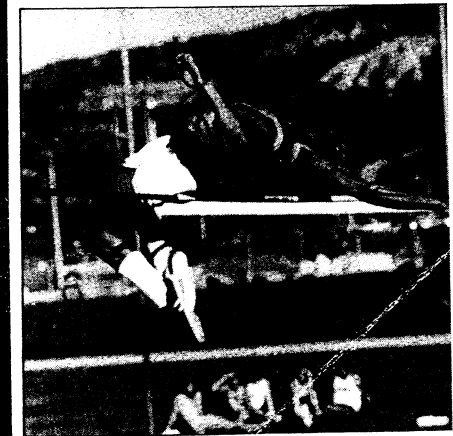
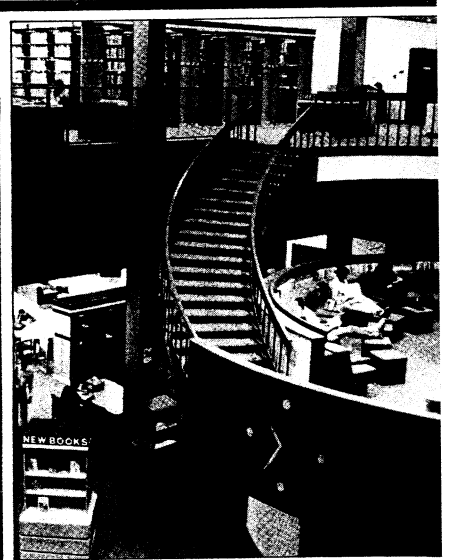
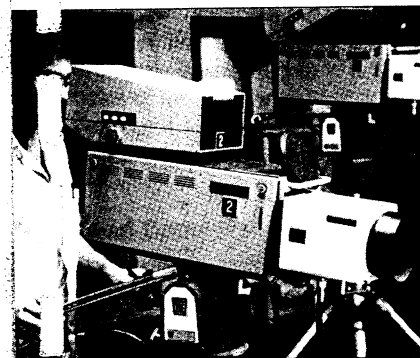


WEST LOS ANGELES COLLEGE



Catalog
1988-89

WEST LOS ANGELES COLLEGE

ACCREDITED BY THE WESTERN ASSOCIATION
OF SCHOOLS AND COLLEGES



ADMISSIONS & REGISTRATION INFORMATION:

(213) 202-5550 or (213) 202-5501

ADDRESS: 4800 FRESHMAN DR.
CULVER CITY, CA 90230

Equal Opportunity Policy

The Los Angeles Community College District is committed to the philosophy of equal opportunity/equal access in all its employment, educational programs and services. Thus, we are firmly committed to a policy of nondiscrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs and activities.

Equal Opportunity Policy Compliance Procedure

In order to insure equal opportunity policy compliance at West Los Angeles College, please direct inquiries to: Affirmative Action Representative, Herman Bacchus, Dean, ext. 465; Title IX/Sex-Equity Coordinator, Dr. Jewel D'Aloia, Counselor, ext. 362; Section 504 Coordinator of Handicap Program, Burt Amos, Handicap Program Enabler, ext. 417; Ombudsperson, Charles Brown, Dean, ext. 333.

In addition, inquiries may also be directed to the District Office of Affirmative Action at (213) 628-7788, ext. 2315.

Política de Igualdad de Oportunidad

El Distrito de Colegios Comunitarios de Los Angeles está consagrado a la filosofía de igualdad de acceso y oportunidad a todos, tanto en trabajo como en programas educacionales y servicios en general. Por lo tanto, nosotros estamos firmemente consagrados a una política indiscriminatoria ya sea por razones de raza, color, nacionalidad, linaje, religión, creencia, sexo, edad, incapacidad, estado civil, orientación sexual o estado militar en nuestros programas laborales y educacionales como actividades.

Procedimiento de Acatamiento a la Política de Igualdad de Oportunidad

A fin de confirmar el acatamiento a la política de igualdad de oportunidad en el Colegio del Oeste de Los Angeles, por favor dirija su indagación al Representante de Acción Afirmativa, Herman Bacchus, Dean, ext. 465; Título IX Coordinadora de Equidad entre los Sexos, Jewel D'Aloia, Asesoramiento, ext. 362; Sección 504 Coordinador del Programa de Incapacitados, Burt Amos, Habilitador del Programa de Incapacitados, ext. 417; Conciliador, Charles Brown, Dean, ext. 333.

Además, se puede llamar a la Oficina de Acción Afirmativa del Distrito (213) 628-7788, ext. 2315.



**LOS ANGELES
COMMUNITY COLLEGE
DISTRICT**

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



1988-89 BOARD OF TRUSTEES

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- Arthur Bronson
- Lindsay Conner
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Assistant Dean of Administration

PRESIDENT'S MESSAGE

As West Los Angeles College begins its 20th year of service to the Westside community, I would like to invite you to join the thousands of past students who have chosen West as the place to begin their college studies. West has helped them and will help you progress toward the accomplishment of your individual goals, both personal and professional.

At West new programs and services are constantly evolving to assist you to meet the challenges of the future — challenges you will face in your work, your community and your home. These programs and services are designed to help you stay up-to-date, to respond to the many pressures and realities that have to be dealt with in this rapidly changing world.

Studies have found that students who are most motivated — and most successful — are those who see the relationship between the academic experience and their future aspirations. At WLAC, we offer counselors who can help you identify and clarify your own reasons for attending college and assist you in determining what you hope to get out of this experience. Our outstanding faculty stand ready to challenge and stimulate you with the excitement of learning. And in this catalog you will read about a variety of academic resources to give you a decided educational advantage.

I invite you to take advantage of all the services this fine college offers you, and to join us as we celebrate West's 20-year anniversary!

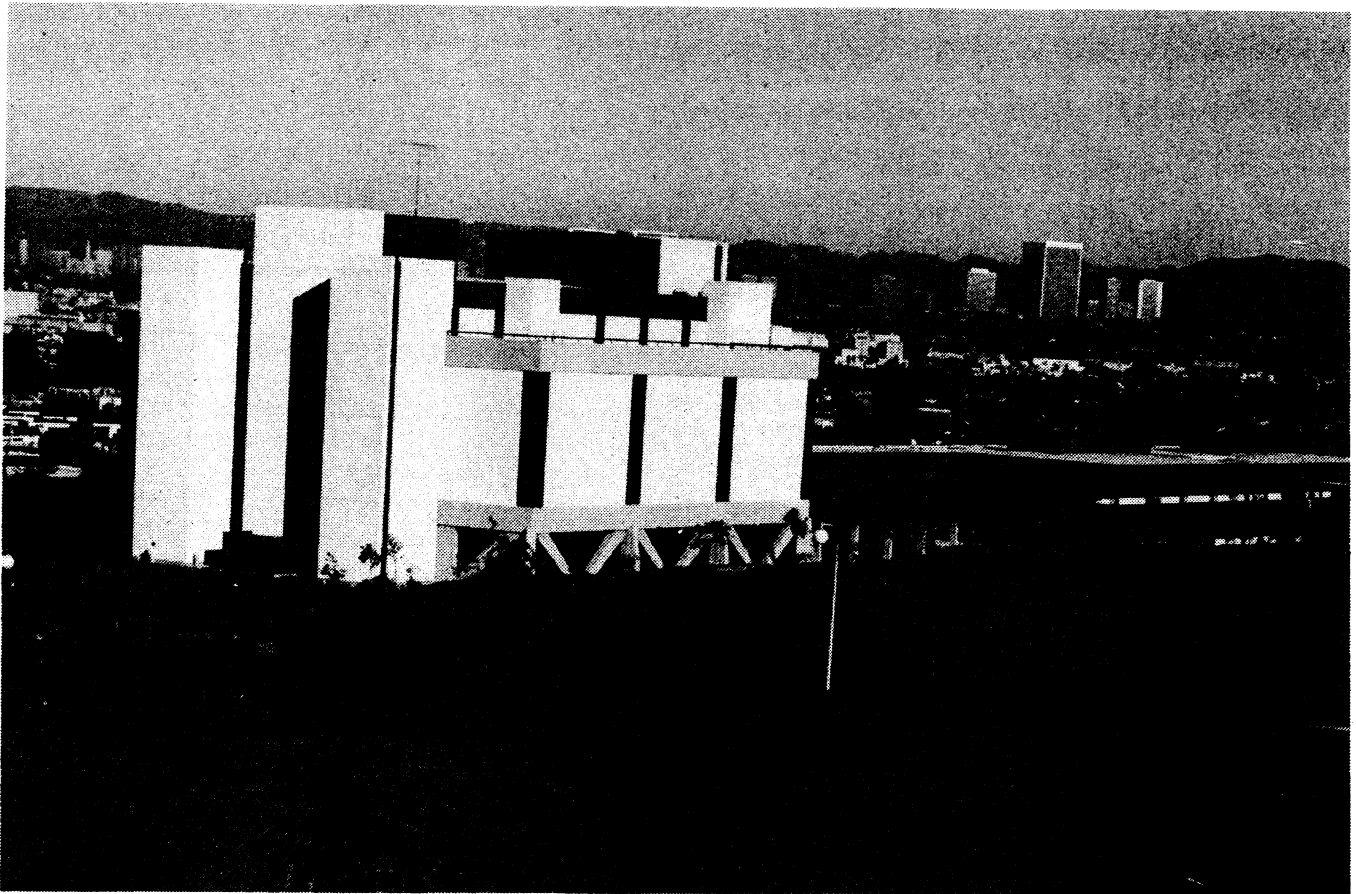
On behalf of West Los Angeles College, I offer you our warmest welcome. May you enjoy great success here.

Sincerely,

Linda M. Thor, Ed.D.
College President

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ACCURACY STATEMENT

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

1988-89 COLLEGE CALENDAR

SUMMER SESSION 1988

Instruction begins for all classes June 27
Summer session ends August 5

FALL SEMESTER 1988

Enrollment for new, continuing, and reentering students
..... August 8-September 10
(excluding September 2, 3 and 5)

Admissions Day — College closed September 2

Labor Day, legal holiday — College closed
..... September 5

Application deadline for "late" enrollment .. September 10

Instruction begins for all classes September 12

Enrollment and non-resident fee refund deadline
..... September 23

Last day to add classes (except via "petition process")
..... September 30

Last day to drop classes without record of classes appearing
on permanent record. Students who drop a class after the
4th week, but no later than the last day of the 14th week will
be assigned a "W" on the permanent record/transcript
..... October 7

Last day to file petitions for graduation and/or certificates for
Fall 1988 October 14

Veterans Day, legal holiday — College closed
..... November 11-12

Thanksgiving holidays — College closed November 24-26

Last day to drop classes December 16

Winter Recess (offices open day only). College closed De-
cember 26 and January 2
..... December 19-January 2, 1989

Martin Luther King's birthday, legal holiday — College closed
..... January 16

Final examinations Fall 1988 semester
..... January 24-February 1

Fall 1988 semester ends February 1

SPRING SEMESTER 1989

Instruction begins for all classes February 6

Lincoln's Birthday, legal holiday — College closed
..... February 13

President's Day, legal holiday — College closed
..... February 20

Spring Recess (offices open day only) March 19-26

Memorial Day, legal holiday — College closed May 29

Final examinations Spring 1989 semester June 8-16

Spring 1989 semester ends June 16

GENERAL INFORMATION

THE COLLEGE

Stand on the main campus of West Los Angeles College on a weekday morning and you'll notice that:

- The campus, set on over 70 acres of rolling hillside, is new, inviting, and beautifully maintained;
- The approximately 9,000 students come from a rich mixture of nationalities and cultures; and
- There's a wealth in academic facilities and skilled instructors dedicated to helping students fulfill their goals.

But there's more to the College than the main campus. Crucial to WLAC is the **Marina Center** at 13953 Panay Way in picturesque Marina del Rey. This full-service center offers a wide variety of classes in a comfortable setting. Typical course offerings include art, foreign language, administration of justice, and business.

Another major component of the College is the **Airport Campus** at 9700 S. Sepulveda Boulevard. Here students find completely equipped shops where instruction meeting Federal Aviation Administration requirements is given in aircraft repair and maintenance. Major subjects offered at this center include aircraft electronics technology, aerospace technology, and aviation maintenance technician electronics.

But more important than facilities: WLAC's students are part of an institution devoted to excellence. Fully accredited by the Western Association of Colleges and Universities, the College offers 25 transfer and 18 vocationally oriented programs. Appropriate curricula are recognized by the American Dental Association and the Federal Aviation Administration. The Learning Resource Center offers state-of-the-art equipment and materials. Instructors employ a wide variety of methods to suit students' diverse learning styles.

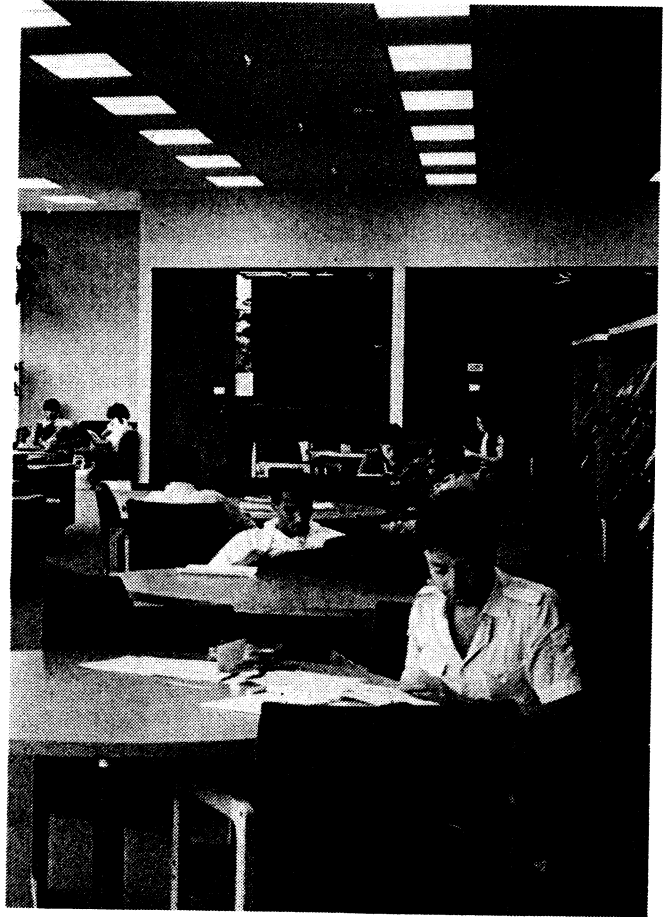
This catalog, the official document of the College, describes the courses, programs, facilities, and services offered by WLAC and the Los Angeles Community College District. (The Schedule of Classes contains current course offerings.) It also contains regulations and recommendations vital to students which should be carefully read. But no document can convey the College's spirit.

The best way to understand what the College offers you is still to come to the campus, enjoy our view of ocean and mountains, sense in this safe and relaxed atmosphere our students' seriousness of purpose, and enroll in that course or program that will enhance your professional and personal success.

EDUCATIONAL PHILOSOPHY

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

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



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

The mission of the Los Angeles Community Colleges is to provide comprehensive lower-division general education, occupational education, transfer education, transitional education, counseling and guidance, community services, and continuing education programs which are appropriate to the communities served and which meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding.

In pursuit of this mission, we endeavor to:

- promote equal opportunity for participation;
- maintain appropriate standards for academic achievement;
- provide an educational environment which meets the needs of students with varied learning skills;
- provide support services which contribute to instructional effectiveness and student success;
- affirm the importance of multi-cultural, international, and inter-cultural collegiate experiences that foster individual and group understanding;
- manage effectively educational and financial resources.

FUNCTIONS OF THE COMMUNITY COLLEGES

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

Transfer. A college transfer program which enables the student who completes two years of study to continue upper division (third year) work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.

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

General Education. A program of general education comprised of associate degree programs and other planned experiences which develop knowledge, skills, and attitudes necessary for the student to be effective as a person, a family member, a worker, and a citizen, thereby enhancing the quality of life for the individual and for the society-at-large.

Transitional Education. A program of remedial and basic skills education for students needing preparation for commun-

ity college level courses and programs; and English as a Second Language instruction for immigrants, foreign students and other students with limited English proficiency.

Counseling and Guidance. A counseling and guidance program incorporating academic, career, and personal counseling and assistance in matters of admissions, financial aid, job placement and student activities; to assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.

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

Community Services. A program of community services offered to meet the needs of the community for vocational and recreational courses, community and cultural events, and civic functions, completely financed by fees charged those in attendance.

Joint Programs. Joint programs with business, industry, labor, education, government and other institutions which are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the District.



ADMISSION AND REGISTRATION PROCEDURES

ADMISSION

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

ADMISSION ELIGIBILITY

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

Persons who do not possess a high school diploma or its equivalent but who meet additional criteria are also eligible for admission if in the judgment 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 and Records.

Readmission

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

Admission on Probation

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

Disqualified Students

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

RESIDENCY REQUIREMENTS

California Residence Requirement

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

District Residence Requirement

At the time of application 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.

Residents of certain college districts outside the Los Angeles Community College District may be subject to enrollment limitations.

Non-Resident

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

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

Residence Reclassification

Students who have been classified as non-residents must petition to be reclassified as residents at any time as they feel their status has changed. The Residence Reclassification form is available in the Admissions Office and must be submitted prior to the semester in which reclassification as a resident is to be effective.

Acceptance Towards Residence

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

Residence Appeal

A student may appeal the residence classification determined by the college. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Admissions Office. The appeal must be submitted in writing to the college Admissions Officer who will forward it to the District Residency Appeal Officer.

Foreign Students/Admissions

West Los Angeles has established an International Student Program as authorized by the U.S. Immigration and Naturalization Service. Under this program, students who are not U.S. citizens and whose previous education has been wholly or partially in a foreign country must apply for admission by filing first with the Foreign Student Advisor in the Counseling Office. Applications for change of status from "B" to "F" must also be reviewed and accepted first by the Foreign Student Advisor.

8 / ADMISSION AND REGISTRATION PROCEDURES

Prospective non-immigrant students (students holding an "F" or "B" visa) must conform to the following procedures:

1. Be over 18 years of age.
2. Demonstrate a sufficient grasp of English to deal with lecture, reading and understanding at the college freshman level. A score between 450-500 on the "Test of English as a Foreign Language" (TOEFL) will meet this requirement.
3. Have adequate monetary funds to cover their entire expenses — tuition, housing, and other living costs.
4. Have a local sponsor who is a permanent resident of the Los Angeles Community College District.
5. Have submitted all required documents for admission by July 15, for the Fall semester, and December 15, for the Spring semester.
6. Plan to arrive at the College at least one week prior to the date of enrollment. The College cannot assure registration unless the student meets these requirements.

TRANSCRIPTS REQUIRED FOR REGISTRATION

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

ASSESSMENT/ORIENTATION

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

All students submitting an application for admission to WLAC are required to complete the WLAC Assessment/Orientation program (including placement in English and some mathematics courses) before they register for classes. This includes all first-time students and all returning WLAC students who have not been in continuous enrollment. In addition, any student planning to enroll in an initial entry-level English or math class will also be required to take this exam.

Assessment exemptions may be granted to the following students:

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

All students seeking an assessment exemption must first see a counselor. **It is strongly recommended that students complete Assessment/Orientation several weeks before their assigned registration date.** This will help to avoid a delayed registration period.

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

The English placement section of the program is used to help determine a student's placement into the most appropriate entry-level English class (English 101, 28, 21, 84, 85 or 86). The result of this examination is recorded on a blue registration authorization card. This registration card must be presented to the Admissions Office at the time of registration by all students taking an initial course in English.

The math portion of the Placement Exam is used to determine a student's place in Math 105 and 115. (For placement in higher level math courses, students should consult with math workshop personnel or with the math department chairman.) Examination results are recorded on green registration authorization cards. This registration card must be presented to the Admissions Office at the time of registration by all students taking an initial course in math.

Chemistry Placement Examination

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

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

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

STUDENT FEES

Enrollment Fee

Section 72252 of the Education Code requires community colleges to charge an enrollment fee of each student enrolling in college. The fee prescribed by this section shall be five dollars (\$5) per unit per semester up to a maximum of fifty dollars (\$50) per semester.

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children Program, the Supplemental Security Income/State Supplementary Program, or the General Assistance Program, the enrollment fee will be waived. For information on the procedure for requesting a waiver, contact the Financial Aid Office prior to the date of your enrollment.

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the College Financial Aid Office. Applications should be submitted as soon as possible.

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children Program, the Supplemental Security Income/State Supplementary Program, or the General Assistance Program, the enrollment fee will be waived. For information on the procedure for requesting a waiver, contact the Financial Aid Office prior to the date of your enrollment.

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the College Financial Aid Office. Applications should be submitted as soon as possible.

Enrollment Fee Assistance

The college offers enrollment fee assistance to students who are unable to pay the enrollment fee. For immediate enrollment fee assistance students should contact the College Financial Aid Office to obtain 1.) an Enrollment Fee Waiver or 2.) an Enrollment Fee Credit.

The Enrollment Fee Waiver is available to students whose families receive AFDC assistance or some form of Social Security benefits. The Enrollment Fee Credit is available to students whose family income and size fall within the following limits:

Number in Household (including yourself)	Total 1986 Family Income (Adjusted Gross Income and/or Untaxed Income)
1	\$ 7,500 or less
2	\$15,000 or less
3	\$16,000 or less
4	\$17,000 or less
5	\$18,000 or less
6	\$19,000 or less
7	\$20,000 or less
8	\$21,000 or less
+	Add \$1,000 for each additional dependent

Enrollment Fee Refund Policy

For full term courses: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that, unless the student must drop a class be-

cause it is canceled or rescheduled by the administration/college. After the second week of classes, the student may drop a course and use the fee to add another class. Therefore, we advise the student to drop and add at the same time. Please note that after the second week of classes there will be absolutely no refunds even when the class added has fewer units than the class dropped.

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

Parking Fee

Parking in areas marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Parking Permit procedures and fee information are available in the Business Office.

Non-Resident Tuition Fee

The 1988-89 tuition fee for non-resident students is \$97.00 per semester unit and must be paid at the time of registration. This fee is subject to change each academic year.

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

Non-Resident Tuition Refund Criteria and Schedule

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

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

Non-resident refunds will be computed as follows:

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

Student Records and Directory Information

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the College. At the same time the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsi-

bility for carrying out these provisions is charged to the College Records Officer, designated by the chief administrative officer on each campus. The Records Officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

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

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

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

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

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

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

Instructional Materials

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

Family Education Rights and Privacy Act

See Student Records and Directory Information.

Affirmative Action

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring,

placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. A vigorous Affirmative Action Program will be maintained to ensure appropriate utilization of certain protected groups in specific areas and levels within the District workforce through the implementation of specific result-oriented procedures and activities (Board Rule 101301).

Inquiries regarding Affirmative Action at West Los Angeles College should be directed to the College Affirmative Action Representative, Herman Bacchus, Dean, ext. 465.

Social Security Number

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

Transcripts

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

A student or former student shall be entitled to two free copies of the transcript of his or her record or to two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$1.00. Students may request special processing to expedite their request for an additional fee of \$5. This option is subject to the college's ability to provide this service. Requests for transcripts or verifications may be obtained in the Office of Admissions. Transcripts from another institution are not available for copying.

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



STUDENT AFFAIRS

COUNSELING AND GUIDANCE

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

Academic Advisement

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

Assessment Center

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

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

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

Career/Life Planning Center

The Career/Life Planning Center (in the B5 building) provides counseling services focusing on career, employment, and personal changes. In addition, it offers educational planning and college entry assistance to students and the community.

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

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

Center for New Options

Specializing in the concerns of mature men and women who are attending the College after a break in their education, the Center for New Options (in the Student Services building)

provides academic, personal, and career counseling. In addition, it offers referral information, workshops, films, a resource library, a variety of special interest programs, and a place to relax. Further information is available at 836-7110, ext. 353.

EOP&S

The EOP&S Program offers to the student who meets the State's eligibility requirements a variety of services. The EOP&S package of counseling, tutoring, book & supply vouchers, peer advisement and other support services is designed for the student with an income disadvantage. EOP&S is an omnibus program whose broad purpose is to concentrate resources and present opportunities to its student clientele.

PASS +

PASS + (Programs of Academic Support Services) is a special student support program for first generation college students who are in need of services to ease the transition into college life. Special emphasis is one to one counseling, tutorial assistance and emotional or stress related problems. Contact Mrs. L. Henderson at 836-7110 ext. 250 for information.

FINANCIAL AID

Goal

The goal of the financial aid is to provide access to various types of post-secondary education for those who otherwise would be unable to start or continue their schooling and/or training. Through loans, grants, scholarships and part-time employment, needy students are provided monetary assistance to meet the basic cost of educational expenses.

Financial Aid — What is it?

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

Who Can Apply?

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

1. Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has a I-151 or I-551 (Alien Registration Receipt document) from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
2. Show that they have financial need.
3. Be enrolled at least half-time (6 units).
4. Be making satisfactory progress in a course of study.

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5. Must not be in default on a Perkins Loan (formerly National Direct Student Loan), Guaranteed Student Loan, or California Loans to Assist Students (CLAS) at any school the student attended.
6. Must not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant (SEOG) or State Student Incentive Grant (SSIG).
7. Be registered with the Selective Service if required to do so.
8. Students who are admitted on a basis of Ability to Benefit (non high school graduate) must provide a college counselor recommendation. Continuing financial aid students do need to resubmit this information.

When To Apply

PRIORITY DATES: Summer School Financial Aid

May 15, 1988

Fall '88 & Spring '89 semesters

June 17, 1988

PELL GRANT DEADLINE — May 1, 1988

CAL GRANT DEADLINE — March 2, 1988

Students who miss the priority deadline dates are encouraged to apply as surplus funds may be available.

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

Supplemental Educational Opportunity Grant (SEOG)

The SEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. SEOG awards range upward from \$200 to \$4000 per year. SEOG is available for as long as it takes to complete the first undergraduate degree within the time frame coinciding with the LACCD's Satisfactory Progress Standards. When students apply for financial aid, they will automatically be considered for this program based on eligibility requirements and packaging policies.

All applicants must file Student Aid Application for California in order to be considered.

