water Safety Instruction (3)

This class meets the required credit for Physical Education activity. A qualifying swimming test is required.

Lecture 2 hours; plus 2 hours related swimming.

This class grants the Red Cross Water Safety Instruction Certificate to students who successfully complete the requirements.

710 Officiating Competitive Sports I (2)

This class does not meet the required credit for Physical Education activity.

Lecture 1 hour; laboratory 2 hours.

This course provides the theory, practice and techniques of officiating softball, baseball, track and field and other athletic activities normally conducted during the spring semester.

Acceptable for credit: CSUN, P.E. 710 or P.E. 711 accepted as P.E. 288(W) or P.E. 289.

711 Officiating Competitive Sports II (2)

This class does not meet the required credit for Physical Education activity.

Lecture 1 hour; laboratory 2 hours.

This course provides the theory, practice and techniques of officiating volleyball, football, basketball and other athletic activities normally conducted during the fall semester.

Acceptable for credit: CSUN, P.E. 710 or P.E. 711 accepted as P.E. 288(W) or P.E. 289.

712 Introduction to Physical Education (3)

This class does not meet the required credit for Physical Education activity.

Lecture 3 hours.

This introductory course is designed to offer the major examples of the requirements of a physical education teacher.

Acceptable for credit: CSUN, P.E. 241.

716 Games and Rhythms for the Elementary School I (3)

This class does not meet the required credit for Physical Education activity. Recommended for Elementary Education majors.

Lecture 2 hours; laboratory 2 hours.

This course covers the physical, social and psychological characteristics of the elementary school child. Practice is provided in teaching games and rhythms suitable for playground, elementary schools and camps.

Dance Major's Classes* UC:B

These classes may or may not meet the required credit for Physical Education activity. Required for the Dance major.

*These courses may not be offered each semester. Check your current Class Schedule.

801 Modern Dance I (3)

Lecture 1 hour; laboratory 5 hours.
Analysis of movement in terms of how and where it is produced anatomically is stressed.

802 Modern Dance II (3)

Prerequisite: P.E. 801, P.E. 432, or consent of instructor.

Lecture 1 hour; laboratory 5 hours.
This course is a continuation of P.E. 801. It differs only in the student's ability to execute moves on a higher performance level each successive semester.

803 Modern Dance III (3)

Prerequisite: P.E. 802 or consent of instructor.

Lecture 1 hour; laboratory 5 hours.
Techniques geared to students theoretically equipped with skills in modern dance basics are covered.

805 Ballet I (2)

Lecture 1 hour; laboratory 3 hours.
Ballet techniques and principles, including terminology, history and appreciation of ballet are studied.

806 Ballet II (2)

Prerequisite: P.E. 805.

Lecture 1 hour; laboratory 3 hours.
A continuation of P.E. 804, ballet techniques and principles are studied. Terminology, history, and appreciation of ballet are included.

814 Dance Production I (2)

Lecture 1 hour; activity 2 hours.
This course provides laboratory experience in developing the skills involved in dance production: choreography, set design, lighting, directing and costume design.

815 Dance Production II (2)

Prerequisite: P.E. 814.

Lecture 1 hour; activity 2 hours.
This course is a continuation of P.E. 814.

816 Dance Production III (3)

Laboratory 9 hours.
This course consists of rehearsal for spring performance.

PHYSICS**5 Allied Health Physics (3) B**

Prerequisite: One year of high school algebra or Mathematics 31.

Lecture 3 hours.
This specialized course is designed to meet the need for the understanding of selected physics principles which are vital in the proper training and job performance of an individual in health care delivery, particularly in the field of nursing.

6 General Physics I (4) UC:B

Prerequisite: Mathematics 3, equivalent trigonometry or concurrent enrollment with consent of instructor.

Lecture 3 hours; recitation 1 hour; laboratory 2 hours.
Physics 6 and 7 constitute a two-course

sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. The areas of physics involved in this course are mechanics, energy, fluid mechanics, mechanical waves, thermal behavior, kinetic theory and the laws of thermodynamics.

Acceptable for Physics 34BC and 3AL-BL and CL credit, UCLA, when both Physics 6 and 7 are completed. See NOTE: Physics 12.

7 General Physics II (4) UC:B

Prerequisite: Physics 6.

Lecture 3 hours; recitation 1 hour; laboratory 2 hours.

Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. This course is a continuation of Physics 6, covering electricity, magnetism, electromagnetism, alternating currents, electromagnetic waves, optics, the atom, quantum physics and relativity.

Acceptable for Physics 3ABC and 3AL-BL and CL credit, UCLA, when both Physics 6 and 7 are completed. See NOTE: Physics 12.

8 Mechanics, Wave Motion and Heat (5) UC:B

Prerequisite: Mathematics 41 or equivalent with a grade of C or better. A student with a grade of B or better in high school mathematical analysis may take Mathematics 41 concurrently with the consent of the physics instructor.

Lecture and demonstration 4 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include vectors, motion in one and two dimensions including some special relativity, particle dynamics, linear momentum, work and energy, gravitation, rotational kinematics, introduction to rotational dynamics, statics, fluids, simple harmonic motion, wave motions, thermal behavior and an introduction to kinetic theory.

Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence.

Physics 8 and 9 satisfies the UCLA Physics 6ABC sequence. Students should plan to complete the sequence at WLAC. Transfer when part of the sequence is completed will be difficult and loss of credit is likely. See NOTE: Physics 12.

9 Electricity, Magnetism, Light, Particle and Nuclear Physics (5) UC:B

Prerequisite: Physics 8 and Mathematics 42. Students who had mathematical

analysis in high school and took Mathematics 41 concurrently with Physics 8 may take Mathematics 42 concurrently with Physics 9 if they received grades of B or better in Mathematics 41 and Physics 8.

Lecture and demonstration 4 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include: the basic concepts of electrostatics, basic direct and alternating currents, DC circuits, series AC circuits, electromagnetic waves, magnetism, geometrical and physical optics, introduction to quantum physics and nuclear reactions.

Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence. Physics 8 and 9 satisfies the UCLA Physics 6ABC sequence. Students should plan to complete the sequence at WLAC. Transfer when part of the sequence is completed will be difficult and loss of credit is likely. See NOTE: Physics 12.

10 Topics for Engineering and Science Majors (4) UC:B

Prerequisite: Physics 9 and Mathematics 42.

Lecture and demonstration 3 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include: special relativity, expansion of rotational dynamics, expansion of AC circuits to include networks, expansion of the Kinetic Theory of gases, damped and forced vibrations, electric and magnetic fields in matter, entropy, wave mechanics and solid state.

Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence. See NOTE: Physics 12.

12 Physics Fundamentals (3) UC:B

Prerequisite: One year of high school algebra or Mathematics 31.

Lecture and demonstration 3 hours.

This introductory course in physics which is designed primarily for liberal arts students provides qualitative knowledge of fundamental physical principles.

Acceptable for Physics 10 credit, UCLA, when both Physics 12 and 14 are completed. NOTE: No credit will be given for Physics 12 if it follows the Physics 6, 8, 9, 10 series. Credit will be limited if similar material is covered in other physics courses.

14 Physics Fundamentals**Laboratory (1) UC:B**

Prerequisite: Completion of Physics 12 or concurrent enrollment in Physics 12.

Laboratory 3 hours.

This course is designed for those liberal arts students who are taking or have taken Physics 12 and who wish or need to have a laboratory experience as part of their physical science education. The course consists of a large number of physical science experiments.

Acceptable for Physics 10 credit, UCLA, when both Physics 12 and 14 are completed.

29 Basic Physics for Technicians (4)**B**

Prerequisite: One year high school algebra, Math 31.

Lecture 3 hours; laboratory 3 hours.

This course meets the physics requirements in the various technical curricula. Major emphasis is placed upon learning through laboratory experience. Topics studied include: uniform and uniformly accelerated motion, forces and Newton's Laws, work, energy, power and circular motion. This course is taught with a modular approach, modules being selected to fit the needs of the particular technician's curricula.

PHYSIOLOGY**1 Elementary Physiology (4) UC:B**

Prerequisite: Biology 5 or Biology 6 with a grade of C or better. Biology 5 is recommended. (If Biology 3 was taken prior to fall 1977 it may be used as the prerequisite if a grade of C or better was earned. If Biology 3 is used as the prerequisite, then high school or college chemistry is highly recommended or consent of instructor.)

This course presents the basic principles underlying the physiological processes of the human body. Lecture topics include the cellular basis of organ systems function and the physiological adaptations and regulating mechanisms associated with homeostasis. Laboratory exercises introduce the student to clinical laboratory techniques and the measurement of physiological parameters.

185 Independent Study - Physiology (1) UC:B

(See Physiology 385)

285 Independent Study - Physiology (2) UC:B

(See Physiology 385)

385 Independent Study - Physiology (3) UC:B

Prerequisite: Consent of instructor.

An opportunity to engage in special advanced studies in the field of physiology will be provided. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

POLITICAL SCIENCE**1 The Government of the United States (3) UC:B**

The principles and problems of government as well as the structure and function of our federal system are dealt with.

Acceptable for Political Science 1 credit, UCLA.

2 Modern World Governments (3) UC:B

A comparative study is made of the major governments of the modern world in terms of their institutions, ideologies, political habits and foreign policies. Emphasis is placed upon the governments of Great Britain, France, Germany and the Soviet Union.

Acceptable for Political Science 3 credit, UCLA.

4 Introduction to State and Local Governments (3) B

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.

6 California Government Workshop (2) B

Prerequisite: Permission of instructor.

Lecture 12 hours; Sacramento 30 hours. The principles and problems of California government are covered. Special attention is given to the interrelationship among the three branches of government and the roles of individual citizens, interest groups and legislative advocates.

7 Contemporary World Affairs (3) UC:B RPT 2

This course surveys the factors involved in international relations today. Emphasis is placed on providing the student with a framework for the analysis of world affairs. Major areas of analysis include the positions of the United States and the Soviet Union.

Acceptable for Political Science 2 credit, UCLA.

8 The Modern Far East (3) UC:B

Political systems of the Far East with their attendant economic and social issues are surveyed. Emphasis is placed on nationalism, imperialism, ideologies, modernization and relations with the United States.

9 Government and Politics in Africa (3) UC:B

Prerequisite: A grade of C or better in Social Science 30 or permission of instructor.

This course presents a comparative study of government and politics in the independent states of Africa with special reference to traditional political organization, colonial policies, nationalism and the problems of nation building.

13 Introduction to Public Administration (3) B

Prerequisite: Political Science 1.

This study of the development and practice of public administration in the United States focuses on the theoretical and practical concerns of administration and emphasizes the relationship of public administration and democratic government.

30 The Political Process (3) UC:B

This course provides a critical survey of politics, political parties, pressure groups, propaganda, public opinion and their impact on American political institutions.

33 Major United States Political Institutions (3) B

This course surveys the formation and development of national, state and local government, covering our value heritage, constitutional system, political opportunities and citizenship obligations. A study of California state and local government is also included. This course fulfills the Constitution and state and local government requirements for graduation for the two-year occupational major.

Not recommended for transfer students. No credit given to students who have completed Political Science 1.