Extended Opportunity Program and Services (EOP&S)

This is a state funded program designed primarily for the recruitment and retention of students affected by language, social and economic disadvantages. To be eligible, the family income for a dependent student must not exceed \$17,000 for a family of four, plus or minus \$1,000 for each additional or less dependent. All students must demonstrate exceptional need and enroll in a minimum of 12 units.

EOP&S Programs provide services and in some cases grants and/or workstudy. Interested students should check with the campus EOP&S office for additional information.

Bureau of Indian Affairs Grant (BIA)

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

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

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

Applications are available through the U.S. Department of Interior, Bureau of Indian Affairs, Education Branch, 2800 Cottage Avenue, Sacramento, CA 95813.

The State Government: The Cal Grants

The State of California, through the Student Aid Commission, sponsors several grant programs for undergraduate students.

These include Cal Grants, Bilingual Teachers Grants and a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty.

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

Cal Grant A

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

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

To be eligible for a new (first-time) CAL GRANT A, a student may not have completed more than six semester or nine quarters of college study, and must be enrolled for at least 6 units of course work.

To apply, student must submit a CAL GRANT A Supplement and the Student Aid Application for California by the deadline date.

Cal Grant B

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

At a community college grants can range from \$500 to \$1280 per academic year. Students must be enrolled in at least 6 units to be eligible.

To apply, students must submit a CAL GRANT B Supplement and the Student Aid Application for California by the deadline date.

Cal Grant C

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

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

To apply, students must submit a CAL GRANT C Supplement and the Student Aid Application for California by the deadline date.

The deadline to apply for the state grant programs is the February prior to the academic year in which the student intends to enroll. The forms are available from the campus Financial Aid Office.

Bilingual Teacher Grant Program

These grants are administered by the California Student Aid Commission (CSAC) and are for students enrolled in a State Chancellor's Office approved program leading to bilingual certification. All applicants must be certified by the educational institution at which they enroll as having demonstrated, upon entry, sufficient oral proficiency in the target language and culture.

All BTG awards are based upon financial need as determined by the Student Aid Commission. The maximum award for a full-time student is \$3,565 per academic year, excluding summer sessions. Students in an accelerated program may qualify for summer financial assistance. The BTG is renewable for a maximum of four years of full-time assistance or an equivalent part-time frame, provided that the financial need continues to exist.

Scholarships A variety of on/off campus scholarships are available through an application process. Students are encouraged to secure a copy of scholarship booklet from either the Financial Aids office or the Dean of Students and College Relations Office.

Awards are given in June, each year. Application deadline is in April. For additional information, contact the Dean of Students and College Relations' Office.

Financial Aid Programs

Loans (Monies which must be repaid)

A WORD OF CAUTION ABOUT LOANS: It takes time for a loan application to be processed by the school, lender, and the government. It may be two to three months after an application has been accepted before the student receives the money. Students loan checks are delivered to the student after enrollment has been verified. Students should not plan to use the loan money to pay pre-registration fees, or non-resident tuition unless these fees are deferred.

1. *Perkins Loan (Formerly National Direct Student Loan NDSL)* — This loan is long term loan repayment program to help student with exceptional need meet their educational expenses. Student may borrow up to \$4500 at a community college and up to \$9000 to complete their undergraduates degree. A Perkins Loan is available to students showing exceptional need who also hold a Bachelor's Degree as long as they haven't previously borrowed the program maximum of \$18,000 including loans borrowed for undergraduate study.

Repayment of the Loan: Repayment status begins nine months after the borrower graduates, withdraws, or ceases to be at least a half-time student and ending ten

years and nine months after such date. During the repayment period, five percent interest is charged on the unpaid balance of the loan principal.

2. *California Guaranteed Student Loan (CGSL)* — The California Guaranteed Student Loan program helps students from both low and middle income families. The interest rate on these loans is eight percent. Students with outstanding 7% GSL's will continue borrowing at that rate. The federal government pays the interest while the student is enrolled at least half-time in an eligible educational institution and for a six month grade period afterwards.

These loans are available through participating banks, savings and loan associations, and credit unions to California residents or non-residents who will attend a Los Angeles Community College and also, to California residents who attend institutions outside of California for the period of enrollment in school. The loans are guaranteed by the State of California and reinsured by the federal government. In order to apply, applicants must submit a student aid application for California (SAAC). The maximum amount that any student may borrow is \$2,625 per year. To be eligible, a student must be enrolled in at least a half-time basis. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school.

The school which the applicant will attend will be required to fill out Part B of the application before the bank can finish processing the application.

3. *California Loans to Assist Students (CLAS)*. As with CGSL, the California Loans to Assist Students are made by banks, Savings and Loan institutions, and Credit Unions. Unlike the CGSL, borrowers must begin to repay the loan sixty days after receiving the check. The interest rate on CLAS loans varies periodically from 12 to 14 percent.
4. *Emergency Loans*. Most colleges within the Los Angeles Community College District offer emergency loan funds to students who face temporary financial emergencies. Contact the college Financial Aid Office for information about the availability of the program and the eligibility criteria.

PART-TIME EMPLOYMENT

College Work Study Program (CWS)

The CWS program is a Federal program which enables a student to earn part of his or her financial aid award through employment. To be eligible, a student must be a U.S. citizen or permanent resident, enrolled in at least six units and maintain good academic standing while employed under the program. There is no maximum award for the school year. Hourly wages vary with the type of work and the student's experience. Work study is also available for students qualifying for financial aid during the summer.

Law Enforcement

Personnel Dependents Scholarships

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

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

Board of Governor's Grant (BOGG)

The California Community Colleges is offering the Board of Governors Grant (BOGG) which offers 3 ways to help low income students pay the enrollment fee. The BOGG is a grant program and does not require repayment. It is not tied to any other financial aid programs so it can be processed quickly. BOGG applicants do not have to be enrolled in a specific number of courses and it pays the enrollment fees for the academic year and summer sessions.

To be eligible a student must:

- Be a California resident and
- Be already qualified for financial aid, such as a Pell Grant a Cal Grant, or assistance from EOPS, or
- You or your parent/guardian is a recipient of AFDC (Aid to Families with Dependent Children), or SSI (Supplemental Security Income, or General Assistance/General Relief/or
- Meet the following income standards:

Number in Household (including yourself)	Total 1986 Family Income (Adjusted Gross Income and/or Untaxed Income)
1	\$ 7,500 or less
2	\$15,000 or less
3	\$16,000 or less
4	\$17,000 or less
5	\$18,000 or less
6	\$19,000 or less
7	\$20,000 or less
8	\$21,000 or less
+	Add \$1,000 for each additional dependent

GRANTS

Pell Grant

The Pell Grant is a federally funded program. The grant cannot exceed one-half of the student's cost of education. To be eligible, an applicant must be an undergraduate student enrolled in at least 6 units each semester and demonstrate financial need. Grants range from \$200 to \$1290 per academic year for Los Angeles Community College District students with additional funds available for non-residents to help cover tuition costs. The amount of the award, as determined by the Pell Grant Program, is in most cases based on the 1986 income and current asset information provided in the application.

Students who want to apply for the Pell Grant and other federal financial aid programs should use the Student Aid Application for California (SAAC) form to apply for the grant, while those who apply for only the Pell Grant must use a special Pell Grant application called Application for Federal Student Aid.

Pell Grant Special Condition Application

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

- Death
- Separation or divorce
- Loss of a job
- Loss of non-taxable income or benefits

Students can file a special Condition Application that will take into account the above factors thereby possibly qualifying the student through the easier mechanism. The Special Condition Application gives specific details about the circumstances that allow students to complete it. Only if one of these conditions apply can the student file this form. These circumstances differ slightly depending on whether the student is "Independent" or "Dependent."

Determining Financial Need

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

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

Satisfactory Academic Progress Policy

Standard of Satisfactory Progress

All standards must be met by all students in order to receive financial aid.

Educational Goal/Objective

Each student must have an educational goal or objective that can be met at this college. An educational goal/objective is defined as:

1. Enrollment in a course leading to an Associate of Arts or Associate of Science Degree, or
2. Enrollment in a course leading to a Career Certificate upon completion, or
3. Enrollment in a transfer leading to a baccalaureate degree program.

Ability to Benefit

Students who have a high school diploma or General Educational Development certificate (GED), or who have passed a high school proficiency examination, have demonstrated the ability to benefit from a college education in accordance with applicable federal regulations.

All other students must demonstrate their ability to benefit by satisfying one of the following criteria also found in federal regulations:

1. Provide verification of receipt of GED by the end of the first year of policy of the Los Angeles Community College District is to provide financial aid to those eligible students who are achieving satisfactory progress toward a specific educational objective. The establishment of such an objective, achievement of passing grades, and completion of courses leading to the objective are the responsibilities of the student. The assessment of satisfactory progress is the responsibility of the college. The mandate for this policy is 34 Code of Feder-

al Regulations: 668.16(3)1, 674.9(a)(5)(d), 675.9(a)(5)(e), 676.9(a)(5)(d), 690.75(a)(2) and 177.201(a)(1)(i).

I. **Standards** A student is eligible for financial aid and is making satisfactory progress when he or she meets all of the following:

A. Defines his or her purpose, intent or goal by filing with the college a specific educational objective identifying a degree, a certificate, or intent to transfer to another school. This objective must be declared before aid is awarded.

Certification of ability to benefit must also be obtained by the student if he or she is not a high school graduate and does not have a certificate of General Educational Development (GED) or its equivalent.

B. Attains or completes degree objective within six (6) semesters or its part time equivalent. Programs with prerequisites or other requirements as stated in the catalog are exempted from this limit. Example: Nursing program.

C. Completes more than fifty percent (50%) of units attempted during the previous semester with a 2.0 (C) average. In addition, a minimum of six (6) units must be completed each semester.

For financial aid purposes, "units attempted" is defined as classes enrolled in as of the beginning of the fifth (5th) week or later of each semester.

D. Maintains a cumulative grade point average of at least 2.0.

II. **Application of the Standards**

The satisfactory progress standards are applied:

A. Upon publication of grades by the Records Office.

B. Prior to the first disbursement of the academic year for continuing or returning students.

C. Prior to the first disbursement of each term for students on probation.

Adjustments of awards (other than Pell Grants) for unit changes will not be made during a term unless the student falls below six units. If the student reduces units during an aided term, the satisfactory progress standards will be applied on publication of grades to determine if the student has maintained eligibility.

For the Guaranteed Student Loan Program (GSLP) progress is assessed at the time the GSL application is certified by the Financial Aid Office.

All transfer students from institutions outside the District colleges will be on probation for the initial semester unless prior satisfactory progress can be documented.

III. **Roles and Responsibilities**

A. The assessment of satisfactory progress as a condition of financial aid eligibility is the ultimate responsibility of the college. The Financial Aid Office will work in conjunction with the college to assess student progress as quickly and efficiently as possible.

B. The counseling department assists financial aid applicants with development of educational objectives, plans or with recommendations of ability to benefit.

C. The Financial Aid Office notifies students of their financial aid eligibility, the basis for the determination, procedures for appeal and reinstatement of aid.

D. The Financial Aid Office, with assistance from the college, publicizes the satisfactory progress standards. This is accomplished by publication in any of the following: Financial Aid Handbooks, Consumer Information, Brochures, College Newspapers, College Catalogs or Flyers.

IV. **Probation and Disqualification**

A. A student who fails to meet the satisfactory progress standards is permitted one aided probationary semester (except under the GSL program) in which to meet the standards unless he or she has completed six (6) or more full time semesters or its equivalent.

B. A probationary student at one college will be considered probationary at all other District Colleges.

C. A probationary student is disqualified when he or she does not meet all the standards stated in Section I by the end of the probationary semester.

V. **Appeals**

A. A student may appeal Financial Aid disqualification by submitting a written appeal to the Financial Aid Office. The appeal must contain the reasons for appeal and other facts and documents which the student believes are applicable.

B. A student who is subject to disqualification and who has a cumulative GPA of at least 1.75 may appeal through the appropriate channels as described in item V.A. above.

C. The Financial Aid Office or college representative reviews the appeal and responds with a written decision to the student.

D. The student may further appeal items outside of regulation controls through appropriate channels as described in the College Catalog.

VI. **Reinstatement**

A disqualified student may be reinstated by meeting all of the standards in Section I or by the appeal process described in Section V.

VII. **Concurrent Enrollment**

Students who receive aid for aggregate enrollment under a consortium arrangement are assessed for satisfactory progress on the aggregate academic record. The student is responsible for providing required records upon completion of the enrollment period.

VIII. **Course Incompletes, Repeats and Credit By Examination**

A. Requirements for course incompletes and course repeats must be satisfied in accordance with the standards described in the College Catalog.

B. Credit-by-examination courses cannot be used for receipt of aid.

Additional Information

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

Veterans Services

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

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

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

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.

Withdrawals

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

Overpayments to Veterans

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

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

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

Social Security Benefits

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

STUDENT SERVICES

Bookstore

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

Hours

The Bookstore is open from 7:45 a.m. to 7:15 p.m. Monday through Thursday and from 7:45 a.m. to 4:00 p.m. on Friday. Telephone 202-5560 or 836-7110 x381.

Buy Back Policy

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

Availability of Used Books

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

Child Development Center

The Center is a nurturing place for preschool children of WLAC student-parents, providing parents a low cost, safe learning environment for their preschoolers. The well-equipped facility operates under the supervision of certificated faculty. Hours of service are from 8:00 a.m. to 3:00 p.m., Monday-Friday. (Children's services are provided by a Vocational Education Grant on Monday and Wednesday evening from 6:00-10:00 p.m. Children ages 3-12 years accepted.)

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

Children are eligible from two and a half years through five years of age, if they are toilet trained and in good general health. Children must attend a minimum of two sessions a week. Fees are based on a sliding scale ranging from 35¢-\$2.00 an hour.

Applications are available in Counseling, and in the Center, which is located in parking lot 5. For more information call 836-7110, Ext. 357.

Food Service

Breakfast, lunch, and snacks are available in the College Cafeteria located on the campus upper terrace. Hours are 7:00 a.m. to 1:30 p.m. Monday through Friday.

Services for the Handicapped

Students who have special needs because of a physical, communication, or learning disability are invited to visit the Counselor for Disabled Students or the Handicap Enabler,

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

Immunization Policy

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

Housing

The College does not provide residence facilities on campus. Rooms and apartments are available in nearby communities. Housing information is available in the Student Information Office (Campus Center), and some assistance in securing housing is provided by the EOP&S office.

Job Placement Services

A student graduating from West Los Angeles College is entitled to use the job placement services of any of the other Los Angeles Community Colleges.

Campus Procedure

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

Parking Areas and Transportation

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

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

WLAC is served by Culver City Bus Lines 3 and 4, which connect with Southern California Rapid Transit District buses. The College can be reached from the San Diego Freeway north and south by exiting at the Jefferson Boulevard off-ramp. It can also be reached from the Santa Monica Freeway east and west by exiting at the Overland off-ramp and proceeding south to Freshman Drive.

Parking Lot Disclaimer

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

Safety and Police Services

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

The Police Department is located adjacent to the Dental Hygiene building (A9). The office is open from 8 a.m. to 10 p.m. The College Police are on campus 24 hours a day, throughout the year. The Police Department handles civil and

criminal complaints and illness and injury problems. The Police also provide a lost and found service, an auto service, parking decals and general assistance relating to information about the campus. Telephone 836-7110 x314 or 315.

STUDENT ACTIVITIES

Student Government/Associated Students Organization

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

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

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

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

EXTRACURRICULAR ACTIVITIES

Qualifications for ASO Officers (Administrative Regulation E-22)

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

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

Administrative Regulation E-22

A student cannot be a candidate for ASO office if he or she has served more than four semesters in a student government elected and/or appointed office, or in any office or position where he or she voted on the expenditure of ASO funds in any college.

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

All students running for office or voting for the student officers must be paid members in good standing in the Associated Students Organization at the college where the election is being held.

A student officer or a candidate for office must be actively and continuously enrolled, attending and successfully completing classes in a minimum of nine units (Day Students), or six units taken solely in the evening and/or on Saturday (Evening Students), with a cumulative and current GPA of 2.0 at the

College during the semester in which the student government office is applied for or held. All units must be taken at the college where the office is sought or held. Student officers reducing units below the required number will be required to forfeit their student offices. Unit checks will be made to assure that students maintain eligibility at least every five (5) weeks.

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

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

Student Trustee Election Procedure

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

The process contained in Regulation E-78 provides for a thorough evaluation of the candidates' qualifications and insures an equal opportunity for any individual from any District college campus to seek the position of student representative to the Los Angeles Community College District Board of Trustees.

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

1. Be residents of the District.
2. Be currently enrolled at a District college.
3. Be enrolled in at least 5 units.
4. Plan to continue as a District resident and enrolled as a District student through the one-year term of office.
5. Have completed a minimum of 12 units.

For further information, contact the Office of the President.

Student Clubs and Organizations

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

In conformity with the California Education Code, the only recognized clubs are those chartered by the Executive Council. Thus, the College assumes no responsibility for activities of unchartered groups, including off-campus social organizations that consist of students or former students. Membership in secret organizations is prohibited by state law.

Colors and Nickname

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

Publications

College Newspaper

The College newspaper is published as a learning experience, offered under the College journalism instructional program. The editorial and advertising materials published by the

newspaper, including any opinions expressed, are the responsibility of the student newspaper staff. Under appropriate State and Federal court decisions these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. Accordingly, materials published, including any opinions expressed, should not be interpreted as the position of the Los Angeles Community College District, the College, or any District or College officer or employee.

Campus Newspaper

The "Oiler" is the newspaper which serves the more than 9,000 students, faculty, administrators and classified staff who make up the West Los Angeles College community. The "Oiler" is produced principally as a vehicle to convey — by means of news, feature articles, photo coverage and commentary — what is significant to members of the collegiate community.

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

Intercollegiate Athletics and Eligibility

West Los Angeles College is a member of the Western States Athletic Conference along with Bakersfield College, Glendale College, Los Angeles Pierce College, Los Angeles Valley College, Santa Barbara City College, Ventura College, Compton College, Moorjack College, and Santa Monica College. Intercollegiate athletic competition is offered in football, basketball, volleyball, tennis, cross country, track/field, golf, and baseball.

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

STUDENT CONDUCT

Standards of Student Conduct

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

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

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

Board Rule 9803.10

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

Board Rule 9803.11

Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

Board Rule 9803.12

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

Board Rule 9803.13

Unauthorized entry to or use of the College facilities.

Board Rule 9803.14

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

Board Rule 9803.15

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

Board Rule 9803.16

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

Board Rule 9803.17

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.

Board Rule 9803.18

Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

Board Rule 9803.19

Use, possession, distribution, or presence on a campus or at any college-sponsored function while under the influence of alcoholic beverages, narcotics, or other dangerous drugs, such as marijuana and lysergic acid diethylamide (LSD), except as expressly permitted by law.

Board Rule 9803.20

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

Student Responsibility

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

Smoking Policy

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

Recording Devices

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

Sexual Harassment Policy

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

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

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

A copy of the District Sexual Harassment Policy and Procedures may be obtained in the College Student Affairs Office. Inquiries regarding the Sexual Harassment Policy should be directed to the College Title IX/Sex-Equity Coordinator, Dr. Jewel D'Aloia, Counselor, ext. 362.

Student Discipline Procedures

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

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

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

Student Grievance Procedures

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

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

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grievance Procedures, contact the Office of the President, ext. 324/325.

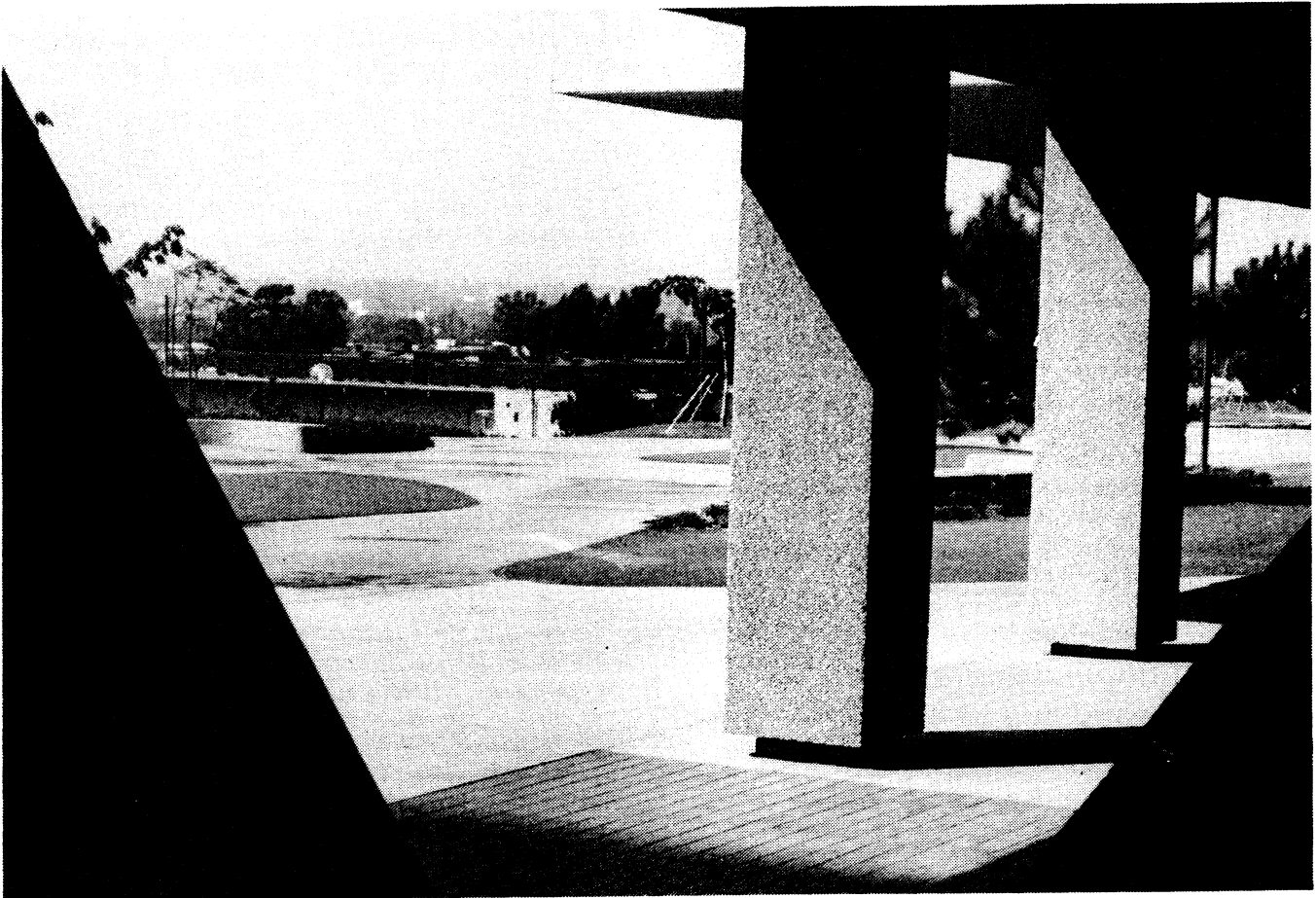
Campus Procedure

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

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

Role of the Ombudsperson

The President of each college appoints a person to assist the students with their grievances. This person's responsibility is to help the student informally to reach a resolution. If an informal resolution is not obtained, the Ombudsperson will help the student to prepare a case and present it to the Grievance Hearing Committee. The student can obtain the college Ombudsperson's name and telephone number from the President's Office, ext. 324/325.



ACADEMIC RESOURCES

FACILITIES

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

Instructional Center

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

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

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

Learning Resources Center/Library

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

The book collection of over 57,000 volumes includes the Main Collection (which circulates for two weeks), and the Reserve Book Collection (circulating for shorter periods), containing materials needed for special class assignments and a special collection of paperback books.

Over 300 subscriptions of magazines, journals, and newspapers are currently received, with back issues available on microfilm and microfiche. Audio cassettes, cassette players, microfiche, and microfiche readers are available for circulation.

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

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

The Library has facilities to match all learning styles, with private study booths, group study and conference rooms, and lounge-like open areas. Typing rooms, with both manual and electric typewriters, and photocopy machines are available. Hours of operation for the Library are 7:45 a.m. to 8 p.m. Monday through Thursday, 7:45 a.m. to 2:00 p.m. Friday and 10 a.m. to 2:00 p.m. Saturday.

Computer Center

The College operates a completely equipped Data Center available to its students. The Data Center utilizes on-line hardware running the three most commonly used systems: MS-DOS, CP/M, and Unix. Hardware currently utilized includes 16 networked IBM-PC's, 30 independent IBM-PC's, an IBM-AT and Multi-user WICAT, Altos, and Alpha-Microsystems.

This hardware supports all of the commonly used programming languages including APL, Assembler (Intel 8086 and Motorola 68000), BASIC, C, COBOL, FORTRAN, PASCAL, and RPG (IBM system 34 version). Commonly used software packages, such as Symphony, Dbase III, Supercalc, and WORDSTAR are available for student use.

The Data Center is available for student use Monday through Saturday and is staffed by college employees and student tutors.

Language Lab

Located on the first floor of the LRC, the Language Lab houses six micro-computers which enable students to test and drill themselves in grammar and vocabulary. Its video cassette decks and monitors allow students to screen instructional videos, including programs issued by foreign governments as well as those prepared by university or private companies — all using "state-of-the-art high technology". These "multiple delivery technologies" complement the lab's audio cassette decks, which provide a more traditional mode of language instruction.

Typing Center

The College's Typing Center provides 40 single-element Royal typewriters with Kodak projectors and headphones presenting slide and cassette tape instructions for each step of beginning, intermediate and advanced typing on a self-paced basis. Students attend five hours per week for Office Administration course credit on an open-entry, open-exit, modularized basis. The Center is open M-F from 8:30 a.m.-1 p.m. and M-Th from 5:30-8:30 p.m.

Electronics Laboratory

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

Aviation Facilities

While receiving training in hydraulic system troubleshooting, sheet metal repairs, covering and finishing, welding, and alignment and rigging of aircraft, aviation maintenance students have access to Lycoming, Continental, and gas turbine engines. An excellent ignition and fuel metering systems

laboratory and a propeller and lubrication shop are also available. Aviation Electronics students use a repair station and three well-equipped laboratories as they work through their hands-on, modularized sequence of courses.

Dental Hygiene Facility

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

Word Processing Laboratory

Word processing students have access to the IBM Displaywriter and the IBM-PC, including the following software packages: Displaywriter, Multimate, PFS Write, and WordStar.

ACADEMIC ASSISTANCE

Tutorial Services

A campus-wide, free Tutorial Services Program provides assistance in many subjects, including study skills and test-taking. Arrangements may be made for individual and group tutoring (by instructor-certified tutors) during day and evening in LRC-138. This personal tutoring program is supplemented by the Computer-Assisted Instruction Center in LRC-124, offering Apple II+ and microcomputers and instructional software in a host of subjects. The center is also available to those proficient in WordStar or Applewriter who wish to use microcomputers for essay writing. These services are jointly sponsored by the Academic Affairs and the Student Services Office.

Workshops

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

INSTRUCTIONAL ALTERNATIVES

Instructional Television (ITV)

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

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

Students enroll by mail, complete reading and study assignments, attend seminars held on weekends at a Los Angeles Community College near their home, and take a midterm and

final exam. A full-time Los Angeles Community College instructor is assigned to each telecourse.

Interested students are invited to visit the Instructional Television office at Los Angeles Valley College, 5800 Fulton Avenue, Van Nuys, California 91401, or call (818) 901-8935 or (213) 488-0447 for registration information.

International Education Program Study Abroad Classes

College credit classes are offered for the Los Angeles Community College District by the International Education Program. With instructors selected from all nine colleges in the District, classes are taught in over twenty countries around the world. Scheduled at various times throughout the year, opportunities for study currently include Spanish language, history, and art instruction in Mexico and Spain, French in Paris, German in Munich, Italian in Italy, Portuguese in Brazil, ecology in the Caribbean and Mexico, art and theater in Europe, music, humanities and child development in England, cinema in France and travel familiarization in the South Pacific. On-site investigations of the history and culture of other nations provide students and their instructors with some of the best educational experiences of their lives. The LACCD is a member of California Colleges for International Education, a consortium of colleges offering semester programs in Paris, England, Germany, Mexico, China, Japan, and Spain. The International Education Program also cooperates with the Community Services Program at District colleges in offering non-credit travel study programs.

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

Flexible Scheduling of Classes

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

Modular Classes

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

Evening Classes

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

Outreach (Off-Campus) Credit Classes

Serving students who cannot attend classes on campus because of a lack of transportation or time, the Outreach program offers credit classes in approximately 12 locations, including West Hollywood, Crenshaw, Marina Del Rey, LAX, and Westwood. A complete list of Outreach classes and locations appears in the Schedule of Classes. Further information is available at 213-822-7873.

Summer Session

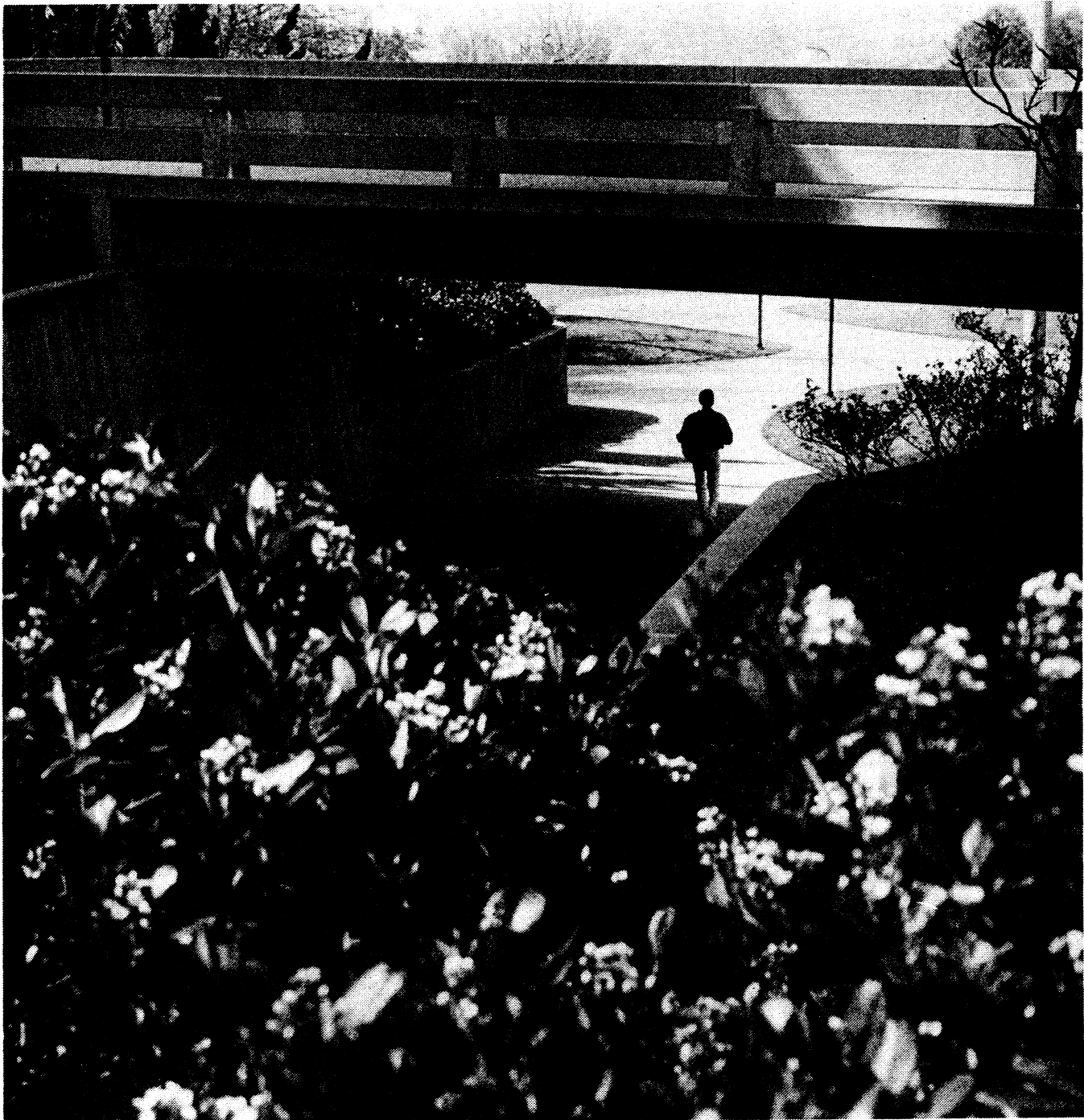
Summer Session will be offered subject to approval by the Board of Trustees.

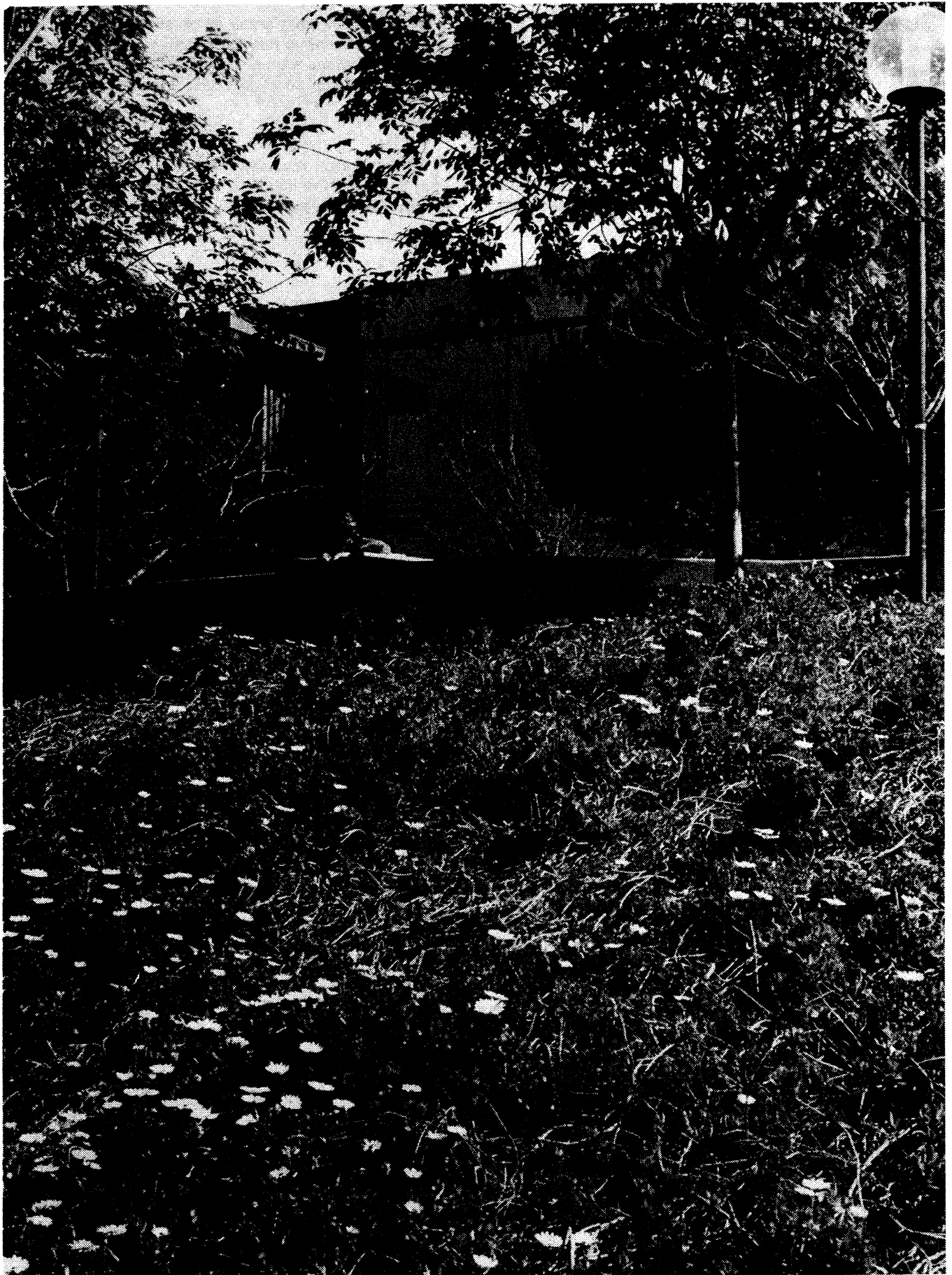
Community Services/Continuing Education

Community Services offers short term, non-credit educational programs for a nominal fee on a to be determined basis.

Workshops in such areas as parenting, personal health, and gourmet cooking may be scheduled, as are continuing education courses such as financial planning, English skills, data processing, small business management, and real estate.

Pre-registration is required for all activities, since space may be limited. Community Services registration information is available by calling 213-559-7993.





ACADEMIC POLICES

ENROLLMENT AND ATTENDANCE DISTRICT POLICES

Open Enrollment

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

Units of Work/Study Load

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

Attendance

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

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

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

Campus Procedure

Students are encouraged to advise their instructors of anticipated absences.

Auditing Classes

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

1. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for six or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.

Concurrent Enrollment

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

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

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

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

Final Examinations

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

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

No special final examinations are given at times other than scheduled except through the Office of the Vice President of Academic Affairs, and no such examination will be offered before the scheduled examinations.

Adding and Dropping Classes

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

Students may drop a course up to the fourteenth week of school in the Admissions Office. Courses dropped during the first four weeks of the semester will not appear on their records; courses dropped during the fifth through fourteenth week will show up automatically as a W. It is the student's

responsibility to drop classes even though the instructor may drop them for non-attendance. These procedures also require a valid i.d. card.

Withdrawal from the College

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

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

COURSE CREDIT

Credit for Prerequisites

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

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

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

Credit by Examination

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

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

Limitation on Petitioning for Examination

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

Maximum Units Allowable

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

Acceptance Towards Residence

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

Recording of Grade

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

Course Repetition: Special Circumstances

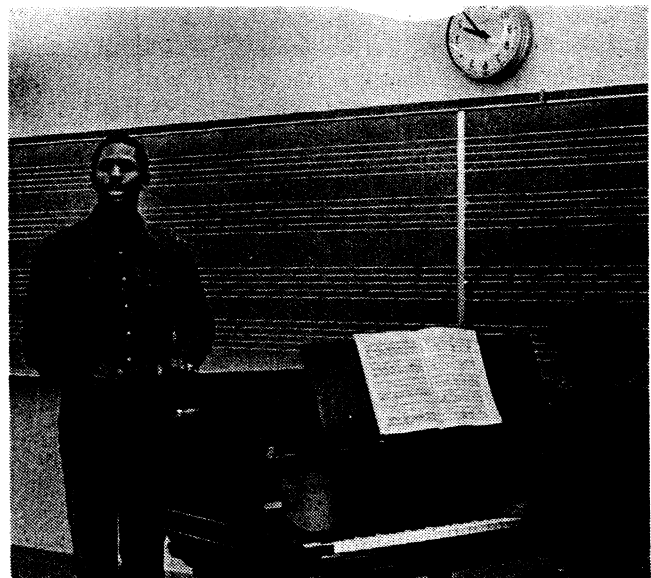
Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with written permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special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

Course Repetition and Activity Repetition

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Theater 279, Musical Theater (RPT 3), and twice in Theater 280, Musical Theater Workshop (RPT 3). Any combination may be used as long as 4 enrollments in one activity is not exceeded.

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

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



Credit for Courses Completed at Non-Accredited Institutions

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

The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing.

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

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

2. Credit for Military Service Training

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

3. Credit for Law Enforcement Academy Training

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

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

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

Grades and Grade Changes

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

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

Grading Symbols and Definitions

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

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

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

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

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

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

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

The "I" symbol shall not be used in calculating units attempted nor for grade points. **THE "I" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED.** The student may petition for a time extension due to unusual circumstances.

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

IP *In Progress*

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

W *Withdrawal*

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

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

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

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less), the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the

Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as "W."

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

Credit/No-Credit Option

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

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

Campus Procedure**REGULATIONS FOR CREDIT/NO CREDIT (PASS/FAIL):**

Not all courses will be offered on a credit/no credit basis. Determination of courses will be made by the appropriate divisions.

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

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

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

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

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

The following courses will be accepted for Credit/No Credit.

BEHAVIORAL SCIENCES

All anthropology courses

All personal development courses (Credit/No Credit only)
Psychology 52

BUSINESS DIVISION

All Accounting, business, business data processing, computer science, law, management, marketing, and real estate courses.

EARTH, HEALTH, AND LIFE SCIENCES DIVISION

Biology 4

Environmental Science 2

Oceanography 1, 12

HUMANITIES AND FINE ARTS DIVISION

Art 101, 102, 103, 111, 113, 201, 202, 203, 204, 205, 206, 208, 209, 300, 301, 302, 303, 304, 305, 501, 502, 503, 706, 708, 709, 710, 711, and 712

French 1, 2, 3, 4, 5, 6, 8, 21, 22, 61, 185, 285 and 385

Humanities 5, 30 and 31

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

Philosophy 1, 2, 3, 4, 6, 8, 9, 20, 22, 23, and 24

Spanish 1, 2, 3, 4, 5, 6, 8, 14, 21, 22, 24 and 61

LANGUAGE ARTS DIVISION

English 127, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 218, 219, 240, English 67 is Credit/No Credit only.

Theater Arts 505, 507, and 509

MATH-SCIENCE DIVISION

Mathematics 100 (Credit/No Credit only)

Course Repetition to Improve Substandard Grades

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

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

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

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

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

ACADEMIC STANDARDS & CREDIT POLICIES**Academic Renewal**

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

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

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

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

Academic renewal actions are irreversible.

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

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

Academic Standards for Probation

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

Probation

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

- a. **ACADEMIC PROBATION.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a "C" (2.0).

- b. **PROGRESS PROBATION.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded reaches or exceeds fifty percent.
- c. **TRANSFER STUDENT.** The student has met the conditions of a or b at another college within the Los Angeles Community College District.

Units Attempted

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

Removal from Probation

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

Academic Probation

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

Progress Probation

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

Academic Standards for Dismissal

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

Academic Probation

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of 3 consecutive semesters.

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

Progress Probation

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

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

Appeal of Dismissal

A student who is subject to dismissal may appeal to the appropriate College Dean. Dismissal may be postponed and the student continued on probation if the student shows signifi-

cant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Dismissal

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

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

Readmission After Dismissal

A student who has been dismissed may request reinstatement after 2 semesters have elapsed. The student shall submit a written petition requesting readmission to College in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College.

ACADEMIC HONORS

Chancellor's Distinguished Honor Award

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

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

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

Chancellor's Award for Outstanding Student Leader

This award will be presented annually to a student at one of the nine Los Angeles Community Colleges who has performed outstanding leadership and service to his or her college.

A. Qualifications for Nomination

- (1) Nominees must be registered students at a District College carrying a minimum of 9 units for day students or 6 units for evening students.
- (2) Nominees must have a minimum G.P.A. of 2.5 for all course work at a District College.
- (3) Nominees must have performed outstanding leadership and service to the college. (This award is not limited to those serving in student government.)

For more information contact the President's Office.

Honors Cords

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

Deans List Requirements

West Los Angeles College encourages academic excellence. Students who have completed at least 12 units in one semester with a grade point average of 3.5 or better are placed on the Deans List and remain there from semester to semester by maintaining a 3.5 grade point average. Part-time students are placed on the Deans List after they have accumulated 12 units of work with a grade point average of 3.5 or better and additionally for each semester's increment of 6 units for which a grade point average of 3.5 is maintained. Students who have completed 70 or more units or who have an A.A. or higher degree are not eligible for the Deans List.

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

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

Alpha Gamma Sigma

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

At-West/Honors Program For High-Achieving Transfer Students

West Los Angeles College's Accelerated Transfer Program, the AT-WEST/HONORS PROGRAM, provides an opportunity for high-achieving students to complete their lower-division requirements and transfer with guaranteed junior admission to UCLA. The AT-WEST/HONORS PROGRAM is designed to challenge baccalaureate degree-oriented students with intense university-level instruction, standards, and course content. Interaction of the WLAC faculty with their university colleagues guarantees both the highest quality of instruction and transfer with junior status to those students successfully completing the two-year program's requirements.

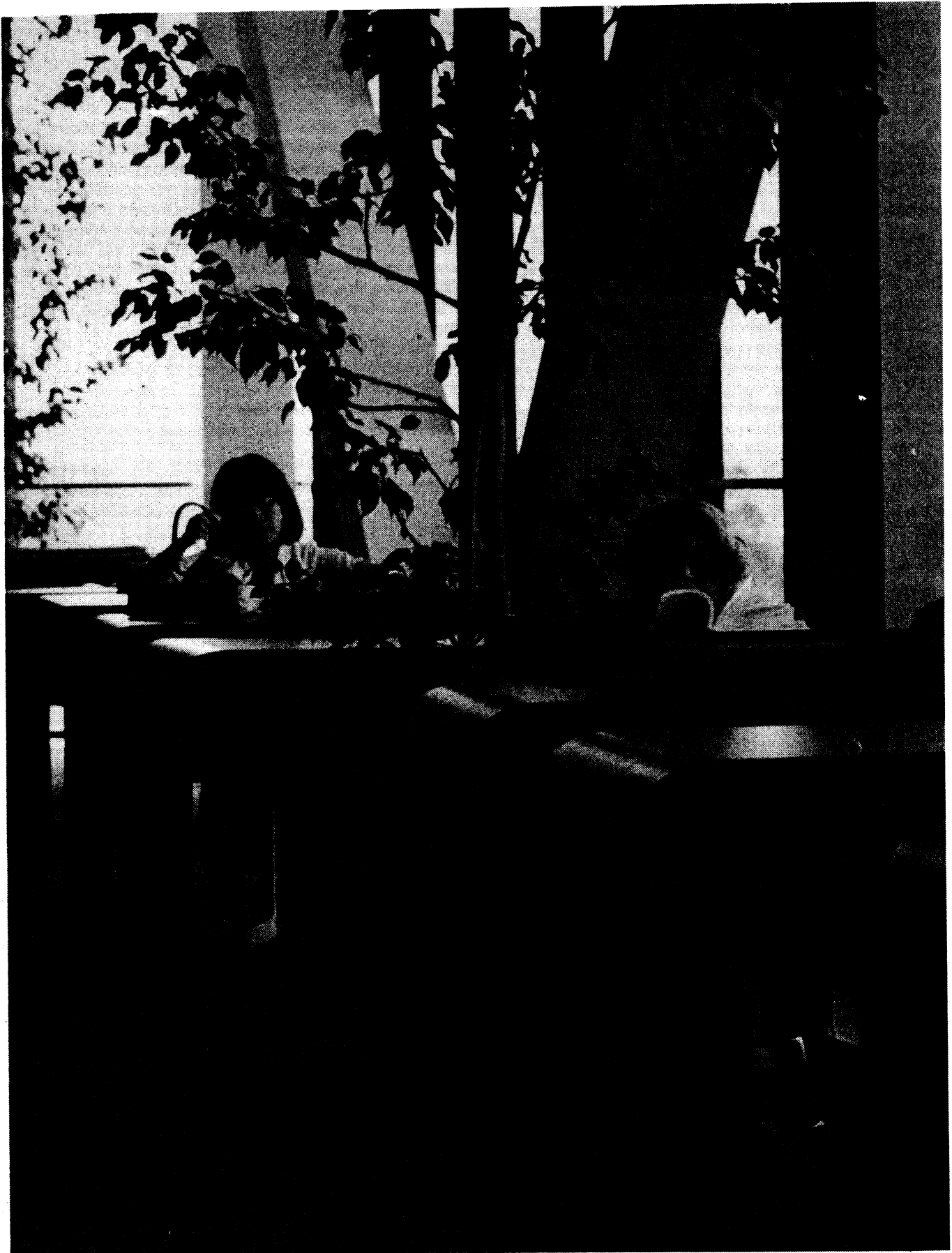
Accordingly, enrollment is limited to students who have maintained a 3.0 grade point average in high school or college courses, who have completed or are eligible for English 101, and who have completed the application process for the program.

To stay in the program, students need to complete 12 units per semester of university level transfer classes including AT-WEST courses at West Los Angeles College, and maintain a "B" average.

Features of the Program

- ★ Guaranteed priority admission to UCLA and other colleges.
- ★ Accelerated transfer CORE courses open only to students in AT-WEST/HONORS.
- ★ Guaranteed two-year transfer schedule for all listed majors to participating universities.
- ★ Small-college atmosphere and close contact with faculty mentors in the Program.
- ★ Special events coordinated with four-year colleges and universities.
- ★ Transfer with honors designation upon completion of AT-WEST/HONORS.





EDUCATIONAL PROGRAMS

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

Career Certificates and Associate Degrees

The following 18 Associate Degree or Certificate programs are offered for students seeking immediate employment in a new position or upgrading in their current job.

- Accounting
- Administration of Justice*
- Aircraft Electronics Technology
- Aviation Maintenance Technician
- Business
- Business Data Processing
- Business Management
- Business Management (Small Business)
- Business Marketing
- Child Development
- Computer Science — Information Technology
- Dental Hygiene
- Drafting Technology (formerly Engineering Drafting)
- Electronics
- Office Administration (General)
- Office Administration (Word Processing Option)
- Real Estate
- Travel

*Associate Degree program only

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

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

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

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

Transfer Associate Degrees

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

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

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

Graduation Requirements

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

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

The following requirements apply to students entering for the first time after July 1, 1983. Continuing students with uninterrupted attendance and demonstrating satisfactory

progress, exclusive of summer session, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment. A continuing student is one who has completed a minimum of one course per semester, except that completion with a "W" will be accepted for one semester only.

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

- I. **Unit Requirement.** 60 to 64 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
- II. **Scholarship Requirement.** A "C" (2.0) grade average or better in all work attempted.
- III. **Competency Requirement.** Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirement for the associate degree as defined in Board Rule 6201.12:
 - A. The competency requirement in reading and written expression may be met by:
 1. Completion of a course in College Reading and Composition with a grade of "C" or better.
or
 2. Completion of any one of the following courses with a grade of "C" or better:
Intermediate Reading and Composition
Composition and Critical Writing
Reading and Writing: Personal Experience
Reading and Writing: Contemporary Issues
Reading and Writing: The Arts
Reading and Writing: Fiction
And
Satisfactory performance on a reading and writing competency test, recommended by the College English faculty and approved by the College President.
 - B. The competency requirement in Mathematics may be met by:
 1. Completion of a college course in Elementary Algebra or higher level mathematics with a grade of "C" or better.
or
 2. Achieving a minimum score of 12 on the Elementary Algebra ACCESS test.
- IV. **Residence Requirement.** Completion of at least 12 units of work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.
- V. **Course Requirements.** Students who are majoring in programs of study for which 18-35 units are required in the major shall complete Graduation Plan A. Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B.