41 Principles of Student Leadership (2) B RPT 2

Prerequisite: Consent of instructor.

Laboratory 2 hours.

The general principles of campus student government organizations are dealt with. This course includes attendance in the bi-weekly meetings of the Associated Students Executive Council.

81 -82-83 Field Work I, II, III - Political Science (3) UC:B

Prerequisite: Completion of or concurrent enrollment in Political Science 1 or 4 and consent of instructor.

This course introduces students to field work in political science. Students are assigned to work for mayors, city attorneys, county supervisors, city councilmen, state assemblymen, state senators, etc., or candidates for these offices.

Maximum 6 units with all other transferable field and work experience, UC.

91 -94 Political Science - Work Experience I, II, III, IV (1-4)**UC:B**

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.)

(See also: Administration of Justice, Psychology and Sociology.)

Maximum transferable credits allowed: 8 units, CSUC; 6 units, UC. See NOTE: Psychology 81-83.

185 Independent Study - Political Science (1) UC:B

(See Political Science 385)

285 Independent Study - Political Science (2) UC:B

(See Political Science 385)

385 Independent Study - Political Science (3) UC:B

Prerequisite: Consent of instructor.

This course provides the opportunity to engage in special advanced studies in the field of political science. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

PSYCHOLOGY**1 General Psychology I (3) UC:B**

This course offers a scientific approach to principles of human behavior. It covers such topics as growth and development, heredity and environment, perception and attention, feeling and emotion, motivation, learning, thinking and intelligence, individual differences, introduction to statistical concepts, personality and social relations.

Acceptable for Psychology 10 credit, UCLA.

2 General Psychology II (3) UC:B

Prerequisite: Psychology 1.

This course considers the functional and anatomical aspects of the nervous system, the structure and function of the sense organs, as well as emotions, speech, intelligence, consciousness and sleep, motivation and psychosomatic relationships.

Acceptable for Psychology 15 credit, UCLA.

3 Personality and Social Development (3) UC:B

Prerequisite: Psychology 1.

This course seeks to develop an understanding of personality dynamics and structure, theories of personality development, various behavior forms and the psychological basis of emotional adjustment. It also stresses the mental hygiene movement and the application of insights gained to life problems.

Acceptable for credit, maximum: 1 course from Psychology 3, 4, UC campuses.

4 Applied Psychology (3) UC:B

Prerequisite: Psychology 1.

This course provides a study of the way in which psychology can be applied to increase personal and occupational efficiency and deals with problems in industry and related fields.

See NOTE: Psychology 3.

6 Human Behavior (3) UC:B

Students are introduced to the methods and data of psychology as behavioral science. The course enables them to apply systematically obtained data and techniques to their own experiences and to their relations with others. It is not recommended for students who have credit for Psychology 1, who are Psychology majors or whose major requires Psychology 1.

8 Psychology of the Afro-American (3) UC:B

This course critically examines the psychological problems confronting the Afro-American and emphasizes human relations and the motivation of behavior resulting from frustration.

9 Introduction to College (1)

RPT 2

This course provides students with information concerning their College. They are given information which is planned to assist them in evaluating their ability, aptitude and interests; in planning their educational and vocational goals and in adjusting effectively to college life. Students are given an opportunity to use the Programmed Instruction and Study Centers. Same as Personal Development 1.

11 Child Psychology (3) UC:B

Prerequisite: Psychology 1.

This course considers the psychological development of children from infancy to adolescence, including physical, mental, emotional and social conduct and the promotion of useful and healthful parent-child relations.

12 Adolescent Psychology (3)

UC:B

Prerequisite: Psychology 1 or consent of instructor.

Current research on the adolescent years is read, reviewed and discussed. The developmental links between childhood and adolescence and between adolescence and adulthood are covered so that the student sees human development as a continuous process.

13 Social Psychology (3) UC:B

Prerequisite: Psychology 1.

The course involves human social relationships and the application of the prin-

ciples of psychology to the solution of social problems. Group membership and leadership, role and status, attitudes, prejudices, public opinion and propaganda are also considered.

14 Abnormal Psychology (3) UC:B

Prerequisite: Psychology 1.

The principles of general psychology are applied to the field of psychopathology. Behavior disorders are described, and their major causes and treatment are reviewed.

15 Psychological Adjustment to Aging (3) B

Psychological adjustments to physiological, social and occupational changes associated with aging are considered. This course covers present information on life expectancy, finding new opportunities for self-expression and making the most of community, social and occupational resources during the later years of life.

21 College Reading Skills (3) RPT 2

Prerequisite: Concurrent registration in English 47.

Three hours lecture-clinic plus one hour laboratory in the Instructional Center, by arrangement.

This course assists students who have reading handicaps. It includes training in the skills necessary for more efficient reading and stresses the development of adequate vocabularies, word attack skills and comprehension.

22 College Study Skills (3) RPT 2

Prerequisite: Concurrent registration in English 47.

Three hours lecture-clinic plus one hour laboratory in the Instructional Center, by arrangement.

This combined lecture-clinic-laboratory course presents efficient methods of study, learning and reading efficiency. Students are given insight into several approaches to study habits, reading habits, scheduling and applied practice in subject area fields. Individualized practice is offered in the Instructional Center.

23 Individualized Programs in Reading and Study Skills (3)

RPT 2

Prerequisite: Completion of Psychology 22 or permission of instructor.

Three hours lecture-clinic plus one hour laboratory in Instructional Center, by arrangement.

This combined lecture-clinic-laboratory course continues to stress efficient methods of study, learning and reading efficiency. In addition, new emphases are placed on vocabulary development and speed of comprehension in reading. Work with reading machines, pacers and visual aids is also included.

25 Individualized Improvement of Study Skills (1) RPT 3

This contract learning course presents efficient methods of study based upon individual student needs. A diagnostic test and an individual conference with the instructor determine the areas in which students will work. Instruction is available in the following areas: study skills (time, management, listening-notetaking and test taking); reading skills; vocabulary and/or spelling.

26 Power and Speed Reading (3) B RPT 2

This course emphasizes the development of reading speed, comprehension and vocabulary through practice with various audio-visual devices. Emphasis is placed upon applying techniques to both study and leisure reading.

45 Issues in Human Service Careers (3) UC:B

Prerequisite: Psychology 1.

This course orients students to the fields of psychological and counseling services. Students participate in discussions of group and individual counseling, occupational and academic guidance and other relevant issues and are provided experiences in many of these areas as counselors and peer counselors.

49 Respite Training: Service Care for Developmentally Disabled (5)

Prerequisite: Consent of Instructor.

This course gives an introduction to the field of developmental disabilities. Lectures and observation give information about the characteristics of different developmental disabilities, causes and treatment and about the service system for developmentally disabled individuals and their families.

81 Field Work I (3) UC:B RPT 2

This course orients students to the field of psychological services. The primary emphasis is on the observations of application of interpersonal relationship skills in practical settings.

NOTE: Maximum 6 units with all other transferable field and work experience, UC Campuses.

82 Field Work II (3) UC:B RPT 2

Prerequisite: Psychology 81 and permission of instructor.

This course is a continuation of Field Work I in which students continue to participate in psychological services under supervision in the field.

See *NOTE* Psychology 81.

83 Field Work III (3) UC:B RPT 2

Prerequisite: Psychology 82 and permission of instructor.

This advanced course in supervised field work helps students to choose and have practical experience in some specialized field in the help services. Students continue to work under supervision in a

community facility providing human services.

See *NOTE* Psychology 81.

91 -94 Psychology — Work Experience I, II, III, IV (1-4) UC:B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field (Enrollment by instructor at first class meeting).

(See also: Administration of Justice, Child Development, Education, Family and Consumer Studies, Political Science.)

Maximum transferable credit allowed: 8 units, CSUC; 6 units, UC. See *NOTE:* Psychology 81.

185 Independent Study - Psychology (1) UC:B

(See Psychology 385)

285 Independent Study - Psychology (2) UC:B

(See Psychology 385)

385 Independent Study - Psychology (3) UC:B

Prerequisite: Consent of Instructor.

This course provides an opportunity to engage in special advanced study in the field of psychology. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

REAL ESTATE

1 Real Estate Principles (3) B

Not required for real estate license, but highly recommended as a foundation course in real estate.

This beginning course in real estate fundamentals and principles covers real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate.

3 Real Estate Practice (3) B

Prerequisite: Real Estate 1 or possession of a real estate salesperson's license or consent of instructor.

This course covers the day-to-day activities of the real estate brokerage business, from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: Time management, human relations, client psychology, financing, leasing, appraising and property management. The course is required for those seeking the California broker's license.

4 Real Estate Office Administration (3) B

Prerequisite: Real Estate 3 or consent of instructor.

This course presents a practical framework for current and future managers of real estate brokerage offices. It presents and develops topics of vital interest to office administrators: establishing goals and plans, personnel recruitment and selection, listing and selling techniques, management controls and systems.

5 Legal Aspects of Real Estate I (3) B

Prerequisite: Real Estate 1, possession of a salesperson's license or consent of instructor.

Principles of property ownership and management, with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes are covered in detail.

6 Legal Aspects of Real Estate II (3) B

Prerequisite: Real Estate 5 or consent of instructor.

This advanced study of California real estate law uses the case study approach, with emphasis on the many phases of brokerage; trust deed foreclosure problems; insurance of real property; impact of taxation on methods of ownership and new legal concepts on the use of property. It is designed as a continuation of Real Estate 5 and expands the coverage of a selected number of topics. It is especially valuable to brokers who have not taken a recent course and who desire to keep informed of the latest changes and developments in the dynamic field of real estate law.

7 Real Estate Finance I (3) B

Prerequisite: Real Estate 1 or possession of a real estate salesperson's license or consent of instructor.

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are covered.

8 Real Estate Finance II (3) B

Prerequisite: Real Estate 7.

This advanced course covers the financing of commercial, industrial and special purpose properties; mathematical analysis of return on equity dollars invested; effect of mortgage terms on debt service and property prices; analysis of financial statements; pensions as a source of funds; technical aspects of construction financing; real estate mortgage trusts; syndications; development of feasibility studies; subordinated land sales; sale and leaseback; all-inclusive deeds of trust and other creative financing techniques.

9 Real Estate Appraisal I (3) B

Prerequisite: Real Estate 1 or possession of a real estate salesperson's license or consent of instructor.

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.

10 Real Estate Appraisal II (3) B

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) B

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. Six hours of Continuing Education credit for real estate licensees can be earned by the successful completion of this course.

12 Escrow Practices (3) B

Prerequisite: Real Estate 11 or consent of instructor.

The principles and methods of handling escrows involving title to land, sales of personal property and real estate loans are taught. Included is a study of the various forms used in the drawing of escrow instructions and closing statements, as well as the practical operation of escrow offices. Case situations and real-world problems are an integral part of the course.

13 Escrow Case Problems (3) B

Prerequisite: Real Estate 12 or consent of instructor.

Some of the more difficult and unusual types of escrows are covered in detail. Escrows wherein there are or have been disputes or conflict are considered. Actual cases are evaluated and discussed.

14 Property Management (3) B

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 tech-

niques 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) B

Prerequisite: Real Estate 1 or consent of instructor.

The impact of Federal and California State income tax laws upon the purchase, sale, exchange and use of real property is covered. This includes depreciation, capital gains, installment sales, prepaid interest and tax saving opportunities. Upon successful completion of this course, students may receive 45 hours of Continuing Education credit with the California Department of Real Estate.

18 Real Estate Investments I (3) B

Prerequisite: Real Estate 1 or consent of instructor.

This is an advanced course in which a thorough analysis is made of the investment factors that determine the evaluation of commercial, industrial and residential projects. The six basic steps in the investment process are covered in detail: Search, Analysis, Negotiation, Documentation, Contingency Removal and Property Management after Purchase. Upon completion of this course, students may receive 27 hours of Continuing Education credit with the Department of Real Estate.

21 Real Estate Economics (3) B

Prerequisite: Real Estate 1 or consent of instructor.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include: urban structural relationships, real estate market analysis, problems of subdividing and governmental relationship to real estate development.

31 Urban Problems (1) B

Credit allowed for only one of Real Estate 31 or Urban Planning 31.

This course deals with today's urban problems as they relate to sociology, psychology, economics, real estate and architecture.

32 Real Estate Review (2)

Prerequisite: Real Estate 1 or consent of instructor.

This course is designed as a comprehensive review for those students about to sit for their real estate salesperson's or broker's license examination. Emphasis is given to the points of view taken by the California Department of Real Estate in their structuring of examinations. Students will have the opportunity to take several practice tests during the semester, which will be based on the state model.

35 Today in Real Estate (3) B RPT 4

Prerequisite: Real Estate 1, possession of a real estate salesperson's license or consent of instructor.

This six week course covers current prob-

lems and considerations for the practicing real estate salesperson or broker. The first five 3-hour meetings are topical presentations of current importance. Topics for each meeting are determined in advance by the Real Estate Coordinator in cooperation with the College Real Estate Advisory Committee. Outside professional experts are utilized for subject presentation whenever appropriate. The class format includes lectures, panel discussions, group discussions and the workshop technique.

60 Real Estate Mathematics (3) B

Prerequisite: Real Estate 1, possession of a salesperson's license or consent of instructor.

Applied mathematics for real estate deals with problem solving in proration, tax application, commission, capitalization, interest, discounts, depreciation, escrow, cost of financing and estate calculations.

91 -94 Real Estate — Work Experience I, II, III, IV (1-4) B

Prerequisite: Permission of instructor.

Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.)

(For Business see also: Accounting, Business, Business Data Processing, Computer Science - Information Technology, Finance, Law, Marketing, Office Administration and Supervision.)

Maximum transferable credit allowed: 8 units, CSUC.

185 Independent Study - Real Estate (1) B

(See Real Estate 385)

285 Independent Study - Real Estate (2) B

(See Real Estate 385)

385 Independent Study - Real Estate (3) B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of real estate. Regular conferences with the instructor are coordinated with research projects.

RECREATION**102 Program Planning and Organization (3) UC:B**

(See Physical Education 40)

121 Basic Sailing Techniques and Instruction (2) UC:B

A general ocean studies and recreational program, this course introduces students to on the water sailing techniques theory and navigation. Same as Physical Education 14.

Maximum of 4 units P.E. transferable to UC campuses.

123 Coastal and Inland Navigation for the Boater (3) UC:B

This course provides the boater with the information necessary to navigate a small craft on coastal and inland waters. Such topics as navigation charts, tide and current tables, rules of the road, aids to navigation and mechanical and electronic navigation devices are covered.
See Recreation 14.

124 Celestial Navigation for the Boater (3) UC:B

Prerequisite: Recreation 123.
A presentation is made of the fundamentals of celestial navigation, with detailed instruction on position location using the sun and moon, including practical problems using the sextant in position location by longitude and latitude.
See Recreation 121.

SECRETARIAL SCIENCE

(See Office Administration)

SOCIOLOGY**1 Introduction to Sociology (3) UC:B**

This course is an overview of what we know (and do not know) about human behavior and human societies. It examines how social life — life in groups, organizations and societies — affects people and how people affect each other and their societies.

Acceptable for Sociology 1 credit, UCLA.

2 American Social Problems (3) UC:B

This course deals with the analysis of societal problems in the United States today. It emphasizes problems related to poverty, deviance, criminal justice, group conflict, population, environment and social change.

4 Sociological Analysis (3) UC:B

Prerequisite: Sociology 1 or Psychology 1.

Consideration is given on how to conduct research. Advantages and disadvantages of various research procedures are examined. Students participate in a survey research project. No background in statistics or college mathematics is needed.

5 Contemporary Urban Society and the Minorities (3) B

This introductory course begins with a condensed "history of the city." It proceeds to an analysis of sociological, psychological, economic and ecological impacts of urbanization.

6 The Social Environment (3) UC:B

This course provides a framework for the analysis of "human ecology" from the perspectives of the biological, physical and behavioral sciences. It focuses upon problems related to population change,

environmental threats and urban ecology. Technology, politics, economics and other cultural obstacles to the solution of environmental problems are analyzed. Same as Environmental Studies 4.

7 Juvenile Delinquency (3) B

The extent and distribution of delinquency are considered. Emphasis is placed upon the local area, meaning, implications and treatment of delinquent behavior; personal and environmental conditioning factors and the rights of children.

Same as Administration of Justice 23.

8 Sociology of Aging (3) UC:B

This introduction to the study of aging examines scientific and applied theories of aging; aging and the personal system; aging and the social system and demographic and comparative cultural features of the role of the aged. Topics covered include health, family relationships, work, leisure, retirement, dying and death.

9 Sociology of the Future (3) UC:B

Students explore possible alternative futures for the world fifty or so years from today. Among the questions to be considered are those relating to population, behavioral conditioning and "test tube" babies, government and power structures, the economy and the environment.

12 Marriage and Family Life (3) UC:B

This course deals with theories concerning the family as a social institution, practical aspects of mate selection and marriage adjustment, the structure and function of the family, variant family patterns, historical changes and the influence of contemporary society on the family. Same as Family and Consumer Studies 31.

19 Introduction to the Social Services (3) UC:B

This course provides an overview of social services including their development, current organization, administration and delivery. The course explores fields of social services such as mental and physical health care, child welfare, income maintenance, social insurance and specialized methods and techniques of social services intervention. Field trips provide exposure to community agencies and resources.

22 Sociology of Women (3) UC:B

This course examines sex roles in male-female and parent-child relations, the economy, political behavior and power.

91 -94 Sociology — Work Experience I, II, III, IV (1-4) UC:B

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related

field. (Enrollment by instructor at first class meeting.)

(See also: Administration of Justice, Child Development, Education, Family and Consumer Studies, Political Science and Psychology.)

Maximum transferable credits allowed: 8 units, CSUC; 6 units, UC.

185 Independent Study - Sociology (1) UC:B

(See Sociology 385)

285 Independent Study - Sociology (2) UC:B

(See Sociology 385)

385 Independent Study - Sociology (3) UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of sociology. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

SPANISH**1 Elementary Spanish I (5) UC:B**

Laboratory 1 hour.

This course stresses practice in understanding, speaking, reading and writing simple Spanish. Training in correct pronunciation is provided. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language. Same as Spanish 21 with Spanish 22; or Spanish 51 with Spanish 61.

2 Elementary Spanish II (5) UC:B

Prerequisite: Spanish 1 with a grade of C or better or two years of high school Spanish or equivalent.

Laboratory 1 hour.

This course includes review and further study of the fundamentals of the Spanish language, with emphasis upon correct pronunciation and mastery of vocabulary, including useful phrases and idioms, practice in oral and written expression and continued study of Spanish and Spanish-American civilization through selected readings. Emphasis is placed upon the spoken language. Same as Spanish 52 with Spanish 62.

3 Intermediate Spanish I (5) UC:B

Prerequisite: Spanish 2 with a grade of C or better or three years of high school Spanish.

This course includes readings of Spanish short stories by selected Spanish and Spanish-American authors; complete review of Spanish grammar, with special emphasis upon practical and idiomatic usage; discussions and oral and written reports in Spanish. Same as Spanish 53 with Spanish 63.

- 4 Intermediate Spanish II (5) UC:B**
Prerequisite: Spanish 3 or four years of high school Spanish.
 This course provides a review of grammar and idiomatic construction. Spanish and Latin-American life and problems are considered as a result of intensive and extensive reading and discussion of literature. Same as Spanish 54 with Spanish 64.
- 5 Advanced Spanish I (5) UC:B**
Prerequisite: Spanish 4.
 This course continues the study of advanced composition and grammar. It includes readings in prose and poetry from Spanish and Latin-American literature. The readings are the basis for regular composition work and the development of increased mastery in spoken Spanish through discussion.
- 6 Advanced Spanish II (5) UC:B**
Prerequisite: Spanish 5.
 This course continues the study of advanced Spanish composition and grammar through oral and written reports in Spanish. It includes readings in prose and poetry from Spanish and Latin-American literature. The readings are the basis for regular composition work and development of increased mastery in spoken Spanish through class discussions.
- 8 Conversational Spanish (2) UC:B**
Prerequisite: Spanish 2 or equivalent with a grade of C or better or consent of instructor.
 This course develops the ability of the students to express themselves fluently, idiomatically and correctly in Spanish. Conversational material is selected from magazines, newspapers and selected books.
- 10 Latin-American Civilization (3) UC:B**
 This course consists of lectures and discussions in English on the geography, history, customs, economic and political development, literature and arts of the Spanish-speaking and Portuguese-speaking peoples of America. It is especially recommended to all students of Spanish, but no knowledge of Spanish is required. Same as History 23.
- 14 Spanish for Public Service Personnel (3) B RPT 2**
 This course develops the ability of the students to express themselves fluently, correctly and effectively in Spanish in the areas of public service, business and community activities.
- 17 Spanish Pronunciation and Intonation (3) B**
Recommended: Ability to speak Spanish
 Lecture 3 hours.
 This course stresses correct pronunciation, enunciation and intonation. It is intended for those who wish to improve their spoken Spanish and is especially recommended for those who are preparing to become bilingual teachers or teachers' aides.
- 21 Fundamentals of Spanish I (3) UC:B**
 Lecture 2 hours; laboratory 1 hour.
 This course introduces the fundamentals of pronunciation and grammatical structure. It offers practical material for simple conversation based on everyday experiences. Emphasis is placed on the spoken language.
Spanish 21 and Spanish 22 together are equivalent to Spanish I.
- 22 Fundamentals of Spanish II (3) UC:B**
Prerequisite: Spanish 21.
 Lecture 2 hours; laboratory 1 hour.
 This course completes the elementary grammar of Spanish. It offers practical material for simple conversation based on everyday experiences. Emphasis is placed on the spoken language.
Spanish 21 and Spanish 22 together are equivalent to Spanish I.
- 24 Spanish for Medical Personnel (3) B RPT 2**
 This is a practical, informal, oral Spanish course. The course covers materials that all members of the health care team who interact with Spanish-speaking people need to know in order to communicate effectively. No prior knowledge of Spanish is required.
- 51 Grammar, Reading and Writing I (3) UC:B**
 This course stresses practice in understanding, reading and writing simple Spanish. Students are introduced to Spanish and Spanish-American civilization through readings. Emphasis is placed on grammar and the written language.
Spanish 51 and 61 together equal Spanish 1.
- 52 Grammar, Reading and Writing II (3) UC:B**
 This course includes review and further study of the fundamentals of the Spanish language with emphasis on mastery of vocabulary and useful phrases and idioms. Practice in written expression and continued study of Spanish and Spanish-American civilization through selected readings are provided. Emphasis is placed on grammar and the written language.
- 53 Grammar, Reading and Writing III (3) UC:B**
 This course provides a review of grammar and practice in the use of idiomatic construction. It includes intensive and extensive reading and discussion of Latin-American short stories. The course is conducted in Spanish. Emphasis is placed on grammar, reading and written language skills.
Spanish 53 and 63 together equal Spanish 3.
- 54 Grammar, Reading and Writing IV (3) UC:B**
 This course provides a review of grammar and practice in the use of idiomatic construction. It includes intensive and extensive reading and discussion of Spanish-American short stories. The course is conducted in Spanish. Emphasis is placed on grammar, reading and written language skills.
Spanish 54 and 64 together equal Spanish 4.
- 61 Elementary Conversation I (2) UC:B**
 This course introduces the fundamentals of the Spanish language, with emphasis on correct pronunciation, mastery of vocabulary and useful phrases and idioms. Practice in oral expression and communication skills is provided. Emphasis is placed on the spoken language.
Spanish 51 and 61 together equal Spanish 1.
- 62 Elementary Conversation II (2) UC:B**
 This course includes review and further study of the fundamentals of the Spanish language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms and practice in oral expression and communication skills. Emphasis is placed on the spoken language.
Spanish 52 and 62 together equal Spanish 2.
- 63 Intermediate Conversation I (2) UC:B**
 This course provides an opportunity for students to review and reinforce basic skills, to be able to speak Spanish with a fair degree of accuracy and to comprehend and express themselves accurately in conversational situations involving Spanish and Spanish-American literature, customs, lifestyles, social forces and travel. Emphasis is placed on the spoken language and conversational practice.
Spanish 53 and 63 together equal Spanish 3.
- 64 Intermediate Conversation II (2) UC:B**
 This course provides an opportunity for students to review and reinforce basic skills, to be able to speak Spanish with a fair degree of accuracy and to comprehend and express themselves accurately in conversational situations involving Spanish and Spanish-American literature, customs, lifestyles, social forces and travel. Emphasis is placed on the spoken language and conversational practice.
Spanish 54 and 64 together equal Spanish 4.
- 185 Independent Study - Spanish (1) UC:B**
 (See Spanish 385)