Graduation Plan A
Major Requirements: At least 18 semester units of study taken in a single discipline or related disciplines.
General Education Requirements: Successful comple-

tion of at least 30 semester units of general education which shall include not less than the minimum number of units indicated in each of the following areas:

- A. **Natural Sciences** — Minimum 3 semester units.
Anthropology 101; Astronomy 1; Biology 3, 4, 5, 10; Botany 5, Chemistry 1, 3, 10; Environmental Science 1, 2; Geography 1, 3; Geology 1; Oceanography 1, 2, 12; Physics 12; Psychology 2
- B. **Social and Behavioral Sciences** — Minimum of 9 semester units in the following pattern:
 1. At least 3 units in American Institutions to be met in U.S. History, or Political Science, or U.S. Ethnic History or Political Science.
History 11, 12, 13, 14, 16, 41, 42; Political Science 1, 30
 2. At least 3 units in other Social Sciences to be met in Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, Sociology, or other Social Science courses.
Anthropology 102, 121, 124; Child Development 1; Psychology 1, 8
 3. At least 3 additional units from 1 or 2 above.
Administration of Justice 4; Anthropology 103, 132, 133; Business 1; Economics 1, 2, 10; Geography 2, 7; History 1, 2, 3, 4; Political Science 2, 4, 7, 8, 14; Sociology 1, 2, 5, 6, 11, 22
- C. **Humanities** — Minimum 3 semester units.
Art 101, 102, 103; English 203, 204, 205, 206, 211, 212, 213, 215; Foreign Language (any 5 unit class); French 10; Humanities 1, 2, 5, 30, 31, 60, 61, 72, 73; Music 101, 111, 112, 121, 122, 141; Philosophy 1, 2, 3, 4, 20, 23, 24; Theater Arts 100, 110, 505
- D. **Language and Rationality** — Minimum 12 semester units in the following pattern:
 1. English Composition — at least 3 semester units.
English 101 or 28
 2. Communication and Analytical Thinking — at least 6 semester units in Math, Logic and Critical Thinking, Speech, Computer Literacy and/or Computer Languages.
 3. At least 3 additional units from 1 or 2 above.
Co Sci 1, 3, 7, 8, 11, 17, 19, 27, 37, 39; Linguistics 1; Math 215, 220, 225, 235, 236, 240, 260, 261, 262, 263, 270, 275; Philosophy 6, 7, 8, 9; Speech 11
- E. **Health and Physical Education** — Minimum 3 semester units in the following pattern:
 1. Health Education — 2 units
 2. Physical Education Activity — 1 unit
or
One combined class — 3 units
Authorized Physical Education activity exemptions include:
 - a. Medical exemption
 - b. Extenuating circumstances

Ethnic Studies courses will be offered in at least one of the required areas.
Plan A should be followed by students in these programs:
Career: Accounting, Administration of Justice, Business Data Processing, Computer Science, Business Management, Drafting Technology

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

Graduation Plan B

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

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

A. *Natural Sciences* — Minimum 3 semester units.
 Anthropology 101; Astronomy 1; Biology 3, 4, 5, 10; Botany 5; Chemistry 1, 3, 10; Environmental Science 1, 2; Geography 1, 3; Geology 1; Meteorology 3 (same as Geography 3); Oceanography 1, 2, 12; Physics 12; Psychology 2

B. *Social and Behavioral Sciences* — Minimum 3 semester units.
 Students must demonstrate a competency in their understanding of American Institutions and U.S. History. Students who do not achieve a passing level on a competency examination must successfully complete an appropriate course or courses in American Institutions and U.S. History.

History 11, 12, 13, 14, 16, 41, 42; Political Science 1, 30 or pass American Institutions Competency Examination. If examination is passed choose one course from Anthropology 102, 103, 121, 124, 132, 133; Business 1; Child Development 1, Economics 1, 2, 10; Geography 2, 7; History 1, 2, 3, 4; Political Science 2, 4, 7, 8, 14; Psychology 1, 8; Sociology 1, 2, 5, 6, 9, 11, 22.

C. *Humanities* — Minimum 3 semester units.
 Art 101, 102, 103; English 203, 204, 205, 206, 211, 212, 213, 215; Foreign Language (any 5 unit class); French 10; Humanities 1, 2, 5, 30, 31, 60, 61, 72, 73; Music 101, 111, 112, 121, 122, 141; Philosophy 1, 2, 3, 4, 20, 23, 24; Theater Arts 100, 110, 505

D. *Language and Rationality* — Minimum 6 semester units in the following pattern.

1. Three semester units in English Composition
2. Three semester units in Communication and Analytical Thinking.

Speech 1, 11, 32; English 101; Co Sci 1, 3, 7, 8, 11, 17, 19, 27, 37, 39; Math 240, 270, 225, 275, 220, 235, 236, 215, 260, 261, 262, 263

E. *Health and Physical Education* — Minimum 3 semester units in the following pattern:

1. Health Education — 2 units
2. Physical Education Activity — 1 unit

or
 One combined class — 3 units

Authorized Physical Education activity exemptions include:

- a. Medical exemption
- b. Extenuating circumstances

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

Plan B should be followed by students in these programs:

Career: Aircraft Electronics Technology, Aviation Maintenance Technician, Business, Business Management (Small

Business), Business Marketing, Child Development, Dental Hygiene, Electronics, Office Administration (General Office), Office Admin. (Word Processing), and Travel

Transfer: Chemistry, Engineering, Geology, Mathematics

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

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

Career Programs

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

ACCOUNTING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1*	Introductory Accounting I	5
ACCT 2	Introductory Accounting II	5
CO SCI 1	Principles of Computer Science I	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
LAW 1	Business Law I	3
MKT 1	Principles of Selling	3
BUS/OA 32	Business Communications	3
	Electives (see "Electives" below)	9
		37

Certificate

REQUIRED COURSES		
(All courses must be completed with a grade of C or better to count towards the accounting certificate.)		
ACCT 1*	Introductory Accounting I	5
ACCT 2	Introductory Accounting II	5
ACCT 15	Tax Accounting I	3
ACCT 37	Accounting Machine Practice	1
BUS 1	Introduction to Business	3
LAW 1	Business Law I	3
	Electives (see "Electives" below)	9
		29

ELECTIVES

ELECTIVES		
(9 units from this list)		
ACCT 3	Intermediate Accounting	3
ACCT 20	Managerial Accounting	3
CO SCI 1	Principles of Computer Science I	3
ECON 1	Principles of Economics	3
MAKT 1	Principles of Selling	3
MAKT 21	Principles of Marketing	3
MGMT 1	Principles of Management	3
BUS/OA 32	Business Communications	3
ACCT 25	Automated Accounting	3

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

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

ADMINISTRATION OF JUSTICE — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

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

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

AIRCRAFT ELECTRONICS TECHNOLOGY — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

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

NOTE: The first and second semester constitute the core curriculum for Aircraft Electronics Technology and/or Electronics. Refer to page 38 for an explanation of Core I and II courses.

Associate Degree or Certificate

(A suggested sequence would be)

FIRST SEMESTER	UNITS
*AET 1 Scientific Calculator Electronics Mathematics	4
*AET 2 Aircraft Direct Current Theory and Laboratory	4
*AET 3 Aircraft Alternating Current Theory and Laboratory	4
	<hr/> 12

SECOND SEMESTER	UNITS
**AET 4 Aircraft Semiconductor and Integrated Circuit Applications	4
**AET 5 Aircraft Electronic Circuit Analysis I	4
**AET 6 Aircraft Electronic Circuit Analysis II	4
	<hr/> 12

*Core I courses
**Core II courses

THIRD SEMESTER	UNITS
AET 7 Aircraft Receiver and Transmitter Principles I	4
AET 8 Aircraft Receiver and Transmitter Principles II	4
AET 9 Radio Communication	4
	<hr/> 12

NOTE: Student must have a minimum 2.0 GPA in Aircraft Electronics Technology prior to enrollment in AET 7, 8, 9, 10, 11, 12.

FOURTH SEMESTER	UNITS
AET 10 Digital Computer Logic, and Auto Pilot Systems	4
AET 11 Aircraft Multiplex Systems	4
AET 12 Aircraft Entertainment and Intercom Systems	4
	<hr/> 12

OR

1st, 2nd, 3rd, and 4th Semester

OR

A Combination
(Note: AET 51, 52 and 53 are offered concurrently.)

AVIATION MAINTENANCE TECHNICIAN — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

To meet the aerospace industry's demand for well-trained, certificated aircraft mechanics, the College offers an Aviation Maintenance Technician Associate Degree, an Airframe Maintenance Technician Certificate, and an Aircraft Powerplant Technician Certificate. Upon qualifying by written, oral, and practical examination, students are issued Federal Aviation Administration licenses.

NOTE: A student may attend classes for the AMT program eight hours per day or 40 hours per week. This accelerated course will allow students to complete the requirements for the A&P license in only three semesters unless a scheduling conflict arises.

Associate Degree

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

SECOND SEMESTER		UNITS
AMT 7	Electrical and Instrument Systems	3
AMT 8	Electrical and Instrument Systems Lab	2
AMT 9	Assembly, Rigging and Inspection	3
AMT 10	Assembly, Rigging and Inspection Lab	2
AMT 11	Aircraft Metal Assembly	3
AMT 12	Aircraft Metal Assembly Lab	2
THIRD SEMESTER		UNITS
AMT 13	Hydraulic, Landing Gear and Fuel Systems	3
AMT 14	Hydraulic, Landing Gear and Fuel Systems Lab	2
AMT 15	Propeller and Powerplant Systems	3
AMT 16	Propeller and Powerplant Systems Lab	2
AMT 17	Ignition and Fuel Metering Systems	3
AMT 18	Ignition and Fuel Metering Systems Lab	2
FOURTH SEMESTER		UNITS
AMT 19	Reciprocating Powerplant Overhaul Prerequisites AMT 15 and AMT 17	3
AMT 20	Reciprocating Powerplant Overhaul Lab Prerequisites AMT 16 and AMT 18	2
AMT 21	Powerplant Trouble Shooting and Testing Prerequisite AMT 19	3
AMT 22	Powerplant Trouble Shooting and Testing Lab Prerequisite AMT 20	2
AMT 23	Inspection and Evaluation Prerequisites AMT 1 through AMT 22 or authorization for Written Examinations	3
AMT 24	Inspection and Evaluation Lab Prerequisites AMT 1 through AMT 22 or authorization for Written Examination	2

AMT 7	Electrical and Instrument Systems	3
AMT 8	Electrical and Instrument Systems Lab	2
AMT 15	Propeller and Powerplant Systems	3
AMT 16	Propeller and Powerplant Systems Lab	2
AMT 17	Ignition and Fuel Metering Systems	3
AMT 18	Ignition and Fuel Metering Systems Lab	2
AMT 19	Reciprocating Powerplant Overhaul Prerequisites AMT 15 and AMT 17	3
AMT 20	Reciprocating Powerplant Overhaul Lab Prerequisites AMT 16 and AMT 18	2
AMT 21	Powerplant Trouble Shooting and Testing Prerequisite AMT 17 & 19	3
AMT 22	Powerplant Trouble Shooting and Testing Lab	2
AMT 23	Inspection and Evaluation Prerequisites AMT 1 through AMT 8, 15-22 or authorization for Written Examinations	3
AMT 24	Inspection and Evaluation Lab Prerequisites AMT 1 through AMT 8, 15-22 or authorization for Written Examinations	2

45

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

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

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

Certificate — Airframe

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

40

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

Certificate — Powerplant

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

BUSINESS — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I OR	5
ACCT 21	Bookkeeping & Accounting I AND	3
ACCT 22	Bookkeeping & Accounting II	3
ACCT 37	Accounting Machine Practice	1
CO SCI 1	Principles of Business Data Processing I	3
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 13	Small Business Management I	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
RE 1	Principles of Real Estate	3
		39-40
RECOMMENDED		UNITS
MGMT 2	Organization and Management Theory	3
RE 18	Real Estate Investments	3

Certificate

		UNITS
ACCT 1	Introductory Accounting OR	5
ACCT 21	Bookkeeping & Accounting I AND	3
ACCT 22	Bookkeeping & Accounting II	3
CO SCI 1	Principles of Business Data Processing I	3
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization and Management Theory OR	3
BUS 32	Business Communications	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
RE 1	Principles of Real Estate	3

32-33

BUSINESS DATA PROCESSING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The curriculum prepares students to enter the field of business data processing by providing background in data processing technology, accounting, marketing, and management.

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting	5
CO SCI 1	Principles of Business Data Processing	3
CO SCI 3	Business Computer Programming I	3
CO SCI 8	Business Data Processing Systems 3	3
CO SCI 11	COBOL Programming 1	3
CO SCI 12	COBOL Programming 12	3
BUS 1	Introduction to Business	3
MKT 21	Principles of Marketing	3
MGMT 1	Principles of Management	3
CO SCI 38	Computer Operations	3
CO SCI 39	Advanced Computer Programming	3
BDP 65	Applications Software	4
		39

Certificate

		UNITS
CO SCI 1	Principles of Business Data Processing	3
CO SCI 3	Business Computer Programming I	3
CO SCI 8	Business Data Processing Systems	3
CO SCI 11	COBOL Programming I	3
CO SCI 12	COBOL Programmng	3
ACCT 1	Introductory Accounting 1	5
BUS 1	Introduction to Business	3
MKT 21	Principles of Marketing	3
MGNT 1	Principles of Management	3
CO SCI 38	Computer Operations	3
		30

BUSINESS MANAGEMENT — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
ECON 1	Principles of Economics I	3
BUS 32	Business Communications OR	3
ENG 22	Technical English* OR	3
ENG 1	College Reading and Composition I	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
	Any other Business Cooperative Education, Economics, Law, or Management/Supervision course and/or BDP/Co Sci I course(s)	3
		29

Certificate

		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
ECON 1	Principles of Economics I	3
ENG 22	Technical English*	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
	Any other Business Cooperative Education, Economics, Law, or Management/Supervision course and/or BDP/Co Sci I course(s)	3
		26

*Please consult English Department for substitutions.

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

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

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
CO SCI 1	Principles of Business Data Processing I	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management OR	3
MGMT 13	Small Business Management I	3
MGMT 2	Organization and Management Theory	3
MKTG 1	Principles of selling	3
MKTG 21	Principles of Marketing marketing course	3
	Any other Business Cooperative Education, Economics, Law, or Management/Supervision course and/or BDP/Co Sci I course(s)	3
		32

RECOMMENDED		UNITS
CO SCI 8	Business Data Processing Systems	3
BUS 32	Business Communications	3

Certificate

		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT 13	Small Business Management I	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
MKTG 31	Retail Merchandising	3
		32

BUSINESS MARKETING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
CO SCI 1	Principles of Business Data Processing I	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 6	Public Relations	3
MKTG 1	Principles of Selling	3
MKTG 11	Fundamentals of Advertising	3
MKTG 21	Principles of Marketing	3
MKTG 31	Retail Merchandising	3
		41

RECOMMENDED		UNITS
ACCT 37	Accounting Machines Practice	1
WORK EXP	Cooperative Education	1-4
MGMT 13	Small Business Management	1
MGMT 11	Management Practice	3
MKTG 32	Fashion Merchandising	3

Certificate

		UNITS
BUS 1	Introduction to Business	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 6	Public Relations	3
MGMT 11	Management Practice	3
MKTG 1	Principles of Selling	3
MKTG 11	Fundamentals of Advertising	3
MKTG 21	Principles of Marketing	3
MKTG 31	Retail Merchandising	3
	Work Experience	1-4
		34-37

Business Certificate Program for Graduates of a Four-year Institution

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

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

CHILD DEVELOPMENT — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The Child Development program serves those entering and currently employed in the rapidly expanding field of Early Childhood Education. Students are prepared to teach in pre-school programs, including private schools, children's centers, Head Start, parent-cooperatives, and parochial schools, as well as to serve as educational aides in elementary schools.

The program also benefits anyone interested in understanding children, their development, and their behavior.

Associate Degree

REQUIRED COURSES		UNITS
CD 1	Child Growth & Development	3
CD 2	The Child and the School	3
CD 3	Creative Experiences for Children I	3
CD 10	Child Health	3
CD 11	Home, School and Community Relations	3
CD 12	Parent Involvement in Early Childhood	3
CD 21	Child Development Practice	3
CD 22	Laboratory in Child Development	4
CD 41	Organization & Administration of Nursery Schools	3
FCS 21	Nutrition	3
		31

RECOMMENDED		UNITS
CD 30	Infant Studies	3
CD 34	Observing and Recording Children's Behavior	3
PSYCH 1	General Psychology	3
SOC 1	Introduction to Sociology OR	3
PSYCH 16	Love & Marriage	3
SOC 12	Marriage & Family Life	3

Certificate

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



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

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

Associate Degree

REQUIRED COURSES		UNITS
CO SCI 1	Principles of Business Data Processing	3
CO SCI 3	Business Computer Programming I	3
CO SCI 7	RPG Programming	3
CO SCI 8	Business Data Processing Systems	3
CO SCI 11	COBOL Programming	3
CO SCI 19	Programming in Pascal	3
CO SCI 27	FORTRAN Programming	3
CO SCI 17	Assembly Language Programming	3
CO SCI 38	Computer Operations	3
CO SCI 39	Advanced Computer Programming	3
		30

Certificate

		UNITS
CO SCI 1	Principles of Data Processing I	3
CO SCI 3	Business Computer Programming	3
CO SCI 7	RPG Programming	3
CO SCI 8	Business Data Processing Systems	3
CO SCI 19	Programming in Pascal	3
CO SCI 27	FORTRAN Programming	3
CO SCI 17	Assembly Language Programming	3
CO SCI 38	Computer Operations	3
CO SCI 39	Advanced Computer Programming	3
		27

Students who have taken advanced courses in the Department with an average of "B" or better but have not taken Co Sci 1 may request a waiver and may substitute MKTG 21 or MGMT 11. If additional credits are required, approval of faculty for suitable courses must be obtained. Business Data processing 65 may be substituted for any of the above classes, except for Co Sci 1 and 3.

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, Commission on Dental Accreditation. The California Board of Dental Examiners has certified our College faculty to teach the three legislated functions for dental hygiene: local anesthesia, soft-tissue curettage, and nitrous-oxide and oxygen sedation.

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

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

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

Associate Degree

Prerequisites:	UNITS
Chemistry 10 or Chemistry 1	5
Microbiology 20	4
Anatomy 1	4
Physiology 1	4
English 1	3
Psychology 1	3
Sociology 1	3
American History	3
Speech 1	3
*Active Red Cross C.P.R. Card	

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

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

FIRST SEMESTER — Fall	UNITS	
DH 100	Principles of Clinical Dental Hygiene	2
DH 101	Introduction to Clinical Dental Hygiene I	2
DH 102	Radiology I — Introduction to Radiology	1
DH 103	Radiology I — Laboratory	1
DH 105	General Pathology	2
DH 106	General and Dental Anatomy	2
DH 156	Head and Neck Histology	2
CHEM 9	Introductory Organic and Biochemistry	4
		17

SECOND SEMESTER — Spring	UNITS	
DH 104	Tooth Morphology	2
DH 108	Intro to Perio	2
DH 150	Preventive Dentistry	1
DH 151	Clinical Dental Hygiene II	3
DH 152	Radiology II — Advanced Radiology	1
DH 153	Radiology II — Laboratory	1
DH 154	Oral Pathology	2
DH 155	Dental Materials	2
DH 207	Pain Control	1
FCS 21	Nutrition	3
		18

THIRD SEMESTER — Fall	UNITS	
DH 155	Dental Materials	2
DH 200	Introduction to Dental Pathology	1
DH 201	Clinical Dental Hygiene III	4
DH 203	Dental Specialties and Expanded Functions — Lab	1
DH 204	Dental Health Education	1
DH 205	Dental Health Education — Practicum	1
DH 206	Periodontics	2
DH 208	Pharmacology	3
		12

FOURTH SEMESTER — Spring		UNITS
DH 202	Dental Specialties and Expanded Functions	2
DH 210	Emergencies in Dental Practice	1
DH 250	Advanced Periodontal Seminar	1
DH 251	Clinical Dental Hygiene IV	4
DH 252	Essentials of Dental Hygiene Practice	2
DH 253	Community Dental Health	2
DH 254	Community Dental Health — Practicum	1
		15

DRAFTING TECHNOLOGY — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

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

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

Associate Degree

REQUIRED COURSES	UNITS	
GE 1	Introduction to Science Engineering and Technology	2
GE 2	Introduction to Engineering Drafting	3
GE 52	Elementary Engineering Drafting	3
GE 53	Technical Illustration I	3
DRFT 3	Applied Technical Drafting II	4
DRFT 55	Computer Aided Design and drafting	3
DRFT 385	Directed Study-Drafting	3
		19
Electives		UNITS
GE 4	Descriptive Geometry	3
GE 54	Technical Illustration II	3
Recommended		
Mathematics 240		

ELECTRONICS — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

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

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

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

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

Associate Degree

REQUIRED COURSES:	UNITS	
ELEC 2	Introduction to Electronics	3
*ELEC 4	Fundamentals of Electronics I	4
*ELEC 6	Fundamentals of Electronics II	4
*ELEC 10	Mathematics of Electronics I	3
*ELEC 12	Mathematics of Electronics II	3
**ELEC 20	Electronic Circuits I	4
**ELEC 22	Electronic Circuits II	4
**ELEC 24	Electronic Circuits III	4
ELEC 54	Computer Logic	4
ELEC 56	Computer Circuits	3
ELEC 57	Computer Circuits Laboratory	3
PHY 12	Physics Fundamentals	3
PHY 14	Physics Fundamentals Laboratory	1
General education requirements		21
		62

CERTIFICATE REQUIRED COURSES:	UNITS	
*ELEC 4	Fundamentals of Electronics I	4
*ELEC 6	Fundamentals of Electronics II	4
*ELEC 10	Mathematics of Electronics I	3
*ELEC 12	Mathematics of Electronics II	3
**ELEC 20	Electronic Circuits I	4
**ELEC 22	Electronic Circuits II	4
**ELEC 24	Electronic Circuits III	4
		26

*CORE I
**CORE II

(Note: AET 1 may be substituted for ELEC 10 and 12, reducing total units required for the certificate to 24.)

Recommended courses beyond the certificate

	UNITS	
Computer Technology		
ELEC 54	Computer Logic	4
ELEC 56	Computer Circuits	3
ELEC 57	Computer Circuits Laboratory	1
Communications		
ELEC 44	Communications Electronics	3
Physics		
PHY 12	Physics Fundamentals	3
PHY 14	Physics Fundamentals Laboratory	1
Microwave		
ELEC 60	Microwave Fundamentals	3
ELEC 61	Microwave Fundamentals Laboratory	1

CORE COURSES

CORE I

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

CORE II

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

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

ENGINEERING DRAWING

See Drafting Technology.

LIBERAL ARTS — ASSOCIATE IN ARTS DEGREE

The Liberal Arts major is designed for both transfer and career majors. See page 49 for transfer major.

- I) The Liberal Arts major requires 30 units of General Education Plan A in the current catalog. (see page 34)
- II No course may be used to fulfill more than one requirement.
- III) 18 units in any discipline in which West Los Angeles College is authorized to offer a career diploma. Courses clearly and logically related to or supportive of the discipline may also be used. Remedial and developmental courses may not be used toward a major. This pattern requires a contract signed by the student, a counselor, and the appropriate division or discipline chairperson.

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, word processing secretaries and general typists and clerks. Emphasis is placed on training and skills leading to promotions and advanced positions in general office occupations.

Associate Degree

REQUIRED COURSES		UNITS
ACCT 21	Bookkeeping and Accounting 1	3
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
OA 1	Typewriting I	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 6	Adding and Calculating Machines	1
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Word Processing: Concepts in Information Systems	3
OA 79	Word Processing: Applications	3
		36-38

Certificate

	UNITS	
BUS 38	Business Computations	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Word Processing: Concepts in Information Systems	3
OA 79	Word Processing: Applications	3
		26

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

This program is designed for the student who desires to follow a career operating word processing software on a computer.

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting 1 OR	5
ACCT 21	Bookkeeping & Accounting 1	3
BDP 65	Business Systems Applications for Microcomputers	4
BUS 1	Introduction to Business	3
OA 3	Typewriting III	3
OA 6	Adding and Calculating Machines	1
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Word Processing: Concepts in Information Systems	3
OA 39	Word Processing: Keyboarding and Operations	3
MGNT 1	Principles of Management	3
OA 79	Word Processing Applications	3
		34-36

RECOMMENDED ELECTIVES

	UNITS	
MGNT 31	Human Relations for Employees	3
MGNT 33	Personnel Management	3
LAW 1	Business Law	3
BUS 38	Business Computations	3
CS 1	Computer Science	3

Certificate

		UNITS
ACCT 1	Introductory Accounting OR	5
ACCT 21	Bookkeeping and Accounting 1	3
OA 3	Typewriting III	3
OA 6	Adding and Calculating Machines	1
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Word Processing: Concepts in Information Systems	3
OA 39	Word Processing: Keyboarding and Operations	3
OA 79	Word Processing Applications	3
		27-29

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

REAL ESTATE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

Associate Degree

REQUIRED COURSES		UNITS
RE 1	Real Estate Principles	3
RE 3	Real Estate Practice	3
RE 5	Legal Aspects of Real Estate I	3
RE 7	Real Estate Finance I	3
RE 9	Real Estate Appraisal I	3
RE 21	Real Estate Economics	3
RE	Electives	12
		30
ELECTIVES (Select specialization desired)		UNITS
RE 4	Real Estate Office Administration	3
RE 11	Escrow Principles	3
RE 12	Escrow Practices	3
RE 14	Property Management	3
RE 16	Income Tax Aspects of Real Estate	3
RE 18	Real Estate Investments	3
RE 60	Real Estate Mathematics	3
	Work Experience	1-4
MGMT 2	Organization & Management Theory	3
MKTG 1	Principles of Selling	3

Certificate — Real Estate

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

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

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



Certificate — Escrow

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

		UNITS
RE 1	Real Estate Principles	3
RE 5	Legal Aspects of Real Estate I	3
RE 7	Real Estate Finance I	3
RE 9	Real Estate Appraisal I	3
RE 11	Escrow Principles	3
RE 12	Escrow Practices	3
RE 16	Income Tax Aspects of Real Estate	3
RE 18	Real Estate Investments	3
		24
OPTIONAL CLASSES		UNITS
MGMT 13	Human Relations for Employees	3
RE 6	Legal Aspects of Real Estate II	3
RE 8	Real Estate Finance II	3
RE 10	Real Estate Appraisal II	3
RE 14	Property Management	3
RE 32	Real Estate Review	2
RE 35	Today in Real Estate	3

Continuing Education in Real Estate

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

		HOURS
RE 14	Property Management	18
RE 16	Income Tax Aspects of Real Estate	42
RE 18	Real Estate Investments I	42

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

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

TRAVEL — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The travel industry is today a major economic and social force in the world. Travel by millions of people brings about inter-relationships of enormous importance in domestic and international affairs.

The number of Travel Agencies in the United States has grown from 10,000 in 1972 to more than 30,000 in 1988. Today, the travel industry offers more challenging opportunities than ever before, to the person who is prepared to meet the requirements of this interesting field.

Instruction is offered for persons wishing to enter the travel industry, and for persons already in the travel industry who wish to develop greater competency in their profession. The college is fully accredited by the Western College Association of Schools and Colleges

Certificate

The Basic Certificate serves newcomers in the field preparing for entry-level positions. To earn this Certificate, students must complete each of the following courses (no substitutions permitted):

BASIC CERTIFICATE

REQUIRED COURSES		UNITS
TRAV 1	Introduction to Travel Industry	3
TRAV 2	Travel Agency Operation	3
TRAV 3	Domestic Airline Ticketing	3
TRAV 5	International Airline Ticketing	3
TRAV 7	Travel Geography Part I	3
TRAV 9	Travel Salesmanship	3
		18

The Advanced Certificate is designed for persons who already have experience in the travel industry and who desire additional education in Travel, as well as for students who have completed the Basic Certificate program. Students must complete any six of the following eight courses, for a total of 18 units (no substitutions permitted):

ADVANCED CERTIFICATE

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

In order to receive a Certificate of Completion in Travel, students must submit a petition when they have completed the requirements for the Certificate.