285 Independent Study - Spanish (2)
UC:B
(See Spanish 385)

385 Independent Study - Spanish (3)
UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of Spanish. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses; UC campuses.

SPECIAL EDUCATION

20 American Sign Language I (4)
UC:B

Lecture 3 hours; laboratory 2 hours.

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

25 American Sign Language II (4)
UC:B

Prerequisite: Special Education 20 with a grade of C or better.

Lecture 3 hours; laboratory 2 hours.

This course is a continuation of American Sign Language I. In-depth study of the structure of American Sign Language as used by deaf adults is provided. Receptive and expressive skills and sign vocabulary are developed.

SPEECH

1 Public Speaking I (3) UC:B

This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principles and practice of effective speech composition and delivery.

2 Public Speaking II (3) UC:B

Prerequisite: Speech 1

Public Speaking II encourages classroom discussion and analysis of subjects chosen by the class for special study. Discussion focuses on the search for topics and the inquiry into the nature of each topic. Analysis of selected topics is undertaken to help students "invent" solutions for the "best means of persuasion." Arrangement, structure and delivery of class and public speeches are considered also. Students evaluate the manner in which different audiences perceive and judge issues and solutions presented in varying speech situations.

Acceptable for Speech 2 credit, UCLA.

3 Voice and Articulation (3) UC:B

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.

Acceptable for credit: maximum of 1 course from Speech 3 plus Theater 10 and 11, UC campuses.

4 Introduction to Oral Interpretation of Literature (3)
UC:B

This course is devoted to oral interpretation of the printed page. Students learn how to convey the author's meaning to an audience through reading aloud. The study includes work on voice, projection, articulation, posture, movement and other basic speech fundamentals. It also includes development of background and understanding of theme and thesis in written works so that these ideas may be appropriately conveyed to those not reading the written word. Same as Theatre 16.

5 Interpersonal Communication (3) UC:B

Prerequisite: Speech 32, Speech 3 or consent of instructor.

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.

6 Business and Professional Speech (3) B RPT 3

This beginning course for business and professional persons stresses the preparation and delivery of speeches, reports and briefings. Emphasis is placed upon technical aids to facilitate delivery. The course is recommended for career education majors.

9 English Speech as a Second Language (3) UC:B RPT 2

This course is designed for those whose first language is not spoken American English and also for those who are interested in teaching Spoken American English as a second language. The speech and intonation patterns of each student are analyzed so that they can work on individual problems. The IPA (International Phonetic Alphabet) is taught as a method of identifying sounds and enhancing listening skills. Improved voice production is taught when necessary.

Acceptable for credit, 3 units maximum Speech 9; 8 units from English 43, 44, 45 and Speech 9, UC campuses.

10 Communication Disorders (3) B

An overview (for persons other than professional speech pathologists) of speech pathologies, their etiologies and principles of diagnosis and fundamentals of treatment methods is presented.

11 Argumentation I (3) UC:B

The analysis and presentation of persuasive speaking are studied. Debate and other persuasive forensic activities are used as a learning tool and for presentation.

12 Argumentation II (3) UC:B

Prerequisite: Speech 11 or consent of instructor.

General speech principles are applied to the construction and criticism of an argument.

13 Forensics (2) UC:B RPT 4

Five hours weekly.

Forensics activities are used in a laboratory setting to apply the techniques learned in advanced public speaking and in argumentation. Forensics may be taken concurrently with other speech courses.

16 Group Discussion (3) UC:B

Prerequisite: Speech 1.

This course provides an analysis of the purposes, principles and types of discussion. Development of individual skills is achieved by responsible discussions, participation and leadership.

20 Preparing and Presenting Successful Meetings and Programs (3) B

This course teaches students to organize and present effective programs at private or public meetings. Instruction includes how to procure program elements such as speakers, films, etc.; how to make sure the audience can see and hear well; how to carry out the duties of moderator and how to evaluate the meeting.

21 Listening Comprehension (2)

Emphasis is placed upon principles and practices of effective listening. Habits, attitudes and techniques of comprehension which current research shows are effective are presented, and opportunity for practical application is provided. Although primary emphasis is placed upon listening to extended discourse (classroom lectures, for example), students are provided opportunities to improve listening patterns.

31 Communication Skills (3)

This beginning course for general educational and vocational students emphasizes the importance of interpersonal communication in everyday living, and stresses the relationship between ways of achieving information, creating meaning and communicating ideas and feelings with others for successful living and practical problem solving.

32 The Process of Communication (3) UC:B

This course provides an introduction to communication behavior theories and their applications to interpersonal social interaction and problem solving.

34 Communication for Public Service Personnel (3) B

This beginning course analyzes and applies the varieties of communication skills needed by public service personnel to meet their job requirements.

40 Speech Laboratory (1) RPT 4

Laboratory 3 hours.

The use of the laboratory is provided to help students improve their speech through individual and group work. Attention is given to such problems as accents and dialects, speech impairment due to hearing difficulties and pronunciation training (using General American dialect as a standard). Students enrolled in Speech 3 may use this course to provide additional time for drill and practice.

41 Speech Laboratory Techniques (1) RPT 4

Prerequisite: Speech 3 or equivalent.

Laboratory 3 hours.

Under the direction of the instructor, students learn techniques of speech correction, practice and drill.

185 Independent Study - Speech (1) UC:B

(See Speech 385)

285 Independent Study - Speech (2) UC:B

(See Speech 385)

385 Independent Study - Speech (3) UC:B

Prerequisite: Consent of instructor.

This course provides an opportunity to engage in special advanced studies in the field of speech. Regular conferences with the instructor are coordinated with research projects.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

STATISTICS

(See Mathematics 14)

SUPERVISION**1 Elements of Supervision (3) B**

This course introduces in general terms the total responsibilities of a supervisor in industry. Among the items covered are organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control and management-employee relations.

2 Basic Psychology for Supervisors (3) B

This course assists supervisors in better understanding the people with whom they work. Emphasis is placed upon psychological aspects, perceptions, emotions and attitudes. Communicating and reasoning are also considered.

3 Human Relations (Developing Supervisory Leadership) (3)

Prerequisite: Supervision or Business 1 or consent of instructor.

This course increases the student's leadership effectiveness by developing a better understanding of the human element

in the management process. Emphasis is placed upon effective communication; understanding one's self-perception; examination of factors affecting motivation, attitudes and behavior patterns within individuals and exposure to the styles of leadership.

Credit not granted to students with credit in Management 31.

4 Supervisors' Responsibility for Management of Personnel (3) B

Personnel techniques for which the supervisors are partially responsible and for which they should have some training in carrying out their responsibilities are studied. Topics included are selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer and training for responsibility.

6 Labor-Management Relations (3)

Employee-employer relations in commerce, industry and government are studied. Responsibilities for effective management-relations, history of unions and other employee groups and impact of legislation on working conditions, wages, hours, discipline, disputes and participation are considered. Public employee unions, civil service and public obligations are probed. Incentive concepts, changing patterns in the work ethic and current case examples are reviewed.

9 Cost Control for Supervisors (3)

The question of how costs are determined is studied. Topics included are cost control and functions and the supervisor's responsibility for costs and facts in cost control. Specific items included are materials, waste, salvage, quality control, quantity control and control of time.

11 Oral Communications (3)

This course assists in the development of communicative skills essential to good supervision. Consideration is given on how to achieve better understanding by developing the ability to speak and to listen more effectively.

12 Written Communications for Supervisors (3)

This course contains a review of writing mechanics including grammar, punctuation and sentence structure. Emphasis is placed on the writing of business letters and reports, memoranda, bulletins and technical manuals.

14 Developing Employees Through Training (3)

A supervisor's responsibility for development of employees through training is considered. Principles of learning and psychological factors influencing learning are covered. Methods of training include lecture, conference, demonstration-performance, role-playing and self-development. Training aids and identification and evaluation of training needs are dealt with.

16 Management Controls and the Supervisor (3)

This course covers purposes and objectives of management-supervisory controls, basic principles of management-supervisory controls and delegation of responsibility through the use of controls. Control techniques such as cost control, quality control, quantity control, production control and control over materials, personnel and organization are considered.

91 -94 Supervision — Work Experience I, II, III, IV (1-4)

Prerequisite: Permission of instructor. Students must be enrolled in and pass 7 or more units, including Work Experience, for vocational work experience credit and be employed in their major or in a related field. (Enrollment by instructor at first class meeting.)

(For Business see also: Accounting, Business, Business Data Processing, Computer Science-Information Technology, Finance, Law, Management, Marketing, Real Estate, Office Administration.)

THEATER**1 Introduction to Acting (3) B**

Lecture 3 hours.

This course is an introduction for non-theatre 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.

2 Introduction to the Theatre (3)

UC:B

Required of all theatre arts majors.

This survey course introduces students to theatre 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.

5 History of the World Theatre (3)

UC:B

Open to all students.

Required of all theatre arts majors.

This course surveys the development of the theatre, its playwrights, structures and methods of staging and acting from the Greeks to the contemporary theatre.

Acceptable for Theatre 5AB credit, UCLA.

10 Voice Development (3) UC:B

Required of all theatre arts majors.

This preliminary course is to be followed by further training. The basic theories, principles and techniques of voice production and related remedial problems are covered. Special attention is given to heightening and enriching the printed word through vocal interpretation and general awareness of the voice. The class is of interest to public speakers, teachers, actors and actresses.

NOTE: Acceptable for credit; maximum one course from Theatre 10, 11 and Speech 3, UC campuses.

11 Advanced Voice Development (3) UC:B RPT 4

Prerequisite: Theatre 10 or consent of instructor.

This advanced course stresses elements of strength, flexibility and control through group exercises and individual projects in the areas of vocal interpretation and mechanics of stage dialects.

See NOTE: Theatre 10.

15 Beginning Playwriting (3) UC:B RPT 2

Prerequisite: English 1 or consent of instructor.

Play analysis and basic playwriting techniques geared toward development of original manuscripts for stage, screen or television are studied.

16 Introduction to Oral Interpretation of Literature (3) UC:B RPT 2

This course provides an opportunity for supervised activity stressing development of basic oral interpretation and presentation skills before college and community audiences. Platform behaviors, mechanics of interpretation and selection of literary materials are stressed. Same as Speech 4.

17 Readers' Theatre (1) UC:B RPT 4

This course provides an opportunity for experience in performing in Readers' Theatre, before community and college groups. Emphasis is placed on the selection of worthwhile literary material and the student's ability to communicate such material with understanding and appreciation.

18 Storytelling (3) UC:B RPT 2

This supervised activity stresses development of basic storytelling techniques including basic theatrical conventions and mime illusions to better express interpretation before college and community audiences. Mechanics of interpretation (mental, oral and physical), platform behavior and selection of literary materials are stressed.

21 Stage Management and Production (5) UC:B RPT 4

Lecture 3 hours; laboratory 3 hours.

Students are directly involved with technical theatre practices through lectures,

demonstrations, audio-visual aids and supervised workshop experience. Basic elements of theatre crafts are emphasized with directorial and production crew assignments in college-sponsored presentations.

See NOTE: Theatre 48.

23 Stagecraft (3) UC:B

Required of all theatre arts majors.

Lecture 3 hours.

This course provides a study of technical stagecraft and offers practical problems in the mounting of a stage production. The course is divided into four sections which consider the areas of stagecraft, lighting, costuming and publicity procedures.

See NOTE: Theatre 48.

24 Technical Stage Production (3) UC:B RPT 4

This course covers specialized areas of technical theatre each semester. The specialized areas designated each semester depend upon the needs and desires of the students.

See NOTE: Theatre 48.

25 Theatre Management and Production (3) UC:B RPT 3

Principles of organization, operation and administration of educational, community and professional theatre are considered. Students gain practical experience in stage management and production, specifically, publicity and house management, under faculty supervision through assignments in college-sponsored productions.

See NOTE: Theatre 48.

26 Beginning Direction (3) B

Students receive an introduction to the basic directorial theories, principles and techniques. Application of these theories and techniques is required for "show case" productions and the required final project. Emphasis is placed on organization.

27 Advanced Direction (3) B RPT 2

Prerequisite: Theatre 26 or consent of instructor.

This course provides a greater in-depth approach to play analysis and interpretation, actor-director relationships and integration of the technical aspects involved in production. These principles are applied through "show case" productions and the required final project.

30 Beginning Stage Make-Up (2) UC:B

Materials charge.
Laboratory 3 hours.

This course provides theory and practice in theatrical make-up for stage, cinema and T.V. Emphasis is placed upon development of individual skills in techniques of character analysis, pigment application, plastic and hair make-up and selection and use of make-up equipment.

See NOTE: Theatre 48.

31 Advanced Stage Make-Up (2) UC:B RPT 2

Laboratory 3 hours.

This course provides advanced theory and practice in theatrical make-up for stage, cinema and T.V. Emphasis is placed on advanced development of individual skills in character analysis, pigment application, plastic and hair make-up and selection of make-up materials. This course may also include mask-making, using a foam rubber process.

See NOTE: Theatre 48.

32 Costume Design I (3) UC:B

Laboratory hours are required.

This course provides theory and practice in constructing costumes for plays, pageants, dance, television and other dramatic productions for professional, educational and community presentations. Practical experience is provided in execution of costumes for college-sponsored productions.

See NOTE: Theatre 48.

36 Period Movement (3) B

This course provides an introduction to basic habit patterns of movement in various periods of history as dictated by clothing, social and regional customs and costuming accessories such as fans, snuff boxes, specific weapons, etc.

38 Children's Theatre (3) B RPT 2

Prerequisite: Concurrent enrollment in Theatre 47 or Theatre 39.

Students are involved in numerous pre- and post-production activities centered on actual performances before live audiences of children.

39 Special Projects (2) B RPT 3

Prerequisite: Consent of instructor.

Students present tentative projects to the instructor for approval. Once approved, students shoulder full responsibility for completion of that project.

40 Beginning Dance Pantomime (3) UC:B

Students are given practice in the fundamental techniques of both pantomime and modern dance. Designed to develop expressive and meaningful movement for stage work, this course is primarily for singers, actors, actresses and dancers. Acceptable for credit: maximum 3 units from Theatre 40, 41, UC campuses.

41 Advanced Dance Pantomime (3) UC:B RPT 3

Prerequisite: Theatre Arts 40 or permission of instructor.

Individual and group pantomimes are created by students for study and practice in choreographic techniques.

Acceptable for credit: maximum 3 units from Theatre 40, 41, UC campuses.

42 Pantomime (3) UC:B RPT 4

This course provides an introduction to the first 15 lessons of the Basic Mime technique (a combination of the Decroux and Marceau schools). Sense memory patterns, awareness and self-discipline are emphasized to gain required control for precise, accurate, expressive and meaningful movement.

NOTE: Acceptable for credit: maximum of 12 units from Theatre 42, 44, 45, and 46, UC campuses.

43 Actor's Workshop (3) B RPT 4

Prerequisite: Completion of 6 units in acting with at least 2.5 G.P.A. or one year acting experience or an acceptable audition.

Acting talent is developed in an intensive and concentrated manner. Advanced skills and techniques in play analysis for character development and characterization are emphasized.

44 Beginning Applied Acting (3)

UC:B

Required of all theatre arts majors.

This course is an introduction to basic principles and techniques of acting. The course offers students an opportunity to perform in laboratory scenes, readings and class exercises.

See NOTE: Theatre 42.

45 Intermediate Applied Acting (3)

UC:B RPT 2

Prerequisite: Theatre 44 and an acceptable audition.

This course further explores the principles and techniques of acting as introduced in Theatre 44. It offers students an opportunity to work on independent scene projects as well as to perform in class productions.

See NOTE: Theatre 42.

46 Advanced Applied Acting (3)

UC:B RPT 3

Prerequisites: Theatre 44 and 45 and an acceptable audition.

This course is largely concerned with the selecting, planning, preparing and presenting of full play productions. Students have an opportunity to explore the problems of production by participating as actors and actresses.

See NOTE: Theatre 42.

47 Rehearsals and Performances (4)

UC:B RPT 4

Students are actively involved in the production of plays for college and public audiences. Primary emphasis is placed on assuming acting and stage crew assignments, but the student may also work in publicity, house management, costuming or the technical area.

See NOTE: Theatre 48.

48 Introduction to Motion Picture Production (3) UC:B

Materials charge.

This course provides an introduction to

basic film-making elements, production techniques and equipment. Students undertake and complete group and/or individual projects.

NOTE: Acceptable for credit: maximum 12 units from Theatre 21, 24, 25, 30, 31, 47, 48, 53, UC campuses

49 History of Motion Pictures and Television (3) UC:B RPT 2

Materials charge.

This course surveys the history of motion picture and television, with screenings of various American and foreign film landmarks.

NOTE: Acceptable for credit: maximum of 3 units from Theatre 49, 55 and 56, UC campuses

53 Motion Picture Workshop I (4) UC:B

Prerequisites: Theatre 48 and/or consent of instructor

Materials charge.

A continuation of Theatre 48 using Super-8 equipment, this course covers elements of budgeting, script breakdown, shooting schedules, acquisition of materials, equipment and crews and direction.

See NOTE: Theatre 48.

54 Motion Picture Workshop II (4) B

Prerequisite: Theatre 48, 53 and/or consent of instructor.

Laboratory fee.

This course continues in the 8mm vein. More detailed and advanced techniques are covered, thus increasing the students' obligations and responsibilities. Completion of various projects and a film, including writing, production and editing is required.

55 Main Currents in Motion

Pictures (3) UC:B RPT 2

Materials charge.

This course explores the conventions and aesthetic standards of various motion picture categories and genres, including the western, the detective film, the musical, the comedy film and science fiction.

See NOTE: Theatre 49.

56 The Film as an Art Form (3) UC:B RPT 2

Materials charge.

This course provides an introduction to the appreciation of motion picture aesthetics and production techniques. Discussions and lectures on color, lighting, special effects, camera composition, dialogue, sound and narrative elements are included.

See NOTE: Theatre 49.

57 Advanced Cinematography and Creative Techniques (3) B

Prerequisite: Theatre 53, 54 and/or consent of instructor.

Laboratory fee.

This course includes instruction and/or supervised exercises in the creation, di-

rection and production of advanced film, projects. This includes — once approved by the instructor — a completed final film project in an area of particular interest selected by the student.

58 Black Theatre (3) UC:B

This survey of Black Theatre, its playwrights and performers, focuses on the black experience as it found expression in the theatre of the past and on the influence of the socio-economic conditions of today.

60 Puppetry I (3) B RPT 3

The principles of creative puppetry are identified through the construction, costuming and manipulation of hand puppets, rod puppets and shadow puppets. Simple stages and sets are studied and created so that actual acts with puppets may be presented by the students in individual and group puppet pantomime. The course is especially helpful for teachers and those entering the field as professionals.

185 Independent Study - Theatre (1) UC:B

(See Theatre 385)

285 Independent Study - Theatre (2) UC:B

(See Theatre 385)

385 Independent Study - Theatre (3) UC:B

Prerequisite: Consent of instructor.

Students propose a selected topic or project (in conference with the instructor) of their own choosing to undertake independently. Once approved, progress meetings are established and the final completed report or project is submitted on the agreed upon date. Students shoulder full responsibility for completion of the proposed study or project.

Maximum credit allowed: 5 units per term for all transferable Independent Study courses, UC campuses.