Associate Degree

Students completing this curriculum should be prepared and available for opportunities for employment, and/or advancement in present employment, in various areas of the travel industry. The Degree requirements will be fulfilled by completing the 14 Travel classes listed below, plus 18 semester units of general education subjects, as described elsewhere in this catalog, making a total of 60 semester units.

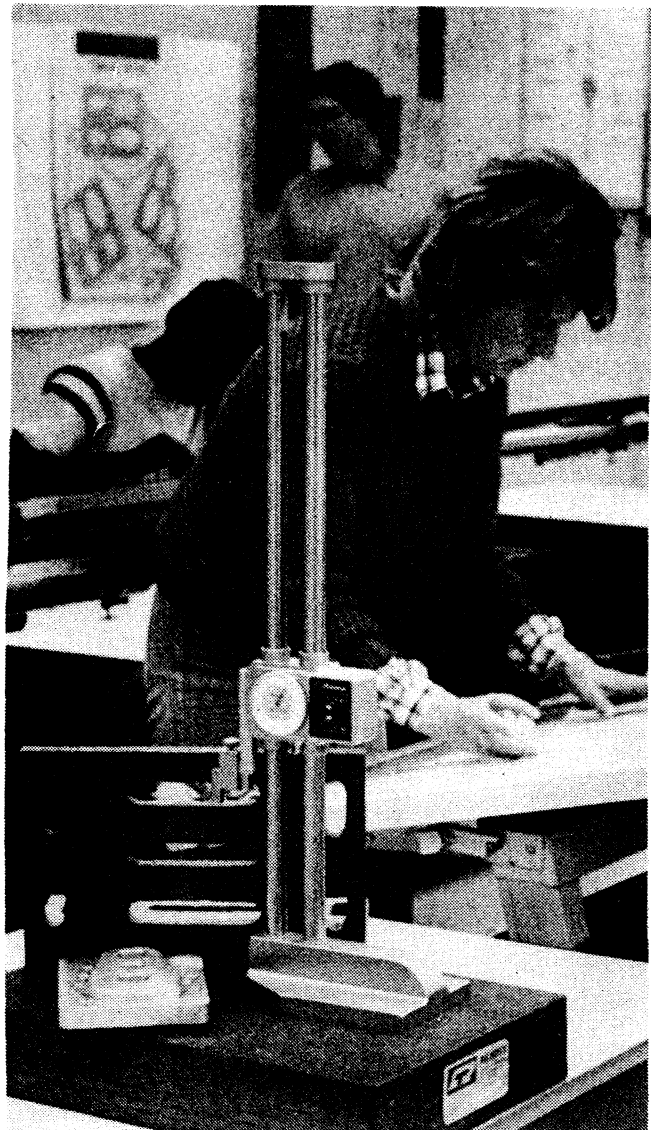
REQUIRED COURSES		UNITS
TRAV 1	Introduction to Travel Industry	3
TRAV 2	Travel Agency Operations	3
TRAV 3	Domestic Airline Ticketing	3
TRAV 4	Advanced Domestic Airline Ticketing	3
TRAV 5	International Airline Ticketing	3
TRAV 6	Advanced International Airline Ticketing	3
TRAV 7	Travel Geography Part I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

Cooperative Work Experience Education

(CWEE) combines on the job experience with regular classroom instruction. It is designed to expand skills and knowledge and to improve self understanding by integrating classroom study with planned supervised work experience.

CWEE is based on the principle that well educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government and human services being an enrichment to college studies which enhance the student's total development. It is called CWEE because the educational objectives are carefully planned and coordinated with the student's employer to provide realistic employment experience. The objectives are:

1. To provide opportunity for the student to secure employment on a part-time or full-time basis.
2. To gain realistic work experience that is meaningfully related to the student's college study program.
3. To provide the student opportunity to acquire knowledge, skills, and attitudes essential for successful employment.



BENEFITS OF COOPERATIVE WORK EXPERIENCE EDUCATION

The student:

1. Has the opportunity to learn or improve employment skills under actual working conditions.
2. Gains perspective on career goals through application of classroom theory to "real life experience."
3. Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
4. Has opportunities to test personal abilities in work environments.
5. Has a more realistic approach to the job market.
6. Will gain a better understanding of human relations.
7. Will learn to apply Management by Objectives (MBO).
8. May refer to work experience education future job applications.
9. Benefits financially while learning.
10. Can begin a career earlier.

STUDENT QUALIFICATIONS

There are two plans for CWEE:

Parallel Plan:

1. Pursue a planned program based on measurable learning objectives agrees to with CWEE instructor/Coordinator.
2. Be enrolled in no less than 7 units (including CWEE units).
3. During summer sessions be enrolled in at least 1 other class in addition to CWEE.

Hours by Arrangement, 1-4 units

Prerequisite: Approval of Work Experience Coordinator.

A program on on-the-job learning experience for students employed in a job related to an occupationally oriented major in which no work experience course is offered. May be repeated three times for a maximum of 16 units. To receive credit a student must complete a minimum of seven units during the semester, including work experience.

General Work Experience (Parallel Plan)

Hours by Arrangement, each course 1-3 units

Prerequisite: Approval of Work Experience Coordinator.

A program of on-the job learning experiences designed to assist the student in developing occupational effectiveness. Employment need not be related to the student's vocational or occupational major. One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work, with a maximum of 3 units per semester or summer session. During each semester a student must complete 7 units, including work experience. During summer session one other course must be taken concurrently. May be repeated for a total of 6 units.

Alternate Plan: OR

1. Pursue a planned program based on measurable learning objectives agreed to with the CWEE instructor/Coordinator.
2. Have earned at least seven units of class work before enrolling.

Occupational Work Experience (Alternate Plan)

Hours by Arrangement 1-8 units

Prerequisite: Approval of Work Experience Coordinator

A program of on-the-job learning experiences full-time one semester and work full-time the following semester. The work must relate directly to the student's educational goal and he must have satisfactorily completed at least seven units of credit and may not be enrolled concurrently in more than one other course. Eligibility determined by regulations in Title V, California Administrative Code. May be repeated three times for a maximum of 16 units.

General Work Experience (Alternative Plan)

Hours by Arrangement, 1-6 units

A program of on-the-job learning experiences which enables the student to attend college full-time one semester and work full-time the following semester. Under this plan the work need not relate directly to the student's educational goal. The student must have completed at least 7 units of credit and may not be enrolled concurrently in more than one other course. Eligibility for enrollment will be determined in accordance with applicable regulations contained in Title V, California Educational Code.

(Students may switch between plans until they have earned seven units of other class work.)

Cooperative Education Credit Guide

UNIVERSITY OF CALIFORNIA: APPROVED COOPERATIVE EDUCATION SUBJECT AREAS

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

Afro-American Studies

Agriculture

Anthropology

Art

Astronomy

Biology

Botany

Chemistry

Chicano Studies

Economics

Education

Engineering

English

Environmental Science

(Environmental Studies)

Family & Consumer Studies

Foreign Languages

Geography

Geology

History

Humanities

Jewish Studies

Linguistics

Mathematics

Meteorology

Microbiology

Mineralogy

Music

Oceanography

Philosophy

Physical Education

Physics

Physiology

Political Science

Psychology

Recreation

Social Science

Sociology

Speech Communication

Statistics

Theater

Zoology

CALIFORNIA STATE UNIVERSITY: APPROVED COOPERATIVE EDUCATION SUBJECT AREAS

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

- Accounting
- Administration of Justice
- Afro-American Studies
- Agriculture
- Air Conditioning Technology
- Aircraft Electronics Technology
- Animal Husbandry
- Anthropology
- Architecture
- Art
- Astronomy
- Aviation Maintenance Technician
- Biology
- Botany
- Broadcasting
- Business
- Business Data Processing
- Chemistry
- Chicano Studies
- Child Development
- Cinema
- Commercial Art
- Computer Maintenance Technician
- Computer Science - Information Technology
- Computer Technology
- Dairy Husbandry
- Drafting
- Economics
- Education
- Electronics
- Electronics Technician
- Electronics Technology
- Engineering
- English
- Environmental Science (Environmental Studies)
- Family and Consumer Studies
- Fire Science
- Foreign Languages
- Geography
- Geology
- Health
- History
- Humanities
- Industrial Arts
- Jewish Studies
- Journalism
- Law
- Linguistics
- Management
- Mathematics
- Mechanical Drafting
- Medical Record Science
- Merchandise Display (Visual Merchandising & Display)
- Merchandising (Marketing)
- Meteorology
- Microbiology
- Mineralogy
- Music
- Natural Resources Management
- Nursing
- Oceanography
- Office Administration (Secretarial Science)
- Philosophy
- Photography
- Photography, Commercial (Photography-T)
- Physical Education
- Physics
- Physiology
- Political Science
- Psychology
- Public Service
- Real Estate
- Recreation
- Respiratory Therapy
- Restaurant Management
- Sign Graphics
- Social Science
- Sociology
- Speech
- Statistics
- Technical Illustration
- Television
- Theater
- Transportation
- Urban Planning
- Water Systems Technology
- Zoology

Transfer Programs

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

ANTHROPOLOGY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

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

AT LEAST THREE UNITS FROM THE FOLLOWING:		UNITS
ANTH 103	Archaeology: Reconstructing the Human Past	3
ANTH 121	Anthropology of Religion, Magic, and Witchcraft	3
ANTH 124	Sex Roles in Human Societies	3

AT LEAST NINE UNITS FROM THE FOLLOWING:		UNITS
HIST 1	Introduction to Western Civilization I	3
HIST 2	Introduction to Western Civilization II	3
PSYCH 1	General Psychology	3
PSYCH 13	Social Psychology	3
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3

AT LEAST THREE UNITS FROM THE FOLLOWING:		UNITS
BIO 3	Introduction to Biology	3
ENV SCI 1	Man and his Environment: Physical Processes	3
ENV SCI 2	Man and his Environment: Biological Processes	3
GEOG 1	Physical Geography	3
GEOL 1	Physical Geology	3

21

RECOMMENDED COURSES		UNITS
CO SCI 1	Principles of Business Data Processing I	3
MATH 225	Introductory Statistics	3
PHIL 8	Deductive Logic	3
PHIL 9	Symbolic Logic	3

ART — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

CORE PROGRAM

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

Drawing and Painting Option Requirements

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

6 units from Art 204, 205, 209

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

Ceramics Option Requirements

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

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

BIOLOGY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
BIO 6	General Biology I	5
BIO 7	General Biology II	5
AND COMPLETE THE COURSES IN THREE OF THE FOLLOWING FOUR GROUPS		
GROUP 1:		
CHEM 1 and	General Chemistry I	5
CHEM 2	General Chemistry II	5
GROUP 2:		
PHY 6 and	General Physics I	4
PHY 7	General Physics II	4
OR		
PHY 8 and	Mechanics, Wave Motion and Heat	5
PHY 9	Electricity Magnetism, Light, Particle and Nuclear Physics	5
GROUP 3:		
CHEM 14 and	Introductory Organic Chemistry	5
CHEM 15	Introductory Biochemistry	5
GROUP 4:		
MATH 260	Introduction to Analysis	5
MATH 261	Calculus I	5
		38-40

BIOLOGY (HEALTH SCIENCE OPTION) — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
ANAT 1	Introduction to Human Anatomy	4
BIO 5	Introduction to Human Biology	4
CHEM 3	Introductory Chemistry OR	5
CHEM 10	Introduction to General Chemistry	5
MICRO 20	General Microbiology	4
PHYSIO 1	Elementary Physiology	4
		26
RECOMMENDED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 9	Introductory Organic and Biochemistry	4
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
OR		
SOC 2	American Social Problems	3
OR		
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3

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

BUSINESS ADMINISTRATION — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
ACCT 2	Introductory Accounting II	5
CS 1	Principles of Business Data Processing I	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
LAW 1	Business Law I	3
MATH 235	Mathematical Analysis for Business and Social Science I	5
		27
RECOMMENDED		UNITS
CS 3	Business Computer Programming	3
LAW 2	Business Law II	3
MGMT 1	Principles of Management	3
MGMT 2	Organization and Management Theory	3
MATH 236	Mathematical Analysis for Business & Social Science II	4
Foreign Language		
MKTG 21	Principles of Marketing	3

CHEMISTRY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
CHEM 14	Introductory Organic Chemistry	5
CHEM 15	Introductory Biochemistry	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHY 8	Mechanics, Wave Motion and Heat	5
PHY 9	Electricity Magnetism, Light, Particle and Nuclear Physics-	5
		40

CHILD DEVELOPMENT — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
ANTH 102	Human Ways of Life: Cultural Anthropology	3
CD 1	Child Growth and Development	3
CD 2	The Child and the School	3
CD 3	Creative Experiences for Children	3
CD 11	Home, School and Community Relations	3
CD 21	Child Development Practice	3
CD 41	Organization and Administration of Nursing Schools	3
FCS 21	Nutrition (strongly recommended)	3
PSYCH 1	General Psychology 1	3
SOC 1	Introduction to Sociology OR	3
		27

RECOMMENDED		UNITS
CH DEV 30	Infant Studies	3
CH DEV 34	Observing and Recording Children's Behavior	3
PSYCH 16	Love and Marriage OR	
SOC 12	Marriage and Family Life	3

ECONOMICS — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
MATH 225	Introductory Statistics	3
MATH 235	Mathematical Analysis for Business and Social Sciences I (if Math 235 is elected, add ECON 10*)	5
OR		
MATH 261	Calculus I	5
MATH 226	Elementary Statistics Problem Solving	1
		20-23

*Economics 10 is equivalent to History 15.

Recommended Courses:

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

ENGINEERING — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2*	General Chemistry II	5
ENGR 2	Introduction to Engineering Drafting	3
ENGR 4	Engineering Descriptive Geometry	3
ENGR 7	Statics	3
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHY 8	Mechanics, Wave Motion & Heat	5
PHY 9	Electricity, Magnetism, Light, Particle and Nuclear Physics	5
PHY 10	Topics for Engineering and Science Majors	4
		50

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

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

ENGLISH — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
ENG 101	College Reading & Composition I	3
ENG 102	College Reading & Composition II	3
AND 6 UNITS FROM OPTION A, B, OR C		
OPTION A	English 205 and 206 (English Literature I and II) recommended for students transferring to the UC system	
OPTION B	English 211, 212, 213 (Fiction, Poetry, Drama) recommended for students transferring to the CSU system	
OPTION C	English 203, 204 (World Literature I and II) Recommended for students transferring to private universities	

6 units of electives from the following:

Foreign Language through Course 4
 Philosophy 24 (Introduction to the Philosophy of Literature)
 English 127, 203, 204, 205, 206, 207, 208, 211, 212, 213, 215, 240, 251.

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

See a counselor for accurate planning and current information.

FRENCH — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
ENGLISH 204	World Literature II	3
FRENCH 3	Intermediate French I	5
FRENCH 4	Intermediate French II	5
FRENCH 5	Advanced French I	5
FRENCH 6	Advanced French II	5
		23

RECOMMENDED		UNITS
English 203		3
French 103		
History 13		
History 23		

GEOGRAPHY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
GEOG 1	Physical Geography	3
GEOG 2	Cultural Elements of Geography	3
GEOG 7	World Regional Geography	3
MATH 225	Introductory Statistics	3
MATH 226	Elementary Statistics Problem Solving	1
Foreign Language	(2 courses)	10
		23

GEOLOGY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
GEOL 1	Physical Geology	3
GEOL 6	Physical Geology Laboratory	2
MATH 261	Calculus I	5
MATH 262	Calculus II	5
PHYS 8	Mechanics, Wave Motion and Heat	5
PHYS 9	Electricity Magnetism, Light, Particle and Nuclear Physics	5
PHYS 10	Topics for Engineering and Science Majors	4
		39

HISTORY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

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

AND 6 UNITS FROM THE FOLLOWING:		UNITS
ANTH 101	Human Biological Evolution	3
	OR	
ANTH 102	Human Ways of Life: Cultural Anthropology	3
ECON 1	Principles of Economics I	3
GEOG 1	Physical Geography	3
POL SC 1	Government of the United States and California	3
		18

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

JOURNALISM — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
ENG 101	College Reading and Composition I	3
JOURN 1	Collecting and Writing News	3
JOURN 5	Mass Communication	3
JOURN 17	Publication Laboratory & Practical Editing	
JOURN 18	Practical Editing	3
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
		18

LIBERAL ARTS — ASSOCIATE IN ARTS DEGREE

The Liberal Arts major is designed for both transfer and career majors. (see page 42 for career major)

I) The Liberal Arts major requires 30 units of General Education Plan A in the current catalog (see page 34).

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

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

PATTERN A

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

- A — Natural Science (3 units)
- B — Social & Behavioral Science (3 units)
- C — Humanities (3 units)

And nine additional units from A through C above or from

Language & Rationality (9 units)

PATTERN B

For transfer students, 18 units to include courses in preparation for their transfer major at the university of their choice. Major sheets produced by the Counseling Center may be used as general guidelines.

(PACE is one option for satisfying the requirements for the Liberal Arts Major.)

PACE

Project for Adult College Education is a two-year college Associate of Arts degree program designed with the full-time worker in mind.

PACE is both fast and convenient. Students are able to finish an A.A. degree in Liberal Arts and complete all of the lower division requirements for transfer to the California State

College and University System and to many private universities in five semester (2½ years or less). During each semester, students attend one evening a week for four hours, six to eight Saturdays from 8:00 a.m. to 6:00 p.m. and watch two hours of instructional television per week. Twelve or thirteen units of college credits are completed each semester.

The PACE format is based upon a five semester cycle. Students may enter any semester. A student need not register for all semesters. Students are required to enroll in at least three of the four courses offered in any particular semester to benefit from PACE. Students are enrolled semester long for all courses although formal instruction is divided; half the semester instruction will be given in two of the courses and half in the other two. Each semester is organized around a particular theme.

MATHEMATICS — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
MATH 270	Linear Algebra	3
MATH 260	Introduction to Analysis	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYS 8	Mechanics, Wave Motion and Heat	5
PHYS 9	Electricity, Magnetism, Light, Particle & Nuclear Physics	5
		43

MUSIC — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
MUS 101	Fundamentals of Music	3
MUS 122	Music History & Literature II	3
MUS 201	Harmony I	3
MUS 202	Harmony II	3
MUS 203	Harmony III	3
MUS 211	Musicianship I	2
MUS 212	Musicianship II	2
	*Performance Organization	1
MUS 213	Musicianship III	2
	*Performance Organization	1
MUS 321	Elementary Piano I	2
	*Performance Organization	1
MUS 322	Elementary Piano II	2
	*Performance Organization	1
		29

The piano proficiency requirement may be met by examination if the student has had previous training or by MUS 184.

Enrollment in the elementary voice sequence (MUS 411, 412, 413, 414), and/or the elementary piano sequence (MUS 321, 322, 323, 324) and/or the independent study in applied

music (MUS 181, 182, 183, 184) is recommended for music majors who are preparing for performance or music education careers.

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

PHILOSOPHY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
PHIL 1*	Introduction to Philosophy I	3
PHIL 20*	Ethics	3
PHIL 8	Deductive Logic OR	3
PHIL 9	Symbolic Logic I	3
AND		

Select at least 9 units from the following:		UNITS
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ECON 1	Principles of Economics II	3
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
HISTORY 1	Introduction to Western Civilization I	3
HISTORY 2	Introduction to Western Civilization II	3
PHIL 3	History of Greek Thought	3
PHIL 4	History of Modern Thought	3
		18

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

PHYSICAL EDUCATION — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
ANA 1	Introduction to Human Anatomy	4
PHYS 1	Elementary Physiology	4
AND		8

Select a maximum of 4 units from the following:		UNITS
PE 102	Swimming Skills	2-2
PE 200-290	Individual & Dual Activities	2-2
PE 300-325	Team Sports	2-2
PE 431-446	Dance Activities	2-2
PE 503-516	Intercollegiate Sports	2-2
AND		4

Select a maximum of 8 units from the following:		UNITS
PE 603-652	Professional and Sports Skills	1
PE 702	Water Safety Instruction	3
PE 710	Officiating Competitive Sports I	2
PE 711	Officiating Competitive Sports II	2
PE 712	Introduction to Physical Education	3
PE 716	Games & Rhythms for the Elementary School I	3
PE 717	Games & Rhythms for the Elementary School II	3
	Modern Dance I, II, III	3-3-3
PE 801, 802, 803	Ballet I, II	2-2
PE 805-806	Ballet I, II	2-2
PE 814, 815, 816	Dance Production I, II, III	2-2-3

PHYSICS — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
CHEM 2	General Chemistry II	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYS 8	Mechanics, Wave Motion and Heat	5
PHYS 9	Electricity Magnetism, Light, Particle and Nuclear Physics	5
PHYS 10	Topics for Engineering and Science Majors	4
		34
RECOMMENDED		UNITS
FRENCH		5

POLITICAL SCIENCE — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
HIST 11	Political and Social History of the United States I OR	3
HIST 12	Political and Social History of the United States II	3
POL SC 1	The Government of the United States and California	3
POL SC 2	Modern World Governments	3
POL SC 7	Contemporary World Affairs	3
AND AT LEAST 6 ADDITIONAL UNITS FROM THE FOLLOWING:		
		UNITS
ANTHRO 101	Human Biological Evolution OR	3
SOC 1	Introduction to Sociology	3
ECON 1	Principles of Economics I	3
HIST 1	Introduction to Western Civilization I OR	3
HIST 2	Introduction to Western Civilization II	3
HIST 13	The United States in the Twentieth Century OR	3
HIST 14	Selected Issues of United States History	3
POL SC 8	The Modern Far East	3
		18

(see catalog for History course limitations)

PSYCHOLOGY — ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree in psychology is designed for those who wish to complete a Baccalaureate degree in the field. Emphasis is placed on meeting lower division requirements at a four-year institution or university. Professional opportunities which the curriculum could lead to occur in the healing professions; natural sciences; marriage, child, and family counseling; industry and business; public health; social welfare; national park service; environmental improvement and conservation programs; and zoological institutions. Psychology also provides valuable background for those seeking careers in such fields as anthropology, sociology,

social work, law, medicine, nursing and mental health facilities, the foreign service and trade, geriatrics, and child development.

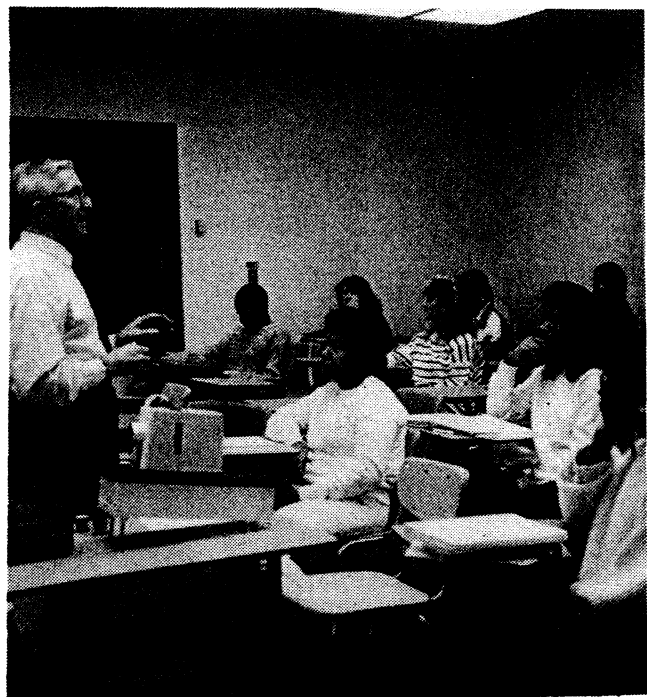
Associate Degree

REQUIRED COURSES		UNITS
PSYCH 1	General Psychology I	3
PSYCH 2	General Psychology II	3
MATH 225	Introductory Statistics	3
At least NINE units from the following:		
		UNITS
PSYCH 3	Personality and Social Development	3
PSYCH 14	Abnormal Psychology	3
PSYCH 16	Love and Marriage	3
PSYCH 52	Psychological Aspects of Human Sexuality	3
RECOMMENDED		UNITS
ANTHRO 101	Human Biological Evolution OR	3
ANTHRO 102	Human Ways of Life — Cultural Anthropology	3
BIO 3	Introduction to Biology	3
BIO 6	Introductory Chemistry	3
CHEM 3	Introductory Chemistry	3
PHYSICS 12	Physics Fundamentals	3
PHYSIO 1	Elementary Physiology	4
SOC 1	Introduction to Sociology	3

SOCIOLOGY — ASSOCIATE IN ARTS DEGREE

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

A background in Sociology is useful in almost any career in government, law, business, and non-profit organizations. Advanced degrees in Sociology prepare one to do research or analysis of data for government agencies from the Census Bureau to the Center for Disease Control, to city planning agencies and local police forces. Sociologists are employed by large businesses, advertisers, management consultants, and life insurance companies. They work at "think tanks", do individual and family counseling, and work in education at the secondary level, as well as in colleges and universities.



Associate Degree

REQUIRED COURSES

SOC 1	Introduction to Sociology	UNITS	
SOC 2	American Social Problems	3	
	AND	3	
	At least ONE course from the following 3 unit courses:		
CO SCI 1	Principles of Business Data Processing I		
MATH 225	Introductory Statistics		
PHIL 6	Logic in Practice		
PHIL 8	Deductive Logic		
PHIL 9	Symbolic Logic I-		
	AND		
	9 units from the following 3 unit courses:		
	Sociology 6, 7, 8, 11, 12, 22	9	
		18	

RECOMMENDED

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

At least ONE from each of the following groups

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

NOTE: Most CSU institutions and UCLA require Mathematics 225 for transfer students in Sociology.

SPANISH — ASSOCIATE IN ARTS DEGREE

The Associate Degree program in Spanish enables a student to transfer into a Baccalaureate program at a four-year institution. In addition, this curriculum generates and upgrades professional opportunities in business, industry, education, and government work, as well as providing personal enrichment in understanding Hispanic language and culture.