TRANSPORTATION**8 International Trade (3)**

This introductory course in the field of foreign commerce deals with the relation of foreign trade to domestic trade. The course surveys marketing, organization, financial procedures, credits, communication and terminology used when involved in foreign trade. The basic principles and practices of world trade are studied.

42 Airline Freight Transportation I (3)

This course offers a general introduction to the airline transportation industry, and includes the study of air freight by transport aircraft, air express, air freight forwarders as well as the regulation and economics of commercial air transport.

43 Airline Freight Transportation II (3)

Prerequisite: Transportation 42.

This course provides an in-depth study of airline, air freight forwarders, ATA, IATA and CAB air freight rules, regulations and practices.

TRAVEL

1 Introduction to the Travel Industry (3)

This is the first course in a group of four designed for employees of transportation companies, travel agencies and persons interested in entering the field. The course stresses all modes of transportation with a brief introduction to air travel. Included are such topics as general travel geography; steamship carriers and their operation; rail transportation; bus transportation and function and operation of hotels in the various countries of the world.

2 Travel Agency Operation (3)

Prerequisite: Travel 1.

This is the second course in a group of four designed to attract people to the transportation and travel agency industries. The course emphasizes the inside and outside operations and management of travel agencies, including office procedures, principles of selling, finances, the planning operation, pricing tours, sales and related services.

3 Air Travel North America I (3)

This the third course in a group of four designed for employees of transportation companies, travel agencies and persons interested in entering the travel field. The course is concerned with domestic airlines: traffic, rules and regulations, ticketing, tariffs and sales.

4 Air Travel North America II (3)

Prerequisite: Travel 3.

This course offers an advanced study of airline tariffs, ticketing, rules, regulations and applications for North America destinations.

5 Air Travel International I (3)

Prerequisite: Travel 4.

This course is designed for employees of transportation companies, travel agencies and persons interested in entering the travel field. The course is concerned with

foreign airlines: traffic, basic rules and regulations of routing, fare construction, ticketing, study of the Official Airline Guide — World Wide Edition, the International Tariff and sales.

6 Air Travel International II (3)

Prerequisite: Travel 5.

This course offers advanced training in fare construction, tariff reading and ticketing for international destinations.

7 Environmental Aspects of Travel I (3)

A study is made of the European areas considered by the travel industry, with special emphasis on the natural and cultural environment needed for the agent-traveler relationship.

8 Environmental Aspects of Travel II (3)

A study is made of areas other than Europe and North America which are considered by the travel industry, with special emphasis on the natural and cultural environment needed for the agent-traveler relationship.

9 Travel Salesmanship (3)

Prerequisites: Travel 1 and Travel 2 and/or approved prior travel agency experience.

This course offers students both up-to-date travel marketing concepts and applied sales techniques. Information is on a practical level, which may be readily used in all phases of travel sales.

10 Advanced Travel Procedures (3)

Prerequisites: Travel 1, 2, 3 and 5.

A study is made of travel agency procedures including tour planning, client-agent relationships and forms and standardization, with emphasis on problem-solving and the current trends of the industry.

11 California Tour Guide (3)

Prerequisite: Travel 1.

This course is designed for travel professionals and novices interested in promoting, selling and escorting their own tours. The course emphasizes the escort/conductor in preplanning and checking any day-by-day responsibilities.

12 Travel Agency Bookkeeping (3)

Instruction is offered in the bookkeeping practices and procedures required by the ATC (Air Traffic Conference), IATA (Inter-

national Air Transport Association) and ASTA (American Society of Travel Agents) rules, with emphasis on reporting procedures and forms.

13 Travel Agency Business Management (3)

Prerequisites: Travel 1 through 6 and 9 through 12.

This course increases management effectiveness by applying the latest techniques in business office management to travel agencies and includes methods for improving the productivity, accuracy and efficiency of travel office personnel.

14 Passenger Traffic Management (3)

Prerequisites: Travel 1 through 6 and 9 through 12.

A detailed study is made of travel agency operations, with emphasis on procedures to improve travel services and client satisfaction.

15 Marketing and Sales Management (3)

Prerequisites: Travel 1 through 6 and 9 through 12.

A study is made of the sales problems of retail agencies and solutions found through application of marketing, sales promotion and advertising theories and techniques.

16 International Travel and Tourism (3)

Prerequisites: Travel 1 through 6 and 9 through 12.

A study is made of the economic, social and cultural factors of international tourism, and the role played by the retail travel agent in tourism's development.

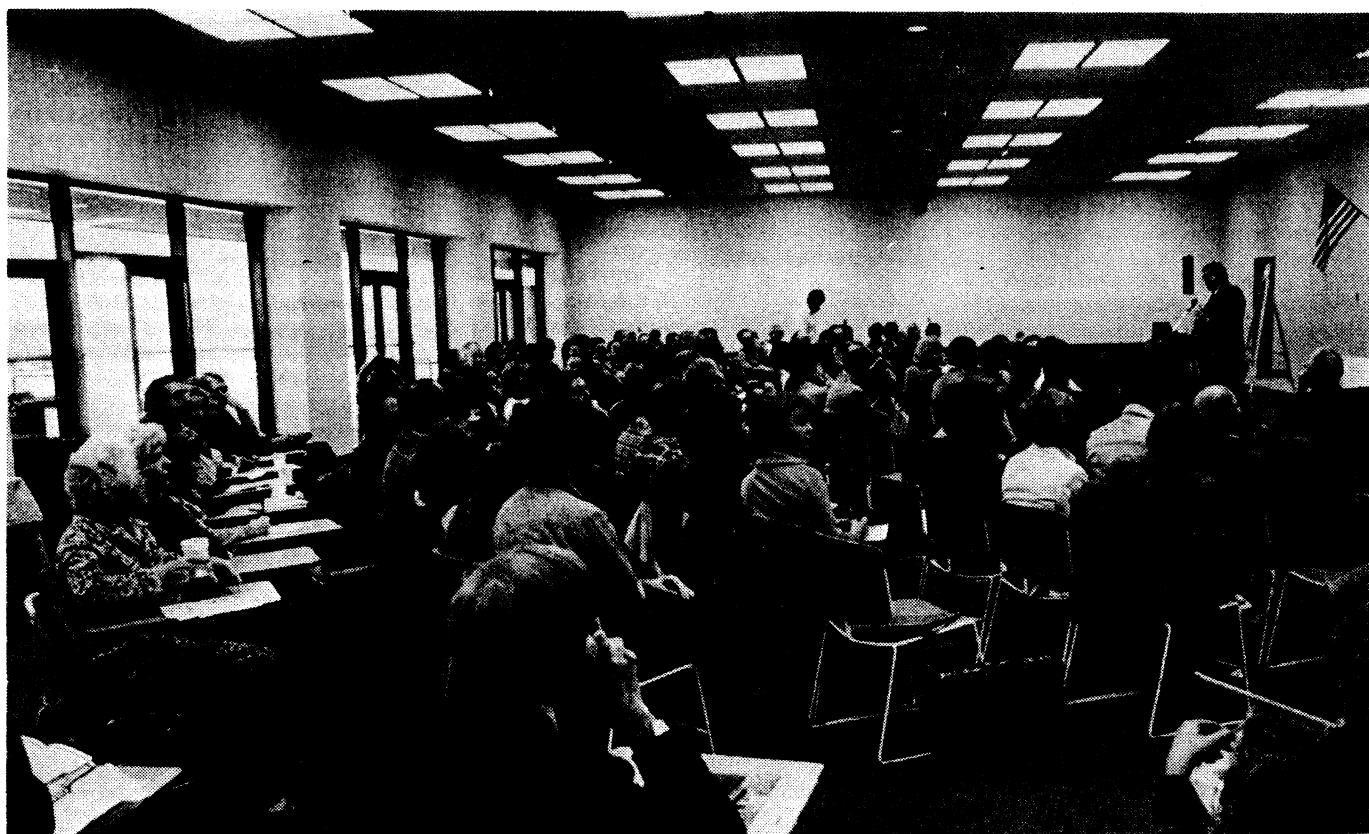
ZOOLOGY

(See Biology 5)

7 General and Dental Histology (4)

Lecture 3 hours; laboratory 3 hours.

This is an introductory course in human head, neck, oral anatomy, histology and embryology. It will give the beginning dental hygiene student a basic understanding of the human head anatomy.



FACULTY

West Los Angeles College

FULL-TIME FACULTY

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Associate Professor, Business. Division Chairperson, Business and Physical Education. B.A., M.A., California State University, Los Angeles.

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Associate Professor, Library Services. B.A., California State University, Los Angeles; M.S.L.S., University of Southern California.

Britton, Josefina Fernández.

Professor, Spanish. Counselor. B.A., M.A., University of California, Los Angeles.

Brock, Marilyn.

Associate Professor, Family and Consumer Studies. Assistant Dean, Instruction-Career Education. B.A., M.A., California State University, Long Beach.

Brown, Charles

Professor, Business Administration. Acting Assistant Dean, Educational Services. B.A., California State University, Los Angeles; M.B.A., Pepperdine University.

Burbank, Mary D.

Associate Professor, Physical Education. B.A., California State University, Northridge.

Bushman, Marilyn.

Associate Professor, Dental Hygiene. A.S., B.S., M.S., University of Bridgeport.

Cohen, Howard D.

Instructor, Political Science. B.A., Clark University; M.A., University of California, Berkeley; B.H.L., Hebrew Union College.

Collins, Willie C.

Professor, Health and Physical Education. B.S., University of California, Los Angeles; M.Ed., M.S., Ed.D., University of Southern California.

Comstock-Shaver, Patricia M.

Associate Professor, Sociology. B.A., University of California, Berkeley; M.A., Stanford University.

Connor, John C.

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

Danner, Arthur S.

Associate Professor, Music. Chairperson, Humanities and Fine Arts. B.M. University of Southern California; M.A., California State University, Los Angeles.

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Assistant Professor, Counseling Services. Counselor. B.A., San Diego State University; M.A., Ph.D., University of Southern California.