Associate Degree

REQUIRED COURSES

ENGLISH 203	World Literature I	UNITS	
SPANISH 3	Intermediate Spanish I	3	
SPANISH 4	Intermediate Spanish II	5	
SPANISH 5	Advanced Spanish I	5	
		18	

RECOMMENDED

English 204		UNITS	
Spanish 82		3	
Spanish 103			

SPEECH — ASSOCIATE IN ARTS DEGREE

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

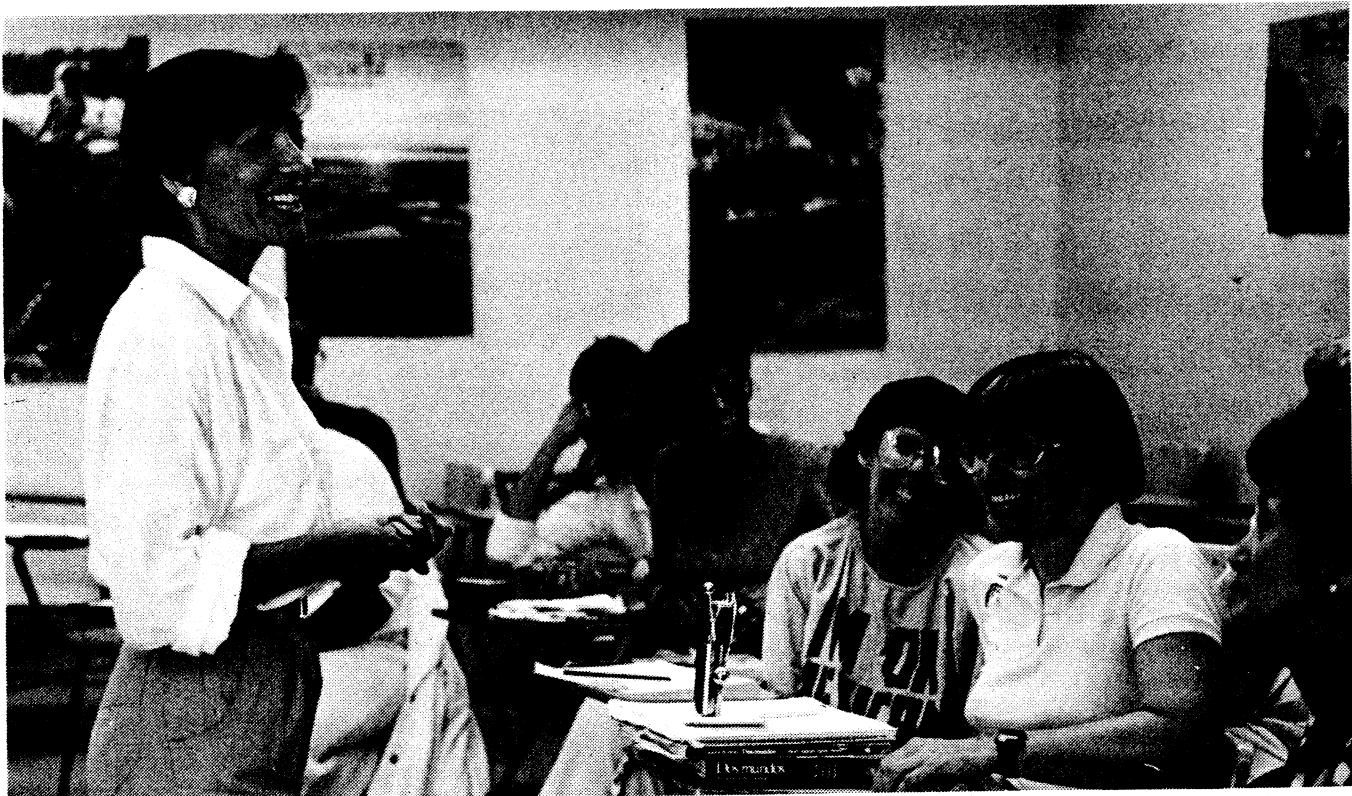
Associate Degree

REQUIRED COURSES

SPEECH 101	Public Speaking I	UNITS	
SPEECH 121	Interpersonal Communications	3	
SPEECH 104	Argumentation I	3	
SPEECH 151	Group Discussion	3	

And a minimum of 9 units from the following:

SPEECH 102	Public Speaking II	UNITS	
SPEECH 111	Voice & Articulation	3	
SPEECH 105	Argumentation II	3	
SPEECH 135	Storytelling	3	
THEATRE ARTS 200	Introduction to Acting	3	
		21	



TRANSFER REQUIREMENTS

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

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

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

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

These are the following:

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

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

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

TRANSFER REQUIREMENTS UCLA COLLEGE OF LETTERS AND SCIENCES

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

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

TOP PROGRAM (Transfer Option)

Consult the college schedule of classes regarding TOP (Transfer Option Program), a pilot project with UCLA which will enhance transfer possibilities for qualified students.

General University Requirements

1. **SUBJECT A AND ENGLISH COMPOSITION.** The requirement is met by completing English 101 with a grade of C or better.

2. **AMERICAN INSTITUTIONS.** This requirement is met by either of the following:

- a. *One year of United States History and/or Government* in high school with a grade of B or better, or
- b. One course from Economics 10; English 207, 208, 219; History 11, 12, 13, 14, 15, 41, 42 or Political Science 1. (These courses may also apply to the appropriate breadth requirement.)

General Education — Breadth Requirements

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

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

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

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

Prospective Major at UCLA

Breadth Requirements from These Three Divisions

Physical Sciences Division:

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

Humanities
Life Sciences
Social Sciences

Life Sciences Division:

Anthropology, bacteriology, biology, kinesiology, psychobiology, psychology, quantitative psychology.

Humanities
Physical Sciences
Social Sciences

Humanities Division:

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

Life Sciences
Physical Sciences
Social Sciences

Social Sciences Division:

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

Humanities
Life Sciences
Physical Sciences

Courses Meeting Breadth Requirements

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

Humanities

Art 101, 102, 103
English: All transferable courses except 101
Foreign Language: All transferable courses except French 101, 185, Spanish 14, 24, 101
Humanities: All transferable courses except 89
Linguistics 1
Music 111, 112, 141
Philosophy: All transferable courses except 23, 185
Speech 101, 102
Theater 110, 130; one course from 505, 507, 509

Life Sciences

Anatomy 1
Anthropology 101

Biology: All transferable courses except 85
Microbiology 1, 20 (maximum credit 1 course)
Oceanography 2, 12
Physiology 1
Psychology 2

Physical Sciences

Astronomy 1
Chemistry: All transferable courses (Maximum one course from 3, 4, 10 or 11. No credit for 3, 4, 10 or 11 following 1)
Geography 1, 3
Geology: All transferable courses except 6 unless taken with 1; 7 unless taken with 2
Mathematics: All transferable courses except 155, 165, 170, 175, 215
Oceanography 1
Physics: All transferable courses except 14 unless taken with 12 (No credit for 12 following 6)

Social Sciences

Anthropology: All transferable courses except 101, 85
Economics: All transferable courses except 4
Environmental Studies 1, 2, 4
Geography: All transferable courses except 1, 3, 4
History: All transferable courses
Philosophy 23
Political Science: All transferable courses except 81, 82, 83, 85, 91-94

Psychology: All transferable courses except 2, 45, 81, 82, 83 (Maximum one course from 3 and 4)
Sociology: All transferable courses except 91, 92
Speech 104, 105, 121, 122



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

- 3 **English 102** — with a grade of C or better (not acceptable on credit/no credit basis). This requirement must be completed before entry into Fine Arts.

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

Foreign Language

French 1, 2, 3, 4

Spanish 1, 2, 3, 4

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

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

Physical or Biological Science

Anatomy 1

Astronomy 1

Biology — all courses

Chemistry — all courses

Geography 3

Geology 1, 2

Microbiology 20

Oceanography 1, 2, 12

Physics - all courses

Physiology 1

Other Natural Science or Mathematics

Anthropology 101

Environmental Studies 1, 2

Geography 1

Math 270, 275, 230, 235, 236, 215, 260, 261, 262, 263

Psychology 2

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

1 course in history 17th century and after.

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

History Prior to 17th century

History 1, 3

History after 17th century

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

Social Science Elective

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

Economics 1, 2, 10

Geography 2, 7, 14

History 15

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

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

Sociology 1, 2, 4, 9

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

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

1 course in literature.

1 course in philosophy and/or religion.

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

The Arts

Art 101, 102, 103

Music 111, 112, 141

Theater 110, 122

Literature

English 203 thru 219 (215 may not apply for Theater majors)

English 234, 239, 250, 251, 252, 270

Humanities 1, 2, 5

Philosophy/Religion

Philosophy — all courses

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

General University Requirements

1. ENGLISH — with a grade of C or better (not acceptable on credit/no credit basis). This requirement must be completed before entry into Fine Arts.
2. AMERICAN HISTORY AND INSTITUTIONS — any course used to meet this requirement may not also apply on the Fine Arts requirements. This requirement must be met in one of the following ways:
 - A. Completion of two semesters in **high school** of American History or American Government or a combination, with a B average.
 - B. Completion of one course chosen from the following with a grade of C or better: (Credit/No Credit is acceptable.)
 - Economics 10
 - English 207, 208
 - History 11, 12, 13, 14, 15, 16, 20, 41, 42
 - Political Science 1

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

Major Departmental Requirements

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

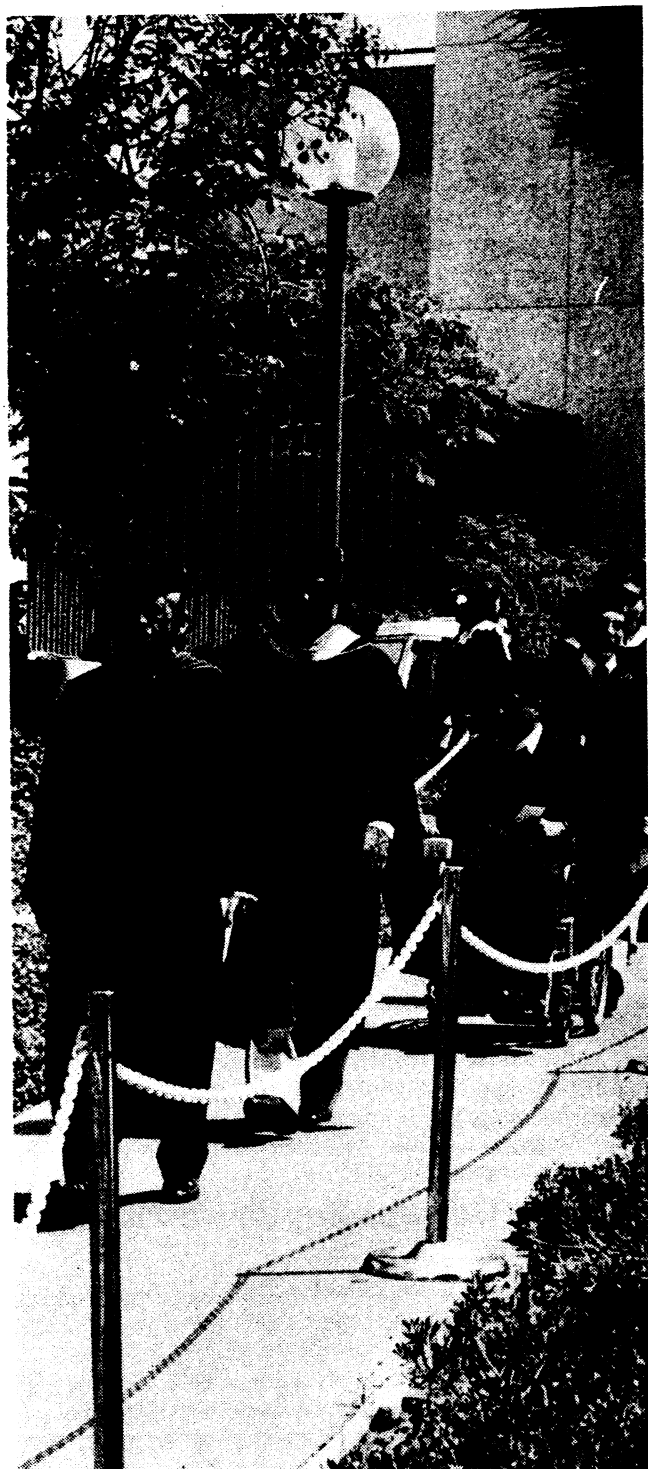
Completion of the above program with a total of 60 units and meeting graduation requirements as described in this catalog entitle students to the Associate Degree at West Los Angeles College.

CALIFORNIA STATE UNIVERSITY

Certification of General Education Requirements

Under agreement with the California State University system, West Los Angeles College can certify up to 39 units toward the general education requirements for the Baccalaureate degree at any one of the campuses of the State University system. Under this certification process the receiving college will accept the units certified toward completion of

the general education requirements as the institution prescribes them. The college to which the student transfers would agree not to reduce this number nor to question the units certified. It is important for the student to follow the required patterns as listed below and to take courses in as many different areas as possible. Students planning to transfer should consult with the counselor concerning these general education requirements as soon as they have determined the college they wish to attend because the requirements are periodically revised.



CSU General Education Requirements

(No course may be used more than once.)

- A. Communication in the English language — 9 units (3 units in each area)
- A1. **Oral Communication**
Speech 101, 151, 122
- A2. **Written Communication**
English 101
- A3. **Critical Thinking**
English 102; Philosophy 8, 9; Speech 104; Linguistics 1
- B. Physical Universe and Its Life Forms — 9 units (at least one course from each area; laboratory must be included in either B1 or B2)
- B1. **Physical Universe**
Astronomy 1; Chemistry 3*, 4, 10*; Environmental Science 1; Geography 1, 3; Geology 1, 6*; Meteorology 3 (same as Geography 3); Oceanography 1; Physics 5, 12, 14*, 29
- B2. **Life Forms**
Anthropology 101; Biology 3*, 4, 5*; Botany 5*; Environmental Science 2; Oceanography 2, 11*, 12; Psychology 2
- B3. **Mathematical Concepts**
Mathematics 240, 225, 235, 236, 215, 260, 261
(*indicates laboratory course)
- C. Humanities — 9 units (at least 3 areas; no more than one course from any area)
- C1. **History and Appreciation of the Arts**
Art 101, 102, 103, 111; Music 111, 112, 121, 122, 141; Theater 100, 110, 505, 507, 509
- C2. **Literature**
English 203, 204, 205, 206, 207, 208, 211, 212, 213, 214, 215, 218, 234, 240
- C3. **Philosophy**
Philosophy 1, 2, 3, 4, 20, 23, 24
- C4. **Foreign Language**
French 1, 2, 3, 4; Hebrew 1, 2; Spanish 1, 2, 3, 4
- C5. **Creative Participation**
Art 201, 501; Journalism 1; Music 501, 561, 725, 731, 775; Physical Education 431, 434, 437, 801, 805, 814; Theater 200, 270
- C6. **Western Culture**
History 22, 23; Humanities 30, 31
- C7. **Non-Western Culture**
Anthropology 132, 133
- D. Social, Political and Economic Institutions — 9 units (only one course from any area). Note: Courses to satisfy American Institutions requirements cannot also be used to satisfy general education requirements.
- D1. **Social Institutions**
Anthropology 102, 121, 124; Geography 2, 7; Law 1; Psychology 1, 6, 13; Sociology 1
- D2. **Political Institutions**
History 11, 12; Political Science 1, 2, 4
- D3. **Economic Institutions**
Business 1; Economics 1, 2, 10
- D4. **Contemporary Settings**
History 2, 4, 13, 42; Journalism 5; Political Science 7; Sociology 2, 5, 7, 11, 22

D5. Historical Settings

Anthropology 103; History 1, 3, 20, 41

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

E1. Integrated Organism

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

E2. Activity

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

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

Liberal Studies

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

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

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

All CSU 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:

- English students should complete course work distributed over the areas of composition, literature and speech, totaling nine to twelve semester units.
- Mathematics and the physical and life sciences students should complete at least three semester units in mathematics beyond both elementary algebra and plane geometry. Two basic courses in the sciences, one in physical sciences and one in life sciences, should be completed. At least one should be a laboratory course with seven to nine semester units.

3. Nine semester units in social sciences should be completed. Recommended are one course each in U.S. history, political science and psychology, as well as courses in anthropology, economics, geography and sociology.
4. Humanities and the fine arts (including foreign languages) students should complete six to eight semester units divided between art and music. Additionally, one or two courses may be chosen from dance, drama, foreign language, humanities (general), non-European cultures, philosophy and religious studies.

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

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

INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

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

Admission Policies

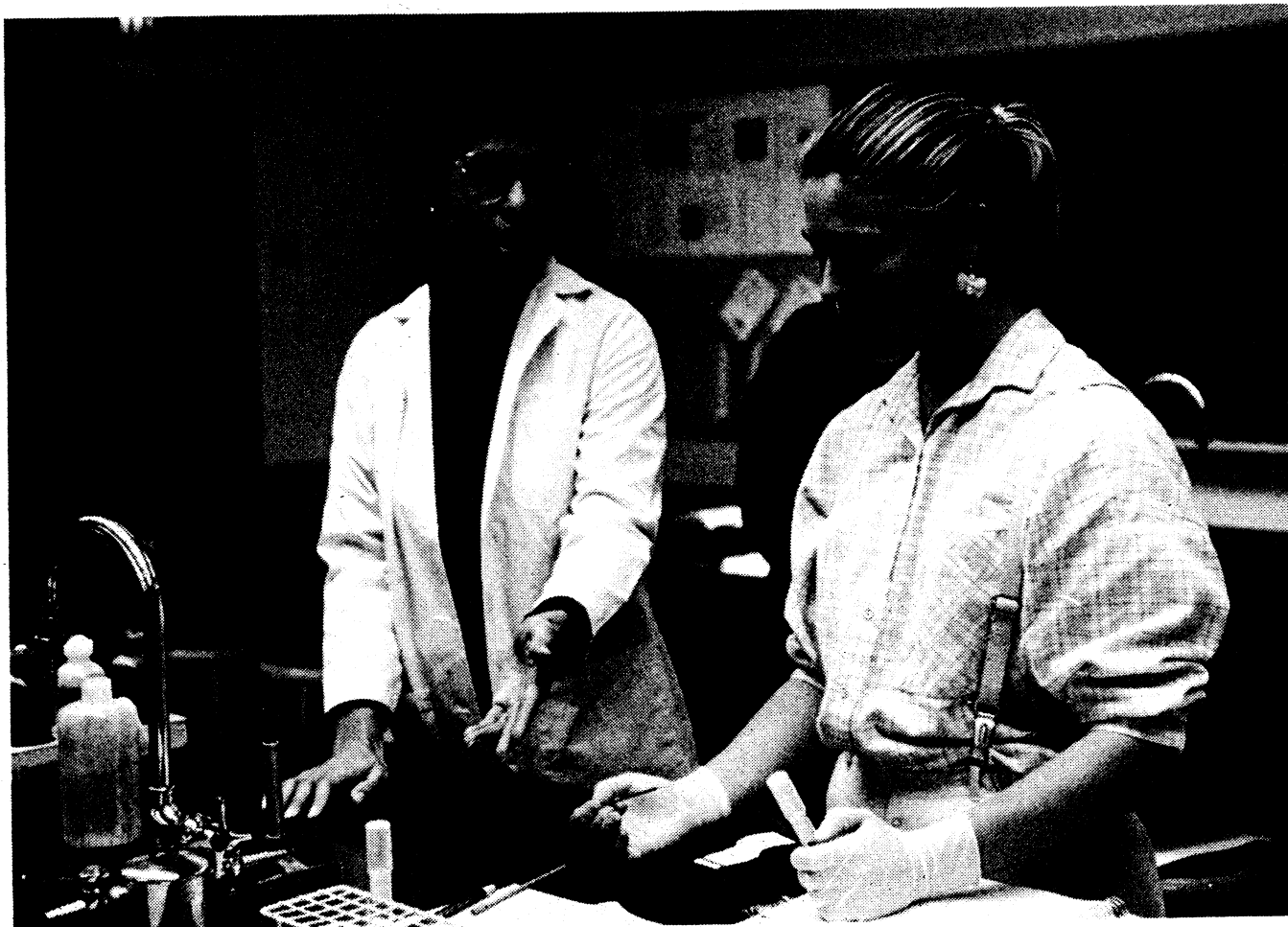
Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually other courses designated for transfer by the community college.

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

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

Financial Aid

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



COURSE DESCRIPTIONS

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

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

University of California

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

California State University

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

CSU — Baccalaureate

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

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

Course Repeatability for Credit

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

ACCOUNTING

(See *Business* also)

1 Introductory Accounting I (5) UC:CSU

Prerequisite: Business 38, one year high school algebra or Math 115 and consent of instructor. Business Administration majors are advised to take Accounting 1 in their third semester.

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

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

2 Introductory Accounting II (5) UC:CSU

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

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

Acceptable for Management 1B credit, UCLA

3 Intermediate Accounting (3) CSU

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

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

15 Tax Accounting 1 (3) CSU

Prerequisite: Accounting 1 or equivalent and permission of instructor.

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

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

16 Tax Accounting II (3) CSU

Prerequisite: Successful completion of Accounting 15 or consent of instructor.

This course deals with tax laws accounting procedures and preparation of state and federal tax returns required for partnerships, corporations, estates and trusts. Federal and state returns for inheritance and gift taxes will also be considered along with review of individual tax returns to update the student on new tax laws and forms.

17 Payroll Accounting (2)

Prerequisite: Concurrent enrollment in Business 38 or consent of instructor.

This course presents methods and procedures of compiling payroll records and preparation of payroll tax returns required by state and federal laws, including state and federal unemployment and social security, insurance and workmen's compensation reports.

20 Managerial Accounting (3) CSU

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

21 Bookkeeping and Accounting I (3) UC:CSU

Prerequisite: Business 38, which may be taken concurrently.

Fundamentals of double entry bookkeeping; preparation of the trial balance; work sheets and simple financial statements; use of controlling accounts; the control of cash and bank reconciliation statements are presented. Students complete a mercantile firm practice set. *Credit allowed only for either Accounting 1 or 21. Accounting 21 and 22 together equal Accounting I and are acceptable for Management 1A credit, UCLA.*

22 Bookkeeping and Accounting II (3) UC:CSU

Prerequisite: Accounting 21 or equivalent and permission of instructor.

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

23 Record Keeping for Small Business (3)

Designed for prospective owners and bookkeepers of small businesses, this course explains the organization and interpretation of records and record keeping. Systems used in small service, merchandising, and manufacturing businesses.

25 Automated Accounting Methods and Procedures (3) CSU

Prerequisite: Completion of one semester of Accounting Principles (or equivalent), through and including material on payroll accounting with a grade of C or better.

An introduction to Accounting using the micro-computer, the course will provide information and practice in the basic machine operations, plus instruction in the following areas: general ledger, depreciation, accounts receivable, accounts payable, and payroll. Real-world applications will be stressed throughout the course.

37 Accounting Machine Practice (1-1)

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

Laboratory 2 hours.

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

Cooperative Work Experience Education

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

ADMINISTRATION OF JUSTICE

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

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

2 Concepts of Criminal Law (3) UC:CSU

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

3 Legal Aspects of Evidence (3) CSU

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

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

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

5 Criminal Investigation (3) CSU

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

6 Patrol Procedures (3) CSU

Prerequisite: Administration of Justice 1 or consent of instructor.

This course is a study of the responsibility, techniques and methods of police patrol. Topics include patrol distribution, selective enforcement, pull-over and approach methods,

emergency pursuit driving, search of suspects and buildings, field interrogations, procedures in the handling of calls for police service and special police problems.

7 Traffic Control (3) CSU

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

8 Juvenile Procedures (3) CSU

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

14 Report Writing for Peace Officers (3) CSU

Lecture 3 hours.

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

15 Police Supervision (3) CSU

Prerequisite: Employment in law enforcement or consent of instructor or Department Chair.

This course is specifically designed to prepare law enforcement officers for the duties and responsibilities of the police supervisor. It is primarily concerned with supervisory functions, techniques and the underlying principles governing their applications.

42 Advanced Criminal Law (3) CSU

Prerequisite: Administration of Justice 2 or consent of instructor.

This course is the study of criminal law with special emphasis on major crimes of particular interest to peace officers and examines penal provisions in State codes and leading case law.

60 Arrest, Search and Seizure (3) CSU

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

62 Fingerprint Classification (3) CSU

A practical course which covers the technical terminology of fingerprinting, pattern interpretation, classification of fingerprinting, searching and filing procedures. Time will also be devoted to laboratory work in the classroom. A certificate will be awarded on completion.

67 Community Relations I (3) UC:CSU

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

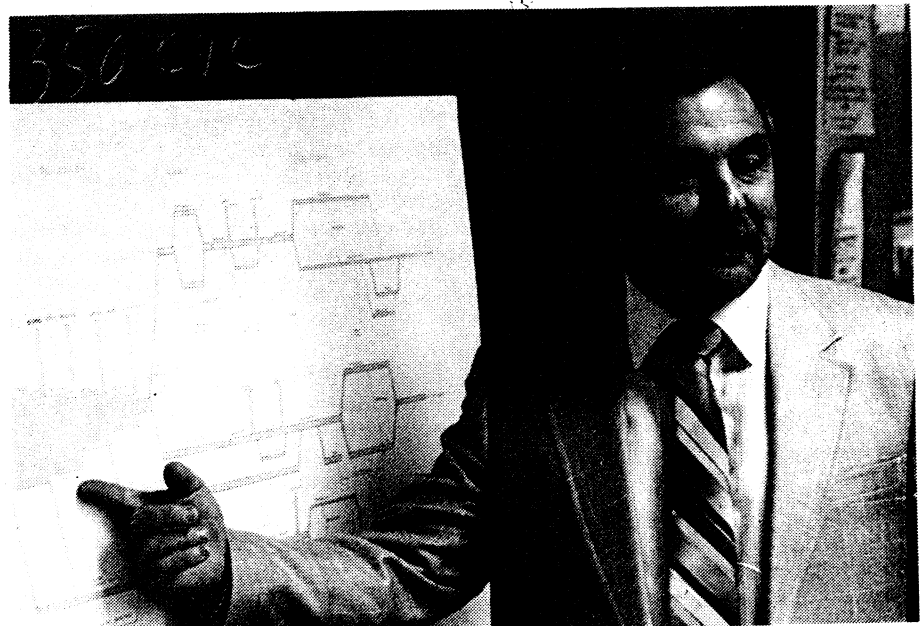
86 Issues in Law Enforcement (3)

Lecture 3 hours.

This course surveys literature and media presenting the issues, problems and perceived image of law enforcement.

Cooperative Work Experience Education

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



AEROSPACE PRODUCTION TECHNOLOGY

(Requirements for the certificate of completion are met by completing courses 1 through 6, listed below and AMT 11 & 12.)

1 Applied Mathematics for Aerospace Production Skills (2)

Lecture 2 hours.

This course presents the mathematics needed for aerospace production, and general shop mathematics.

2 Blueprint Reading for Industry (1)

Laboratory 3 hours.

Blueprint reading is offered as related to industry and aerospace sub-assembly work.

3 Aerospace Basic Tools and Procedures (1)

Lecture 1 hour.

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

4 Aerospace Structural Units and Materials (1)

Lecture 1 hour.

Instruction is offered in the properties of materials used in aerospace production. Emphasis is placed on structural units.

6 Aerospace Production Methods (1)

Laboratory 3 hours.

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

Cooperative Work Experience Education

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

AIRCRAFT ELECTRONICS TECHNOLOGY

1 Scientific Calculator Electronics Mathematics (4)

Lecture 3 hours; laboratory 3 hours.

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

NOTE: This course is similar to Electronics 10 and 12 and is part of CORE I of the Electronics curriculum.

2 Aircraft Direct Current Theory and Laboratory (4)

Prerequisite: Aircraft Electronics Technology 1 or equivalent.

Lecture 3 hours; laboratory 3 hours.

A study is made of series, parallel, semi-parallel and complex circuits involving more than one source of EMF voltage dividers, and the construction of basic meters is stressed. In the laboratory, practice is provided in the application of the basic laws of electricity to aircraft DC equipment.

NOTE: This course is similar to Electronics 4 and is part of CORE I of the Electronics curriculum.

3 Aircraft Alternating Current Theory and Laboratory (4)

Prerequisites: Aircraft Electronics Technology 2 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

NOTE: This course is similar to Electronics 6 and is part of CORE I of the Electronics curriculum.

4 Aircraft Semiconductor and Integrated Circuit Applications (4)

Prerequisite: Aircraft Electronics Technology 3 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

NOTE: This course is similar to Electronics 20 and is part of CORE II of the Electronics curriculum.

5 Aircraft Electronic Circuit Analysis I (4) CSU

Prerequisite: Aircraft Electronics Technology 4 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

niques, including solderless connections, wiring bundles, harness construction and repair. *NOTE: This course is similar to Electronics 22 and is part of CORE II of the Electronics curriculum.*

6 Aircraft Electronic Circuit Analysis II (4)

Prerequisite: Aircraft Electronics Technology 5 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

Note: This course is similar to Electronics 24 and is part of CORE II of the Electronics curriculum.

7 Aircraft Receiver and Transmitter Principles I (4) CSU

Prerequisites: Aircraft Electronics Technology 6 or equivalent.

NOTE: Students must have a minimum G.P.A. of 2.0 in A.E.T. or equivalent prior to enrollment in A.E.T. 7, 8, 9.

Lecture 3 hours; laboratory 3 hours.

Instruction is offered in the theory of operation of aircraft AM, FM, and single sideband receivers and transmitters for communication and navigation equipment. In the laboratory practice is provided in testing, alignment and troubleshooting procedures for aircraft communication receivers, transmitters and navigation receivers.

8 Aircraft Receivers and Transmitters Principles II (4)

Prerequisites: Aircraft Electronics Technology 7 or equivalent.

NOTE: Students must have a minimum G.P.A. of 2.0 in A.E.T. or equivalent prior to enrollment in A.E.T. 7, 8, 9.

Lecture 3 hours; laboratory 3 hours.

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

9 Radio Communications (4)

Prerequisites: Aircraft Electronics Technology 8 or equivalent.

NOTE: Students must have a minimum G.P.A. of 2.0 in A.E.T. or equivalent prior to enrollment in A.E.T. 7, 8, 9.

Lecture 3 hours; laboratory 3 hours.

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

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

Note: Student must have a minimum 2.0 GPA in Aircraft Electronics Technology prior to enrollment in AET 10, 11, 12.

Prerequisites: Aircraft Electronics Technology 1 through 6 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

11 Aircraft Multiplex Systems (4)

Note: Student must have a minimum 2.0 GPA in Aircraft Electronics Technology prior to enrollment in AET 10, 11, 12.

Prerequisites: Aircraft Electronics Technology 10 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

12 Aircraft Entertainment and Intercom Systems (4)

Note: Student must have a minimum 2.0 GPA in Aircraft Electronics Technology prior to enrollment in AET 10, 11, 12.

Prerequisites: Aircraft Electronics Technology 11 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

51 Aircraft Electronic Multiplexing (4)

Prerequisites: Aircraft Electronics Technology 1 through 12 or F.C.C. (G.R.O.L.) General Radio Operator's License or equivalent or permission of the instructor.

Lecture 3 hours; laboratory 3 hours.

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

52 Avionic Modular Components & Systems (4) RPT 3

Prerequisites: Aircraft Electronics Technology 1 through 12 or F.C.C. (G.R.O.L.) General Radio Operator's License or equivalent or permission of the instructor.

Lecture 3 hours; laboratory 3 hours.

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

53 Current Communication/Navigation Circuit Applications (4)

Prerequisites: Aircraft Electronics Technology 1 through 12 or F.C.C. (G.R.O.L.) General Radio Operator's License or equivalent or permission of the instructor.

Lecture 3 hours; laboratory 3 hours.

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

Cooperative Work Experience Education

Aircraft Electronics Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description and credit limits.

AMERICAN SIGN LANGUAGE

1 American Sign Language I (4) CSU

Lecture 3 hours; laboratory 2 hours.

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

2 American Sign Language II (4) CSU

Prerequisite: American Sign Language I with a grade of C or better.

Lecture 3 hours; laboratory 2 hours.

This course is a continuation of American Sign Language I. In-depth study of the structure of American Sign Language as used by deaf adults is provided. Receptive and expressive skills and sign vocabulary are developed.

ANATOMY

1 Introduction to Human Anatomy (4) UC:CSU

Prerequisite: Biology 5A/5B with grade of C or better; concurrent enrollment in or successful completion of English 28.

Lecture 3 hours; laboratory 3 hours.

This course presents the structure of the human body by subdividing it into individual body systems. The functional anatomy of each level of organization is then studied from the microscopic level of organization to the gross level. In addition, the embryological development of each body system and selected pathologies will be examined. Laboratory exercises include the study of histological slides, photomicrographs, x-rays, human skeleton and the dissection of a cat. This course is intended to meet the requirements of students majoring in nursing, dental hygiene, occupational therapy, psychology, physical education and life sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introductory biology.

Note: Anatomy 1 and Physiology 1 taken together equal Physiology 6.

Cooperative Work Experience Education

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

ANTHROPOLOGY

101 Human Biological Evolution (3) UC:CSU

The course focuses on the relationship between human biology, culture and the physical environment, as interpreted within the framework of evolutionary theory and the science of genetics. It traces man's place in the animal kingdom, with special emphasis on primates. Archeological evidence, associated with human fossils, is examined and human physical variability is probed within the context of Mendelian and population genetics.

Acceptable for Anthropology 1-2, credit UCLA.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU

The course presents an anthropological understanding of the varieties of life styles in human societies throughout the world, from nomadic hunting-gathering tribes to highly technologically-developed societies such as ours. The varied forms of marriage and the family, economic, political, and legal arrangements; religious expressions; and art forms are examined in their own contexts and compared to others. Extensive use is made of audio-visual materials.

Acceptable for Anthropology 5, credit UCLA.

103 Archaeology: Reconstructing the Human Past (3) UC:CSU

The course focuses on the discovery and reconstruction of the ways of life of extinct societies through the excavation, analysis and interpretation of their material remains, including refuse, stone tools, pottery, burials, housing. By examining these remains within the context of the environment and change over time, students acquire a means of understanding the human past. Extensive use is made of audio-visual materials.

Acceptable for Anthropology 6, credit UCLA.

121 Anthropology of Religion, Magic, and Witchcraft (3) UC:CSU

This course provides a socio-cultural understanding of religious behaviors. It deals with the components, function and symbolism of religious behavior, as manifested through practices such as magic, witchcraft, totemism, divination, shamanism, ancestor worship and cults. Belief in gods, demons, ghosts, spirits, mana, the other world, and the soul are probed. Special emphasis is given to tribal religious

systems through the use of information gathered by anthropologists in the field. Non-tribal religious systems are included for comparative purposes. Extensive use is made of audio-visual materials.

124 Sex Roles in Human Societies (3) UC:CSU

This course acquaints students with the variety of strategies and traditions different societies have developed to teach their members what is "proper" male and female behavior. The assumptions underlying this varied socialization of the two sexes are probed and the resulting social and psychological consequences examined. Extensive use is made of audio-visual materials, as gathered by anthropologists in the field.

Cooperative Work Experience Education

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

150 Current Topics in Anthropology (3) UC:CSU

This course presents specific areas of current anthropological research and interests. Sub-headings to the course title are published in the schedule of classes to identify the specific topic taught in a given semester.

ART

(Outstanding works of students' art may be retained for a maximum of two years by the College art gallery.)

TRANSFER CREDIT: UC campuses have established the following transfer credit maximums: 12 units from Art 700, 706, 709, 710, 711, 712; Photography 9, 10, 21. 16 units from Art 201, 202, 203, 204, 205, 206, 208, 209, 300, 301, 302, 304, 305, 307, 308.

101 Survey of Art History I (3) UC:CSU

In this chronological survey of the visual arts from pre-history through the European Middle Ages, early civilizations in the Middle East, Egypt, India, China, the Mediterranean, Africa, Meso-America, Japan, and Western Europe are studied.

102 Survey of Art History II (3) UC:CSU

NOTE: Art 101 is not a prerequisite to Art 102. This course surveys the visual arts of Western Europe, pre-Columbia, America, Africa, and Japan chronologically from the Italian Renaissance to modern times.

103 Art Appreciation I (3) UC:CSU

This broad introduction to the nature, vocabulary, media, and history of art, with selections from western and non-western cultures, is designed to expand awareness and understanding of the visual forms that are part of the environment.

201 Drawing I (3) UC:CSU

Lecture 2 hours; studio 2 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.

202 Drawing II (3) UC:CSU

Prerequisite: Art 201 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours. Compositional aspects of drawing as applied to still life, natural forms, landscape and the human figure are explored. Students are expected to complete an additional 2 hours per week of studio homework.

203 Drawing III (3) UC:CSU

Prerequisite: Art 202 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours. This course is a continuation of Art 202. Students are expected to complete an additional 2 hours per week of studio homework.

204 Life Drawing I (3) UC:CSU

Prerequisite: Art 201 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours. An introductory study of human structure and proportion is provided. Fundamental drawing approaches are explored in black and white media with emphasis upon the development of observation and skill in graphic representation. Students are expected to complete an additional 2 hours per week of studio homework.

205 Life Drawing II (3) UC:CSU

Prerequisite: Art 204 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours. This course consists of drawing from the human figure with emphasis upon the development of observation, structure and draftsmanship. Various media are explored stressing line and tone. Students are expected to complete an additional 2 hours per week of studio homework.

206 Life Drawing III (3) UC:CSU

Prerequisite: Art 205 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours. This course is a continuation of Art 205. Students are expected to complete an additional 2 hours per week of studio homework.

300 Introduction to Painting (3) UC:CSU

Prerequisite: Art 201 or 501 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours. This course continues the development of draftsmanship and exposure to art concepts related to imagery, paint quality, color and composition. Various media and mixed media in drawing and painting are explored with emphasis upon specific techniques. Students are expected to complete an additional 2 hours per week of studio homework.
Acceptable for Art 20A credit, UCLA.

301 Watercolor Painting I (3) UC:CSU

Prerequisite: Art 300 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours. This course is an introduction to and an exploration of watercolor media in varied styles, techniques and pictorial methods. Students are expected to complete an additional 2 hours per week of studio homework.

302 Watercolor Painting II (3) UC:CSU

Prerequisite: Art 301 with a grade of C or better or equivalent.

Lecture 2 hours, studio 2 hours. This is a continuation of Art 301. Students are expected to complete an additional 2 hours per week of studio homework.

303 Watercolor Painting III (3) UC:CSU

Prerequisite: Art 302 with a grade of C or better or equivalent.

Lecture 2 hours, studio 2 hours. This is a continuation of Art 302.

304 Acrylic Painting I (3) UC:CSU

Prerequisite: Art 300 or 501 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours. This course is an introduction to fundamental skills in acrylic media, canvas preparation and brush techniques. Composition and color theory are studied as applied to still life, landscape and natural forms. Students are expected to complete an additional 2 hours per week of studio homework.

305 Acrylic Painting II (3) UC:CSU

Prerequisite: Art 304 with a grade of C or better or equivalent.

Lecture 2 hours; studio 2 hours. This course is a continuation of Art 304. Students are expected to complete an additional 2 hours per week of studio homework.

501 Beginning Two-Dimensional Design (3) UC:CSU

Lecture 2 hours; studio 2 hours. This course provides an introduction to organization on the two dimensional plane. Scale, shape, texture, motion and color are focused upon. Fundamentals of modulations, modification and variation are explored. Students are expected to complete an additional 2 hours per week of studio homework.

502 Beginning Three-Dimensional Design (3) UC:CSU

Prerequisite: Art 501 with a grade of C or better or equivalent. Art 503 may be taken concurrently.

Lecture 2 hours; studio 2 hours. This course provides an introduction to the organization of forms in three dimensions. Experimental problems in a variety of materials using various spatial constructions are dealt with. Students are expected to complete an additional 2 hours per week of studio homework.

503 Intermediate Design (3)**UC:CSU**

Prerequisite: Art 501 with a grade of C or better or consent of instructor.

Lecture 2 hours; studio 2 hours.

This continuation of Art 501 stresses the individual's sensitivity to color enabling the painter, designer or layperson to utilize color for expression. Students are expected to complete an additional 2 hours per week of studio homework.

708 Introduction to Ceramics (3)**UC:CSU**

Lecture 1 hour; studio 5 hours.

Instruction in wheel throwing and hand construction is provided. Simple experiments are conducted in the formulation of clay bodies and glazes. Analysis of form, function and decoration emphasizing the proper use of materials and tools in the basic methods of clay construction is stressed.

709 Ceramics I (3) UC:CSU

Prerequisite: Art 708 with a grade of C or better or equivalent.

Lecture 1 hour; studio 5 hours.

Development of students' technical skills is continued with emphasis on individual growth in creative design abilities. Loading and firing of kilns and study of ceramic raw materials are included.

710 Ceramics II (3) UC:CSU

Prerequisite: Art 709 with a grade of C or better or equivalent.

Lecture 1 hour; studio 5 hours.

This course is a continuation of Art 709.

711 Ceramics III (3) UC:CSU

Prerequisite: Art 710 with a grade of C or better or equivalent.

Lecture 1 hour; studio 5 hours.

This course is a continuation of Art 710.

712 Ceramics Workshop (2)

Studio 4 hours.

This course provides a studio experience for beginning and advanced potters. A variety of construction methods are undertaken simultaneously, including handbuilding, wheel-throwing and simple mold production. Techniques for surface enrichment, glazing and firing are explored at various levels of ability.

185 Directed Study - Art Honors (1) UC:CSU**285 Directed Study - Art Honors (2) UC:CSU****385 Directed Study - Art Honors (3) UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

ASTRONOMY**1 Elementary Astronomy (3)****UC:CSU**

All areas of modern astronomy are discussed in this introductory course. Major topics include: the sun, moon and planets; stars and galaxies; telescopes and other instruments; constellations; and the history of astronomy. *Acceptable for Astronomy 3 credit, UCLA.*

Cooperative Work Experience Education

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

AVIATION MAINTENANCE TECHNICIAN

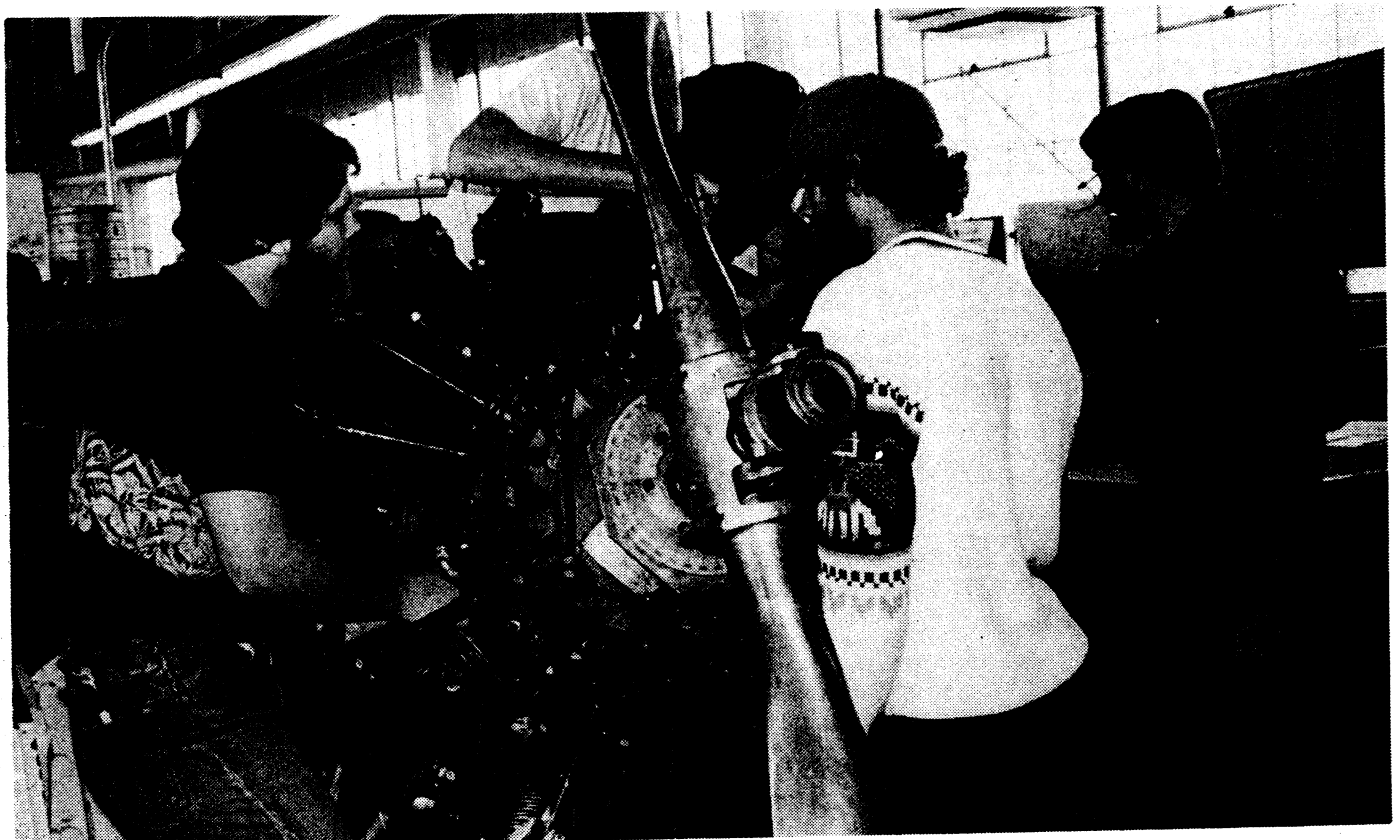
Note: Subject credit for courses in this program may be obtainable at California State University, San Jose and at National University after transfer.

1 Maintenance Procedures (3)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 2.

Lecture 3 hours.

Instruction is offered in ground operation, servicing airplanes, maintenance publications, forms, records, and mechanic's privileges and limitations. Aircraft materials and processes are identified with emphasis on inspection procedures.



2 Maintenance Procedures Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 1.
 Laboratory 6 hours.
 Instruction and practice is offered in the ground operation and servicing of airplanes. Maintenance publications, forms, and records are used in conjunction with inspection and repair procedures. Materials are identified and inspected to specifications.

3 Basic Aircraft Science (3)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 4.
 Lecture 3 hours.
 Instruction is offered in applied mathematics, physics, aircraft drawing, application of aircraft coverings, doping, and corrosion control.

4 Basic Aircraft Science Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 3.
 Laboratory 6 hours.
 Instruction and practical application is offered in basic mathematics, physics, aircraft drawings and prints. Instruction and practice is also given in wood structures, aircraft coverings, aircraft finishing and corrosion control.

5 Basic Electricity and Auxiliary Systems (3)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 6.
 Lecture 3 hours.
 Instruction is offered in basic electricity, Ohm's law, DC and AC circuits, semi-conductors, metric prefixes, and scientific notation. Communication and navigation systems, cabin atmosphere control, position and warning systems and ice and rain control systems are also covered.

6 Basic Electricity and Auxiliary System Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 5.
 Laboratory 6 hours.
 This course describes relationships between voltage, current and power and explains how to use testing and measuring equipment in the inspection, checking, servicing and repair of the following systems: air-conditioning, communication and navigation, position and warning, and ice and rain control.

7 Electrical and Instrument Systems (3)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 8 and satisfactory completion of AMT 5.
 Lecture 3 hours.
 Instruction is offered in the function of aircraft electrical systems and components, generators, and aircraft instruments, including flight, navigation, and engine instruments.

8 Electrical and Instrument Systems Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 7 and satisfactory completion of AMT 6.
 Laboratory 6 hours.
 An analysis is made of series, parallel and complex electrical circuitry in D.C. and in A.C., supplemented by discussion of testing and measuring equipment. Description, operation, and maintenance procedures for aircraft instrumentation are also explained.

9 Assembly, Rigging and Inspection (3)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 10.
 Lecture 3 hours.
 Instruction is offered in assembly and rigging techniques, with weight and balance theory and procedure emphasized, and in the fabrication and installation of fluid lines and fittings.

10 Assembly, Rigging and Inspection Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 9.
 Laboratory 6 hours.
 Instruction is provided in the skills and techniques needed for the assembly and rigging of airframe structures, including weight and balance computation. Opportunity is provided to fabricate fluid lines and fittings.

11 Aircraft Metal Assembly (3)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 12.
 Lecture 3 hours.
 This course offers a study of metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.

12 Aircraft Metal Assembly Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 11.
 Laboratory 6 hours.
 Instruction and practice is offered in cutting, bending, forming, welding and fastening metal structures. Plastic enclosures and honeycomb are evaluated. Structural repairs using various fastening and bonding techniques are emphasized.

13 Hydraulic, Landing Gear, and Fuel Systems (3)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 14.
 Lecture 3 hours.
 Instruction is offered in the study of hydraulic, landing gear, and aircraft fuel systems. Emphasis is placed on component design, operation, relationships, and system troubleshooting.

14 Hydraulic, Landing Gear, and Fuel Systems Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 13.
 Laboratory 6 hours.
 Hydraulic, landing gear, and fuel systems are studied and operated, with components re-

moved and reinstalled. Emphasis is placed on procedure and techniques, troubleshooting, and diagnosis.

15 Propeller and Powerplant Systems (3)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 16.
 Lecture 3 hours.
 Instruction is offered in propellers, powerplant lubrication, cooling, induction, and exhaust systems. Fire protection, including fire detection and extinguishing systems, is included.

16 Propeller and Powerplant Systems Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 15.
 Laboratory 6 hours.
 Instruction and practice is offered in identifying lubrication; troubleshooting engine lubricating systems; servicing and repairing propellers and control systems; troubleshooting and repairing powerplant cooling, induction and exhaust systems; and inspecting and servicing powerplant fire protection systems.

17 Ignition and Fuel Metering Systems (3)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 18.
 Lecture 3 hours.
 Instruction is offered in the principles and practices of aircraft powerplant ignition systems and fuel metering systems.

18 Ignition and Fuel Metering Systems Laboratory (2)

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 17.
 Laboratory 6 hours.
 Instruction and practice is offered in inspecting, checking, servicing, troubleshooting, and repairing aircraft ignition and fuel metering systems.

19 Reciprocating Powerplant Overhaul (3)

Prerequisite: Aviation Maintenance Technician 15 and 17. Must be taken concurrently with Aviation Maintenance Technician 20.
 Lecture 3 hours.
 Instruction is offered in maintenance, publications, basic engine theory and overhaul procedures of reciprocating engines.

20 Reciprocating Powerplant Overhaul Laboratory (2)

Prerequisite: Aviation Maintenance Technician 16 and 18. Must be taken concurrently with Aviation Maintenance Technician 19.
 Laboratory 6 hours.
 Instruction and practice is offered in use of maintenance publication records relative to overhaul procedure. Complete engine overhaul procedures and methods and practice are presented.

21 Powerplant Trouble Shooting and Testing (3)

Prerequisite: Aviation Maintenance Technician 19. Must be taken concurrently with Aviation Maintenance Technician 22.

Lecture 3 hours.

Instruction is offered in power plant inspection and troubleshooting procedures for power plants. Course includes turbine engine theory and operation.

22 Powerplant Trouble Shooting and Testing Laboratory (2)

Prerequisite: Aviation Maintenance Technician 20. Must be taken concurrently with Aviation Maintenance Technician 21.

Laboratory 6 hours.

Instruction and practice is offered in the installation, operation, and troubleshooting of aircraft powerplants.

23 Inspection and Evaluation (3)

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

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams and/or consent of instructor. Must be taken concurrently with Aviation Maintenance Technician 24.

Lecture 3 hours.

Instruction is offered in conducting 100-hour inspections. General airframe and powerplant subjects for the Airframe and/or Powerplant License are reviewed. Emphasis is placed on preparation for Federal Aviation Administration written examinations.

24 Inspection and Evaluation Laboratory (2)

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

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams and/or consent of instructor. Must be taken concurrently with Aviation Maintenance Technician 23.

Laboratory 6 hours.

Instruction and practice is offered in conducting a 100-hour inspection on an airframe and powerplant and using the appropriate reference material and correct procedures to determine airworthiness of an airframe or powerplant. Students perform general, airframe, and powerplant practical projects.

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.