- Edwards, Gareth W.**
Assistant Professor, Physics. B.S., California Institute of Technology; Ph.D., University of Colorado.
- Eisman, Shirley B.**
Associate Professor, Art. B.F.A., M.F.A., Otis Art Institute.
- Elcott, Edward W.**
Professor, Political Science B.S., Northwestern University; M.A., California State University, Northridge.
- Elliott, Kathleen G.**
Associate Professor, Psychology-Special Reading. B.S., University of Washington; B.A., M.A., San Diego State University.
- Embrey, Garland M.**
Professor, Psychology. B.A., M.S., California State University, Los Angeles.
- Epstein, Allen L.**
Associate Professor, Mathematics. A.A., East Los Angeles College; B.A., California State University, Los Angeles; M.S., California State University, Northridge.
- Essex, Robert W., III.**
Associate Professor, Library Science and Management and Supervision. Coordinator, Instruction, Evening. B.S., Washington University; M.B.A., M.I.S., University of Southern California; Ph.D., United States International University.
- Eubank, Foster.**
Associate Professor, Microbiology. B.S., M.S., California State University, Los Angeles.
- Fagen, Robert E.**
Professor, Business-Computer Science. B.A., M.A., Ph.D., University of Minnesota.
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Assistant Professor, Afro-American Studies. B.S., California State University, Los Angeles; M.S., M.Ed., Ed.D., University of Southern California.
- Feingold, Carl.**
Professor, Business. B.S., M.S., California State University, Los Angeles.
- Feldman, Paul**
Associate Professor, Counseling Services. Counselor. B.A., University of California, Los Angeles; M.S., University of Southern California.
- Fels, Eugene N.**
Professor, Biology, Coordinator, Instruction. B.A., University of California, Los Angeles; Ph.D., University of California, Berkeley.
- Field, Norman**
Professor, Psychology-Special Reading. B.A., M.A., California State University, Los Angeles.
- Fink, Steven A.**
Assistant Professor, Physiology and Biology. B.S., University of California, Davis; M.A., University of California, San Francisco.
- Fisher, Albert**
Associate Professor, Business. B.S., University of California, Los Angeles; M.B.A., Pepperdine University.
- Fujimoto, M. Jack**
President. B.S., M.B.A., Ph.D., University of California, Los Angeles.
- Gamble, Anthony.**
Counselor to Handicapped. B.A., M.S., California State University, Los Angeles.
- Garber, Kenneth.**
Assistant Professor, Art. B.A., University of Illinois; M.A., University of California, Los Angeles; M.A., California State University, Fullerton.
- Garrett, Norman L.**
Professor, Psychology and Education. A.A., B.A., University of California, Los Angeles; M.A., California State University, Los Angeles; M.A., University of Southern California.
- Glover, Arthur L. Jr.**
Professor, English. Counselor. B.A., University of California, Santa Barbara; M.A., M.Ed., University of Southern California.
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Associate Professor, Physical Education. B.S., M.S., University of California, Los Angeles.
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Associate Professor, Mathematics. B.A., University of California, Los Angeles; M.A., California State University, Northridge.
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- Jackson Cecilia**
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Sumetz, Aaron

Assistant Professor, History. B.A., Wayne State University; M.A., University of Michigan.

Swearingen, Abbie L.

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Winer, Etta (Skyle)

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Winlock, Ruth H.

Professor, Health Education. College Nurse. R.N., Harlem Hospital, New York City; B.S., New York University; M.A., California State University, Los Angeles.

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Zolner, Paul J.

Instructor, Counseling Services. Counselor, Career Center. B.A., M.S., California State University, Long Beach.

ADJUNCT FACULTY

All members of the Adjunct Faculty are Lecturers

Ackley, M.P.

Accounting

Ancheta, B.

Counseling

Anders, B.

Counselor

Adelman, P.

Business

Aguilar, L.

Spanish

Ahmadian, J.

Mathematics

Arnesty, B.

Dental Hygiene

Babcock, J.C.

Physical Education

Bailey, M.L.

Office Administration

Bartholomew, C.P.

Real Estate

Belfiore, P.J.

English

Bellofiore, H.

Accounting

Berger, A.G.

Electronics

Bernstein, E.R.

Real Estate

Besser, D.H.

Real Estate

Bettenhausen, S.J.

Office Administration

Blakely, D.E.

English

Blau, L.A.

Insurance

Blomquist, J.B.

Music

Blum, P.B.,

Business

Bolan, R.S.,

Supervision/Business

Boulware, C.A.

Personal Development

- Bowman M.B.**
Art
- Boyd, R.**
Business
- Brandon, M.E.**
Administration of Justice
- Britvan, J.**
Real Estate
- Brown, R.**
Administraton of Justice
- Burgh, S.J.**
Travel/Finance
- Butoyi, M.A.**
French
- Carter, B.S.**
Office Administration
- Cliff, K.J.**
Child Development
- Collins, P.W.**
Music
- Cook, W.S.**
Mathematics
- Cooper, H.W.**
Electronics
- Corbally, J.R.**
English
- Creadick, T.**
Library
- Cross, S.H.**
Personal Development
- Curry, S.C.**
Administration of Justice
- Danner, W.V.**
Sociology
- Davis, C.I.**
Physical Education
- Delgadillo, J.**
Business Data Processing
- Dietrich, R.D.**
Administration of Justice
- Dolinsky, M.**
English
- Dooley, L.R.**
Business
- Dorsey, D.S.**
Office Administration
- Easton, J.N.**
Art
- Ebert, I.M.**
French
- Eisenberg, M.**
Real Estate
- Elahi, F.**
Real Estate
- Elizalde, L.R.**
Physical Education
- Elliott, T.L.**
Real Estate
- Ellis, C.H.**
Real Estate
- Farmer, J.**
Physical Education
- Farmer, K.B.**
Accounting
- Feiner, H.**
Mathematics
- Fenton, F.H.**
Real Estate
- Festinger, K.**
Music
- Ford, M.S.**
Library
- Foreman, D.**
Personal Development
- Forge, L.L.**
Child Development
- Franklin, A.J.**
Business
- Friedrichs, M.T.**
Spanish
- Fuentes, F.**
Spanish
- Fuller, D.M.**
Business
- Fuller, J.C.**
Real Estate
- Garrido, R.J.**
Accounting
- Gentry, K.W.**
Psychology
- Gertz, S.G.**
Music
- Glasscock, M.E.**
Real Estate
- Gonzalez, A.B.**
Spanish
- Greenberg, H.L.**
Real Estate
- Greenberg, P.N.**
Real Estate
- Greene, L.M.**
English
- Greene, P.A.**
Law/Office Administration
- Greiner, M.T.**
Child Development
- Grispino, J.A.**
Philosophy
- Gross, M.W.**
Art
- Gyllenswan, J.E.**
Engineering, General
- Hackman, V.R.**
Art
- Halushka, D.A.**
Spanish
- Hamren, S.D.**
Recreation
- Harris, T.**
Library
- Harrison, S.J.**
Management
- Henricks, D.G.**
Supervision
- Hildreth, A.H.**
Child Development
- Hill, C.E.**
Law
- Holman, D.L.**
Real Estate
- Holmes, G.W.**
Electronics
- Hopkins, D.A.**
Personal Development
- Jacobs, S.M.**
Business Data Processing
- Jones, H.W.**
Mathematics
- Jones, J.M.**
Mathematics
- Joshpe, D.**
Mathematics
- Kahn, M.B.**
Accounting
- Kahn, M.H.**
Accounting
- Kaposi, T.**
Library
- Kearney, O.F.**
Management
- Kelley, D.L.**
Insurance
- Kim, B.**
Art
- Kirsch, M.L.**
Office Administration
- Kissinger, D.A.**
Office Administration
- Knerr, C.H.**
Finance
- Knight, G.S.**
Health
- Koch, B.A.**
Business
- Krayer, A.**
Dental Hygiene
- Kulman, E.K.**
Special Education
- Kuras, H.C.**
Business
- Lanids, N.T.**
English
- Lanier, W.R.**
Administration of Justice
- Lash-Anderson, S.J.**
Art
- Lawhorn, S.H.**
Health
- Lee, S.L.**
Geology
- Lenier, M.O.**
Psychology
- Levin, L.**
English
- Lewis, T.R.**
Marketing
- Liggett, D.K.**
Physical Education
- Lipton, H.N.**
Management
- Londre, L.S.**
Marketing
- Lordan, P.**
Art
- Loriente, S.M.**
Spanish
- Ludwig, G.**
Management
- MacGregor, C.**
Insurance
- Magnus, M.K.**
Physical Education
- Marsall, J.M.**
Photography
- Matchett, C.R.**
Real Estate
- Matoska, F.D.**
Dental Hygiene
- Matus, M.S.**
Mathematics
- McLaurin, J.W.**
Mathematics
- Miller, P.J.**
Physical Education
- Mitchell, J.A.**
Finance
- Miyata, G.T.**
Mathematics
- Molliconi, H.S.**
Music
- Morse, M.J.**
Mathematics

Musgrave, R.F.
Management/Supervision
Nadler, M.N.
Real Estate
Nash, W.L.
Management
Nelson, C.T.
Accounting/Real Estate
Newman, S.L.
Dental Hygiene
Neufer, J.
Chemistry
Noble, J.H.
Supervision
O'Donnell, M.B.
Business
Olmsted, G.T.
Administration of Justice
Pahl, J.
Mathematics
Parker, W.E.
Fire Science
Parks, G.B.
Real Estate
Paul, M.P.
Insurance
Pauze, L.J.
Physical Education
Ransons, H.J.
Business Data Processing
Rigot, C.M.
French
Ripley, J.B.
Office Administration
Riviere, H.B.
Dental Hygiene
Rodriguez, R.C.
Physical Education
Rose, M.I.
Real Estate
Roth, E.N.
Chemistry
Rottman, R.J.
Supervision
Rowan, E.G.
Real Estate/Finance
Rhodes, A.
Health
Russell, H.J.
Speech
Sanderson, W.L.
Art
Savlov, K.G.
Business
Schall, M.J.
Mathematics
Schimmenti, J.J.
Law
Schneider, R.S.
Child Development
Schneidewind, S.D.
Dental Hygiene
Schoenberg, L.A.
Mathematics
Scott, S.T.
Management/Marketing
Siff, S.N.
Accounting
Simon, L.A.
Real Estate
Smith, D.F.
Business Data Processing
Smith, J.G.
Physical Education

Smith, L.C.
Physical Education
Smith, M.G.
Library
Spurgeon, C.W.
English
Stansbury, B.P.
Business
Stamps, B.L.
Accounting
Starr, D.A.
Business Data Processing
Starr, H.
Real Estate
Starret, E.R.
French
Steinman, J.
Real Estate
Stephens, E.K.
Fire Science
Stewart, D.
Marketing
Sturns, W.
Real Estate
Sullivan, D.R.
Administration of Justice
Sullivan, W.E.
Psychology
Sweeny, G.F.
Fire Science
Swicegood, M.K.
Office Administration
Tapanes, M.U.
Spanish
Tarvyd, E.S.
Oceanography
Thompson, T.I.
Japanese
Thornton, W.P.
Physical Education
Tobolowsky, M.E.
English
Turner, M.
Theatre
Uyeno, R.K.
Accounting
Vorzimer, K.D.
Art
Warlin, J.A.
Broadcasting
Weisel, H.N.
Music
Whittemore, C.R.
Physical Education
Wilcox, T.A.
Music
Willoughby, G.N.
Art
Witt, G.J.
Mathematics
Wood, A.M.
Law
Woods, M.T.
Philosophy
Worth, B.E.
Real Estate
Wynar, S.
Economics
Yen, W.H.
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(1970-1977). Professor Emeritus, English.
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(1970-1975). Professor Emeritus, Speech.
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(1969-1975). Professor Emeritus, French.
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(1969-1974). Professor Emeritus, Spanish.
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(1970-1978). Instructor Emeritus, Art.
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(1968-1975). Professor Emeritus, Business.
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Wolf, Martin C.

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Zeitlin, Herbert

Professor, Education; Dean, Los Angeles Airport College Center. B.S., M.A., New York University; Ed.D., Stanford University.

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Bailey, E., Travel

Barnathan, H., Travel

Barnathan, S., Travel

Bellinari, M.O., Travel

Bellows, N.J., Travel

Benjamin, L., Travel

Berg, E.S., Travel

Braney, M.F., Transportation

Burr, J., Aviation Maintenance Technician

Choy, A.B., Jr., Travel

Clark, H., Recreation

Climmer, A.B., Travel

Coccio, A.J., Travel

Craven, N.W., Travel

Dennis, R., Music

DeVeaux, A., Travel

Faught, F.R., Travel

Fox, J.L., Law

Gustafson, R.E., Health

Hart, R.L., Transportation

Jackson, B.C., Travel

Jick, D.S., Travel

Jick, L., Travel

Kenehan, L.G., Travel

Kerr, R.T., Travel

Lapin, A.J., Travel

Levy, J.A., Travel

Lindholm, E.T., Aviation Maintenance Technician

Marino, T., Aviation Maintenance Technician

Marshall, B.R., Travel

May, R.J., Travel

Mazie, K.C., Aviation Maintenance Technician

Miele, P.F., Travel

Molliconi, H.S., Music

Nichols, R.L., Travel

Partin, L.R., Travel

Paulson, N.L., Travel

Resnick, B.P., Travel

Savery, J.H., Aviation Maintenance Technician

Schwartz, M., Travel

Shell, W.G., Aviation Maintenance Technician

Silverman, R.M., Travel

Stansbury, N.B., Travel

Thompson, B.E., Sr., Travel

Townsend, D.D., Travel

Virgin, W.E., Aviation Maintenance Technician

Warner, R.L., Travel

GLOSSARY OF TERMS

Admissions and Records — The office and staff that admits students and certifies their 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. An application must be filed and processed and an appointment for class registration received before a ticket of admission to a particular class section can be issued.

A.S.B. Card — Membership card of the Associated Student Body.

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

Career Program — A group of courses planned to lead to some competence in a particular field of study and the A.A. degree. Sometimes called a "course of study".

Certificate of Achievement — 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.

Class Section — A group of registered students meeting to study a particular course at a definite time. Each section has a ticket number listed 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.

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 in a given area.

Credit/No-Credit — Completion of a course or program with credit, but no grade, granted.

Deficiency — Grade Point Deficiency: whenever a student's grade point average is less than 2.0; Subject Deficiency: whenever a student lacks a course or courses required for admission, graduation or transfer.

Department — An administrative division of the college which offers instruction in a particular branch of knowledge.



Educational Program — A planned sequence of credit courses leading to a defined educational objective such as a Certificate of Completion 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 section number to reserve a seat in the class and be placed on the class roster.

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

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

Grade Point Deficiency — Possession of fewer grade points than twice the units attempted.

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

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.

Placement Test — Tests given prior to admission which are used to determine the student's assignment to the most appropriate class level.

Prerequisite — A requirement that must be satisfied before enrolling in a particular course. Usually a previous course, a test score or consent of department.

Probation — A trial period in which a student must improve scholastic achievement.

Registration — The process of turning in class tickets obtained at the Registration Station, or, if available, from individual class instructors. See "Application for Admission".

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.

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

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

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

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

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. In general, two clock hours of preparation outside of class are necessary for each unit of class lecture or recitation in academic subjects.

Units Attempted — Total number of units in the course for which a student has enrolled and has received a grade of A, B, C, D, F, Inc., W., or Credit/No Credit.





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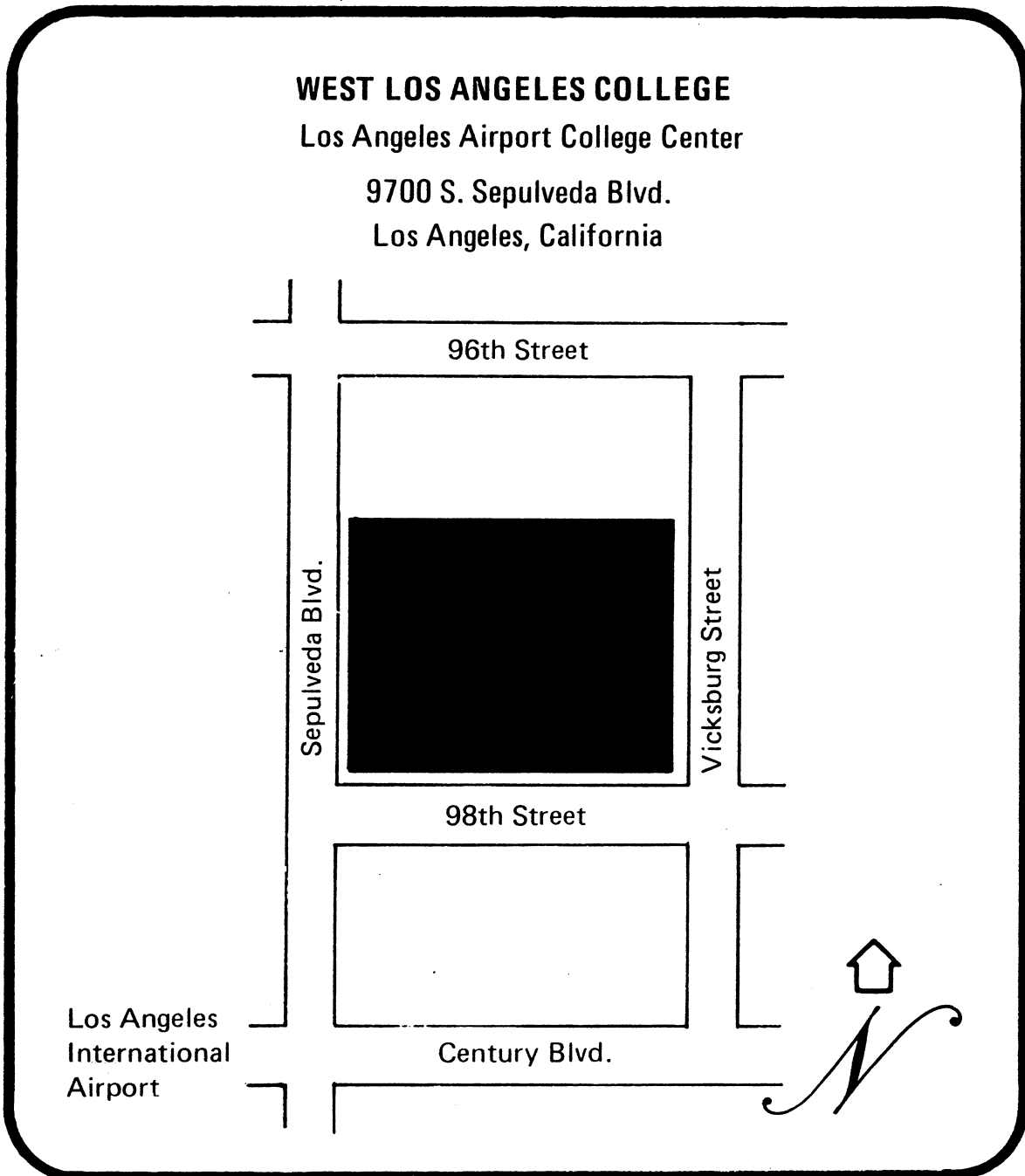
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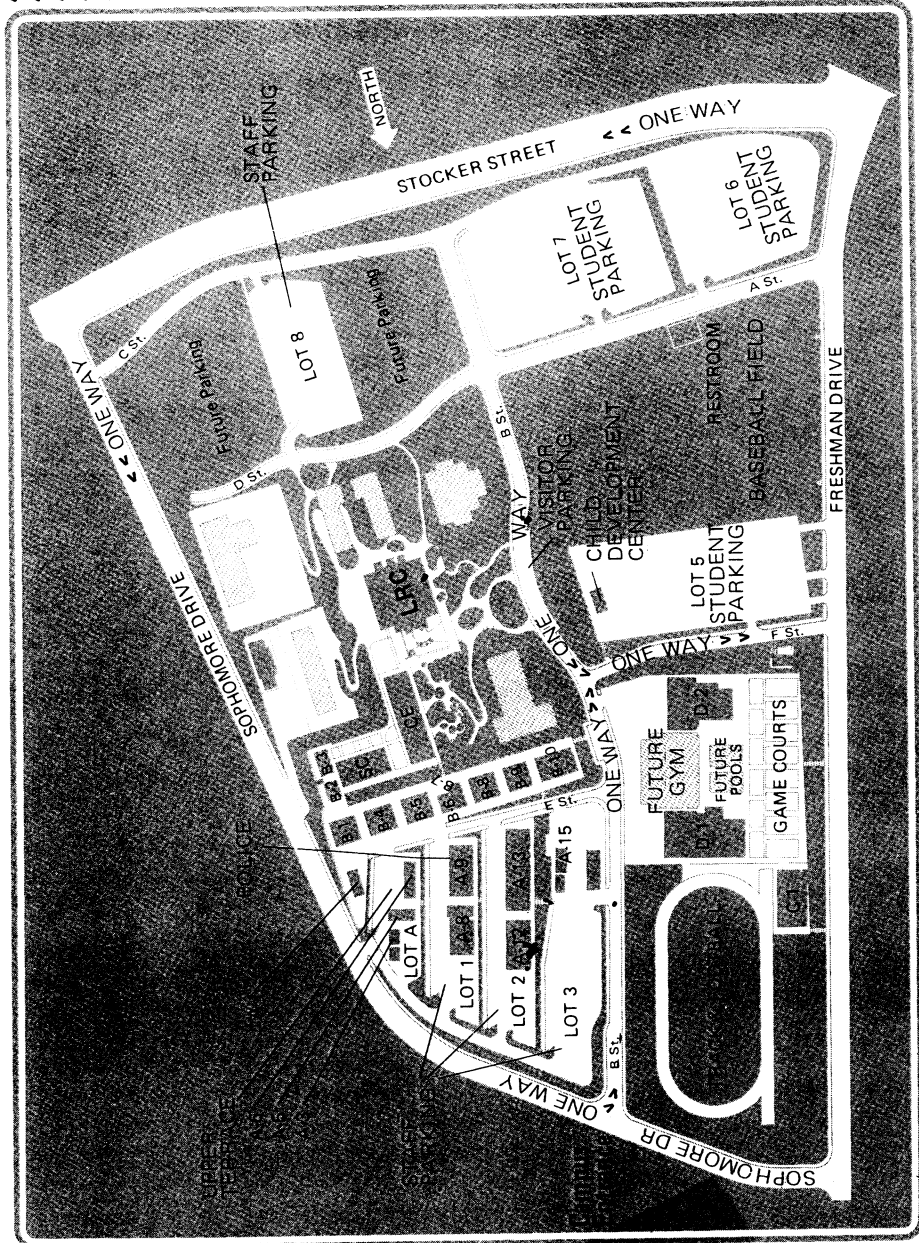
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- D-2 Women's P.E.
- CE Business & Career Ed., Administrative Offices, Computer Center, Faculty Offices
- LRC Learning Resources Center: Indep. Lrng. Resources
- SC Instructional Development, Library, Seminar Center
- Science Center: Life Science Classrooms & Labs
- Child Development Center: Trng. for Students' Children

Future Bldgs.



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