32 Aviation Management (3) CSU

This course surveys general aviation management principles and practices, including airport and airline management. Among specific topics are repair station requirements, flight operations, aircraft maintenance, safety, regulations, personnel management, marketing, office administration, and trends.

BIOLOGY**3 Introduction to Biology (4) UC:CSU**

Lecture 3 hours; laboratory 3 hours.

Biological principles, activities and relationships of living organisms to each other and the world they live in, with emphasis on their correlations to the human organism are surveyed.

Acceptable for Biology 2 with Lab, credit UCLA.

4 Heredity and Human Development (3) UC:CSU

Lecture 3 hours.

This is an introductory genetics course for non-science majors. Emphasis is placed on the facts and fictions of heredity including its relationship to evolution, reproduction, genetic counseling and various human conditions and diseases.

5 Introduction to Human Biology (4) UC:CSU

Prerequisite: Eligibility for English 28 and completion of Mathematics 30 or equivalent.

(NOTE: This course is presented in two modules: module A, lecture; module B, laboratory. Concurrent enrollment in the modules is required.)

Lecture 3 hours; laboratory 3 hours.

This course provides a basic introduction to biological principles. In addition, emphasis is given to the study of the basic unit of life, the cell, and animal tissues. This course is the prerequisite for Anatomy 1, Microbiology 20 and Physiology 1. Recommended for non-biology science majors (Formerly Zoology 5.)

6 General Biology I (5) UC:CSU

Prerequisite: Chemistry 1 with a grade of C or better.

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 7, credit UCLA.

7 General Biology II (5) UC:CSU

(Biology 7 may be taken before Biology 6.)

Prerequisite: none.

Recommended: UCLA and CSUN recommend the completion of both Biology 6 and 7 as a core program.

Lecture 3 hours; laboratory 6 hours.

This course covers the principles of organ and organ system physiology in plants and ani-

mals, ecology and the course of evolution. A survey of the various plant and animal groups is included.

Acceptable for Biology 5, credit UCLA.

185 Directed Study - Biology (1) UC:CSU**285 Directed Study - Biology (2) UC:CSU****385 Directed Study - Biology (3) UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Biology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

BROADCASTING**1 Fundamentals of Radio and Television Broadcasting (3) CSU**

Required of all Broadcasting majors. Open to others.

Lecture 3 hours.

This course focuses on the basic phases of radio and television broadcasting, including its history, legal aspects, networks, FCC, programming, use of motion pictures and videotapes, sales, public service, studio procedure and station personnel.

46 Fundamentals of Television Production (4) CSU RPT 1

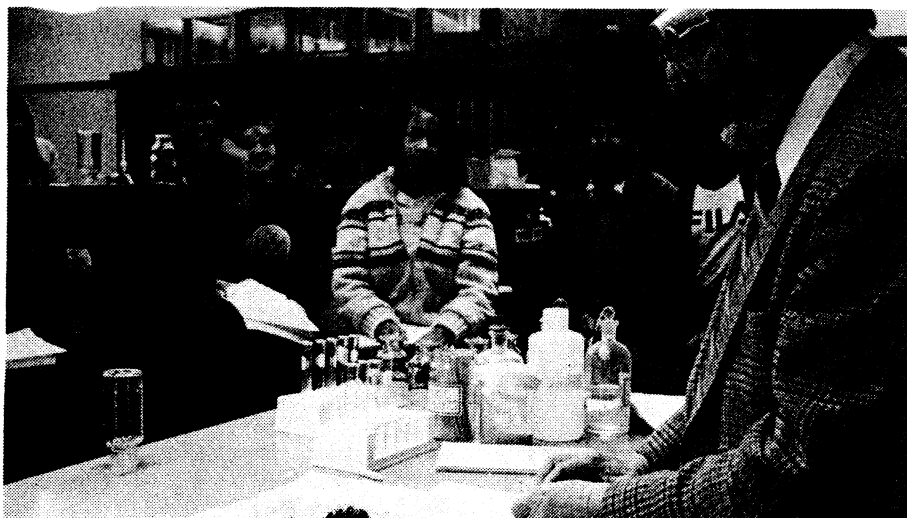
Prerequisite: Completion of, or concurrent enrollment in Broadcasting 1 or consent of instructor.

Lecture 3 hours; laboratory 3 hours.

This course emphasizes all major elements of television production work, including studio camera set-up and operation, lighting, set design, microphones, crew positions, video taping, and striking. Students practice in crews, rotating positions. The development of television as a communications medium is also discussed, along with the language of visual literacy. Acceptable for credit: 12 units maximum from Broadcasting 46 and Theater 267, 270, and 271, UC campuses.

Cooperative Work Experience Education

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



BUSINESS

Also listed alphabetically in this catalog: Accounting, Business, Business Data Processing, Finance, Law, Management, Marketing, Office Administration, Real Estate, Supervision.

1 Introduction to Business (3) CSU

(NOTE: Students who are business majors or who are considering a change to this major are advised to take this course as a foundation. It is a survey of the fundamental aspects of all phases of business.)

Forms of business organization, finance, personnel problems, marketing, managerial aids and business-government relations are surveyed. Students are given an overview of all facets of business.

5 Business Law I (3) UC:CSU (Same as Law I)

Essentials of the law of contracts, agency, employment, personal property, bailments, sales and real property in their application to everyday problems pertaining to business and to the individual. Elementary safeguards regarding sales and sales contracts. Case discussion and lecture method.

31 Business English (3)

NOTE: English Placement exam required.

This course offers intensive review of the mechanics of English: spelling, grammar, punctuation, sentence structure and word usage. These principles are applied to the writing of sentences and paragraphs. Business 31 also develops business vocabulary skills.

32 Business Communications (3) CSU

Prerequisite: Business 31 with a grade of C or better and the ability to type.

Business 32 develops the ability to use techniques of expository and argumentative writing when composing business letters, memos, and reports. Emphasis is placed on the fundamentals of clear, direct expression, correct English usage, and the psychology of business letter composition and communication.

38 Business Computations (3) CSU

This course provides a brief review of the fundamentals of computations followed by applications of non-algebraic mathematics to wage payment methods and payroll preparations; percentage, markon, markup, markdown and turnover, cash and trade discounts; simple interest and applications of compound interest principles to investment, annuity and depreciation problems

185 Directed Study - Business (1) CSU

285 Directed Study - Business (2) CSU

385 Directed Study - Business (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Business on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

BUSINESS DATA PROCESSING

65 Business Systems Applications for Microcomputers (4) CSU

Prerequisite: Knowledge of simple algebra and business mathematics.

Intended for those wishing to increase personal productivity in the business environment. This course covers the major functions of automated spreadsheet programs such as LOTUS 1-2-3, word processing programs such as WordStar, and data base management packages such as dBase III.

CHEMISTRY

1 General Chemistry I (5) UC:CSU

Prerequisites: 1. Either high school chemistry or Chemistry 10 with a grade of C or better, and a satisfactory score on a chemistry placement examination given in advance of registration. Students should consult the Admissions Office, the Counseling Office or the Chemistry Department for dates of examinations.

2. A minimum of two years of high school mathematics or completion of Mathematics 220 or its equivalent. Both prerequisites must have been completed within the last two years. Recommended: Completion of English 28 or a more advanced reading and composition course with a grade of C or better; or eligibility for English 1.

Lecture and conference 5 hours; laboratory 4 hours.

This is a basic course emphasizing principles and theories. It includes discussions of chemical stoichiometry, atomic and molecular structure and the periodic table, gases, liquids, solids, solutions, oxidation-reduction, acids and bases, and an introduction to chemical thermodynamics. The laboratory emphasizes basic laboratory skills, chemical principles, and quantitative relationships.

Chemistry 1 and Chemistry 2 are acceptable for Chemistry 11 ABC, BL, CL credit, UCLA. No credit for Chemistry 3 or 10 if taken after Chemistry 1.

One course maximum credit for 3 or 10.

2 General Chemistry II (5) UC:CSU

Prerequisite: Chemistry 1 with a grade of C or better within the last two years.

Lecture and conference 5 hours; laboratory 4 hours.

This course is a continuation of Chemistry 1, with an introduction to chemical kinetics, chemical equilibrium with emphasis on aqueous equilibria, electrochemistry, nuclear chemistry, organic chemistry, and descriptive inorganic chemistry. The laboratory includes both quantitative experiments and qualitative analysis.

Chemistry 1 and 2 are acceptable for Chemistry 11 ABC, BL, CL credit, UCLA. No credit for Chemistry 3 or 10 if taken after Chemistry 1.

3 Introductory Chemistry (5) UC:CSU

Prerequisites: A knowledge of basic arithmetic as taught in Mathematics 105 (Arithmetic for College Students) is essential; Mathematics 115 (Elementary Algebra) or one year of high school algebra is highly recommended.

Also recommended is completion of English 21 or a more advanced reading and composition course with a grade of C or better; or eligibility for English 28.

Lecture and conference, 4 hours; laboratory, 3 hours.

This introductory course emphasizes the principles of chemistry, including inorganic and organic chemistry. It is intended for students in nursing, home economics, physical education,

elementary education, and for liberal arts majors who need a physical science laboratory course. Students intending to take Chemistry 1 should take Chemistry 10 rather than Chemistry 3.

Acceptable for Chemistry 2 with Lab, credit UCLA.

4 Basic Chemistry (3) UC:CSU

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.

9 Introductory Organic and Biochemistry (4) UC:CSU

Prerequisite: Chemistry 1, 3 or 10, with a grade of C or better.

Lecture 3 hours; laboratory 3 hours.

This course is designed for students who are majoring in dental hygiene, home economics or nursing. Emphasis is placed on organic chemistry and the processes that occur in living tissues. The relationship between organic and biochemistry is presented at the molecular as well as the cellular level.

10 Introduction to General Chemistry (5) UC:CSU

Prerequisite: One year of high school algebra or Mathematics 115 and a satisfactory score on an entrance examination testing background for this course.

Recommended: Completion of English 21 or a more advanced reading and composition course with a grade of C or better; or eligibility for English 28.

Lecture and conference 5 hours; laboratory 2 hours.

This basic chemistry course presents elementary principles of general chemistry, including nomenclature and problem solving. Students whose previous chemistry background is inadequate for Chemistry 1 should take this course in preparation for Chemistry 1. Chemistry 10 is also recommended for students who have been away from high school chemistry for more than two years.

Acceptable for Physical Science M2 or Chemistry M2 credit, UCLA.

Maximum of one course from Chemistry 3 or 10. Maximum of 4 credits transferable to UC. No credit for Chemistry 3 or 10 if taken after Chemistry 1.

14 Introductory Organic Chemistry (5) UC:CSU

Prerequisite: Chemistry 2 with a grade of C or better.

Lecture 3 hours; laboratory 6 hours.

The student is introduced to structure, bonding, stereochemistry and functional group chemistry with emphasis on mechanisms. In the laboratory the essential skills of preparation, isolation, purification and identification of organic compounds are presented.

Chemistry 14 acceptable for Chem. 21 with Lab credit, UCLA.

15 Introductory Biochemistry (5) UC:CSU

Prerequisite: Chemistry 14 with a grade of C or better.

Lecture 3 hours; laboratory 6 hours.

An introduction to the structure, properties, and metabolism of carbohydrates, fats, proteins, nucleic acids, vitamins and hormones. Relationships between metabolism and energy are presented. In the laboratory, the preparation and reactions of biologically important compounds, both chemical and enzymatic, are investigated.

Chemistry 14 with 15 acceptable for Chem. 21. 23. 24 credit, UCLA.

185 Directed Study - Chemistry (1) UC:CSU

285 Directed Study - Chemistry (2) UC:CSU

385 Directed Study - Chemistry (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

CHILD DEVELOPMENT

1 Child Growth and Development (3) UC:CSU

Lecture 3 hours.

The process of human development from birth to adolescence is studied. Emphasis is placed on development which enables children to reach physical, mental, emotional and social maturity.

2 The Child and the School (3) CSU

Prerequisite: Verification of annual tuberculosis test.

Lecture 3 hours.

This is a survey course of preschool education. The student becomes aware of various types of schools offering experiences to children between 2 and 5 years of age. The personal characteristics of preschool teachers and opportunities for careers in the field are studied. Curriculum suitable for preschool children is included.

3 Creative Experiences for Children I (3) CSU

Recommended: Child Development 1 and 2.
Lecture 3 hours.

Many types of creative experiences for young children are explored including painting, clay, music, drama, art materials and language development. The student has an opportunity to learn to set up, control and evaluate children's experiences in a classroom setting.

6 The Residential Child Care Worker (3) CSU

Lecture 3 hours.

This is a basic "How-to" training course for staff of children's institutions and group homes and for foster parents dealing with emotionally disturbed, neglected, dependent, retarded and physically handicapped children.

10 Child Health (3) CSU

Recommended: Child Development 1 and 2.
Lecture 3 hours.

This course includes information on the nutritional needs and physical and mental well-being of children from birth to adolescence. Information dealing with special problems/handicaps is included. Habits and attitudes toward health are discussed. Community resources which are available to assist in the physical and mental well-being of the child are explored.

11 Home, School and Community Relations (3) CSU

Recommended: Child Development 1 and 2.
Lecture 3 hours.

A study is made on the effect of children's homes, schools and communities on their development. Special emphasis is placed on the dynamics of human relations in the multi-cultural urban setting. The cooperation between all agencies connected with the young child is studied in depth.

12 Parent Involvement in Early Childhood (3) CSU

Recommended: Child Development 1 and 2.
Lecture 3 hours.

Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences to enable them to relate better to the families of the children in their classrooms. Techniques such as role-playing and personal interviews are utilized to give students confidence in working with parents and their specific problems.

21 Child Development Practices (3) CSU

Prerequisite: Child Development 1 and 2 or consent of instructor. Verification of annual tuberculosis test and fingerprinting required.

Lecture 2 hours; laboratory 3 hours.

Teaching methods and program planning for preschool students are examined along with the use of materials and equipment in the classroom. Observation and limited participation in the preschool classroom are included as well as discussions on the development of well-adjusted personality during the preschool years.

22 Laboratory in Child Development (4) CSU

Prerequisite: Child Development 1, 2 and 21. Verification of annual tuberculosis test and fingerprinting required.

Lecture 2 hours; laboratory 6 hours. Work with nursery school children is conducted under the direction of a nursery school staff member and is supplemented by the supervision of the course instructor. Emphasis is placed on developing, implementing and evaluating classroom experiences for young children.

30 Infant Studies (3) CSU

Prerequisite: Child Development 1.
Lecture 3 hours.

A survey of infant-toddler development and current educational programs is provided. Principles of infant-toddler care and environmental and curricular design are studied. An opportunity for observation and participation in field and clinical work is offered.

34 Observing and Recording Children's Behavior (3) CSU

Lecture 2 hours; laboratory 1 hour. This course includes observing, recording and interpreting children's behavior in a variety of settings. Diaries, anecdotes and other forms of written and oral records are explored and used.

41 Administration of Early Childhood Programs (3) CSU

Prerequisite: Child Development 1 and 11 or consent of instructor. Recommended: Child Development 2.

Lecture 3 hours. The principles and practices of nursery school organization and administration covered include organizational structure, budgeting, personnel policies and practices, records, statistics, reporting and relationship with community resources.

Cooperative Work Experience Education

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

CINEMA

(For classes in Cinema see Theatre 501, 505, 507, 509.)

COMPUTER SCIENCE-INFORMATION TECHNOLOGY

For all Computer Science-Information Technology courses, a maximum of 3 courses (9 units) regardless of department is acceptable for transfer to UC campuses.

1 Principles of Business Data Processing I (3) CSU

Lecture 3 hours. Principles of Data Processing are covered, including a survey of electronic computer systems, components, languages and techniques. Examples of scientific and commercial applica-

tions are given. Elements and capabilities of electronic computers, programming, systems designing and flow charting are introduced. Computers and related equipment in the campus data center are used to familiarize the student with the actual operation of typical systems.
See Business Data Processing I.

3 Business Computer Programming I (3) CSU

Prerequisite: Computer Science 1 or equivalent experience with consent of instructor.

Lecture 3 hours. This course introduces students to modern programming techniques and computer operations. The Pascal language is used to illustrate structured programming methods.

7 RPG II Programming (3) UC:CSU

Prerequisite: Computer Science-Information Technology 1 or equivalent experience with consent of instructor.

Lecture 3 hours. This course provides instruction in the use of RPG II programming language for production of business reports. The language used is the RPG implementation for the IBM system 34, commonly found in many small businesses.

8 Business Data Processing Systems (3) CSU

Prerequisite: Computer Science 3 or equivalent experience with consent of instructor.

Lecture 3 hours. This course covers initiating, planning, executing, and implementing computer systems in business. The DBASE III Data Base Management system is used to give students hands-on experience in the design and implementation of meaningful on-line data processing systems.

11 COBOL Programming I (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or 7 or equivalent experience with consent of instructor.

Lecture 3 hours. 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 clear, understandable programs to be run on the computer.

12 COBOL Programming II (3) UC:CSU

Prerequisite: Computer Science 11 or equivalent experience with consent of instructor.

Lecture 3 hours. This course builds on CS11 by covering advanced features of COBOL and allowing students to write more complex programs typical of those found in the business environment. Subjects covered include sorting, ISAM, and random files, segmentation, screen design, and business processing techniques.

17 Assembly Language Programming (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or equivalent experience with consent of instructor.

Lecture 3 hours. This course provides instruction in the use of a MACRO assembler language. The 8086 assembler language implemented on the IBM-PC and many other micro-computers is used. This course covers the instruction set, interfaces with the operating system, and combination of assembler programs with those written in other languages.



19 Programming in PASCAL (3)**UC:CSU**

Prerequisite: Computer Science 3 or equivalent experience with consent of instructor.

Lecture 2 hours, laboratory 2 hours.

This course presents the Pascal programming language, emphasizing its structure and application to business and scientific problems. Advanced data structures such as lists, stacks, and queues will be covered. Students write Pascal programs on campus microcomputers.

27 FORTRAN Programming (3)**UC:CSU**

Prerequisite: Computer Science-Information Technology 3 or equivalent experience with consent of instructor.

Lecture 3 hours.

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.

38 Computer Operations (3)**UC:CSU**

Prerequisite: Computer Science 3 or its equivalent experience with consent of instructor.

Lecture 3 hours.

This course provides an introduction to the operation of modern computer systems. Operating systems and computer system software are described in general. Students learn to operate the computer and its peripheral equipment through job control language and become familiar with the operation and management of a computer center, by using the campus computer. On-line systems technology and processing are emphasized, and microprocessor operation systems are described.

39 Advanced Computer Programming (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or equivalent experience with consent of instructor.

Lecture 3 hours.

This course provides instruction in the use of advanced features of BASIC to solve business problems. Features covered include file handling, graphics, and sound. Students write programs on several 16 bit micro-computers.

53 Programming Laboratory (1)

Laboratory 2 hours.

This class provides students with access to modern computers as well as tutoring in the operation of computers.

Cooperative Work Experience Education

Computer Science-Information Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

See also: Office Administration 76, Keyboarding for Data Processing.

COOPERATIVE EDUCATION

The following courses provide Cooperative Work Experience Education credit. See Cooperative Work Experience Education in the Educational Program Section of the Catalog. Limits to transfer credit are explained in the Cooperative Education Credit Guide.

191 Work Experience in Major I (1) UC:CSU**291 Work Experience in Major I (2) UC:CSU****391 Work Experience in Major I (3) UC:CSU****491 Work Experience in Major I (4) UC:CSU**

Prerequisite: Employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

192 Work Experience in Major II (1) UC:CSU**292 Work Experience in Major II (2) UC:CSU****392 Work Experience in Major II (3) UC:CSU****492 Work Experience in Major II (4) UC:CSU**

Prerequisite: Completion of course 191, 291, 391 or 491, Work Experience in Major I, and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

193 Work Experience in Major III (1) UC:CSU**293 Work Experience in Major III (2) UC:CSU****393 Work Experience in Major III (3) UC:CSU****493 Work Experience in Major III (4) UC:CSU**

Prerequisite: Completion of course 191, 291, 391 or 491, Work Experience in Major I and course 192, 292, 392 or 492. Work Experience in Major II and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

194 Work Experience in Major IV (1) UC:CSU**294 Work Experience in Major IV (2) UC:CSU****394 Work Experience in Major IV (3) UC:CSU****494 Work Experience in Major IV (4) UC:CSU**

Prerequisite: Completion of course 191, 291, 391 or 491, Work Experience in Major I; course 192, 292, 392 or 492, Work Experience in Major II; course 193, 293, 393 or 493, Work Experience in Major III and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

195 Work Experience - General I (1)**295 Work Experience - General I (2)****395 Work Experience - General I (3)**

Prerequisite: None.

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major, but must be educational.

Limits to transfer credit: See Cooperative Education Credit Guide.

196 Work Experience - General II (1)**296 Work Experience - General II (2)****396 Work Experience - General II (3)**

Prerequisite: Completion of course 195, 295 or 395, Work Experience - General I.

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major, but must be educational.

Limits to transfer credit: See Cooperative Education Credit Guide.

DENTAL HYGIENE

(Courses are open to Dental Hygiene Majors only.)

88 Dental Hygiene Development Clinic (1)

Lecture 1 hour.
Discussions and exercises presented will center on case reasoning for Clinical Dental Hygiene. Accumulated theoretical knowledge will be related to practical clinical applications.

100 Principles of Clinical Dental Hygiene (2)

Lecture 2 hours.
This course will provide beginning dental hygiene students with the scientific knowledge and understanding of the basic principles of dental techniques and procedures for applying comprehensive hygiene services.

101 Clinical Dental Hygiene I (2)

Laboratory 6 hours.
This pre-clinical course Dental Hygiene Services is designed to develop the skills and technique required for performing dental hygiene services and orienting the student to the role and of the clinical dental hygienist.

102 Radiology I - Introduction to Radiology (1)

Lecture 1 hour.
A study of the principals and techniques of exposing and processing dental radiographs. Emphasis is placed on radiation safety and protection.

103 Radiology I - Laboratory (1)

Laboratory 3 hours.
This laboratory course is designed to provide experience in exposing, processing, mounting charting and interpreting dental radiographs on a manikin.

104 Tooth Morphology (2)

Lecture 2 hours.
Through lecture and demonstration, the morphological characteristics and development of the teeth and oral structures are presented. Emphasis is on comparative crown and root anatomy. Some drawing and wax carving of teeth is required.

105 General Pathology (2)

Lecture 2 hours.
This lecture course focuses on the basic pathologic mechanisms in human disease. Major diseases and disorders encountered in practice are discussed with emphasis on the clinical aspects of the diseases.

106 Anatomy and Embryology of the Head and Neck (2)

Lecture 2 hours.
A detailed study of the Anatomy and Embryology of the human head, neck, face and jaw through lecture and demonstration.

108 Introduction to Periodontics (2)

Prerequisite: Enrolled student in Dental Hygiene program.

Lecture 2 hours.
This course is designed to provide the dental hygiene student with an introduction to periodontics. The periodontics will be presented in health and in disease histologically and clinically. Etiology, prevention, diagnosis and Phase I therapy will be discussed.

150 Preventive Dentistry (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.
This course provides the fundamentals for the clinical application of primary preventive dentistry procedures. Content centers on the strategies to prevent plaque diseases and the skills required for effective patient education and motivation.

151 Clinical Dental Hygiene II (3)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

At UCLA School of Dentistry, students apply knowledge and basic clinical skills learned in DH 101 and other related classes toward proficiency in performing dental hygiene services. Emphasis will be on the periodontal maintenance and recall patient, and the patient with mild to moderate active periodontal involvement.

152 Special Patient Care (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.
The role of dental hygienist in the care of the special dental patient is the focus of this lecture course. The determining factors and treatment considerations for medically, physically and emotionally handicapped patients will be explored.

153 Radiology II - Interpretation (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Laboratory 3 hours.
The clinical discipline of Radiographic interpretation of oral and maxillofacial disease is presented for the dental hygienist. Techniques in extradiagonal and specialized radiography are discussed.

154 Oral Pathology (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.
Introduction to the interpretation of clinical and histological pathological conditions with emph-

asis on clinical signs and symptoms. Oral abnormalities is presented through the use of color slides and case histories.

155 Dental Materials (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.
The purpose of this course is to study the properties, composition and manipulation of materials used in dentistry. The study of dental materials enables the dental hygienist to understand the behavior of these materials and provides a scientific rationale for selecting using and understanding the varied relationships of dental bio-materials.

156 Histology of Oral Tissues (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.
Through lecture and demonstration, the histological structure of oral tissues is presented.

200 Cariology and Occlusion (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.
This course provides understanding, recognition and proper treatment of dental tissue pathology. Lectures and discussion cover the aspects of occlusal dysfunction, dental caries, dental desensitization and traumatic injuries to the teeth.

201 Clinical Dental Hygiene III (4)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Clinic 12 hours.
In a clinical setting students apply specific knowledge and skills learned in preclinical and didactic courses. Emphasis will be on treating the patient with moderate active periodontal involvement. Rotating assignments into dental specialty clinics at UCLA provide the opportunity to learn of the role of the dental hygienist in these areas.

202 Dental Specialties for the Dental Hygienist (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. Lectures are presented on all recognized dental specialties as well as on current concepts in the dental field.

203 Expanded Functions - Laboratory (1)

Laboratory 3 hours.

This laboratory course is designed to provide experience in selected functions and manipulations or various oral materials with emphasis on the role of the dental hygienist as a member of the health team. Procedures include: Placement and removal of rubber dam; sizing of stainless steel crowns; sizing, placement and removal of temporary crowns and restorations; mouth-guard construction placement and removal of anterior and posterior matrices; finishing of amalgam restoration; intra-oral photographs; placement of pit fissure sealants, placement and removal of periodontal dressings, placement and removal of sutures; vitality testing, placement of temporary wire ligation and taking amalgam impression.

204 Dental Health Education (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This course to dental health education is designed to orient dental hygiene students in the role of dental health educator. This course the concepts of school program planning, development of evaluation mechanisms and coordinating efforts with educational and community systems 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 practicum course to dental health education, DH 204, is designed to provide the dental hygiene student with experiences in dental health education.

206 Periodontics (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

Lectures on anatomy, histology and pathology of the periodontium are correlated with the clinical aspects of periodontal disease and the various therapeutic measures currently in use. Rationale and procedures for sub-gingiva — curettage will be discussed.

207 Pain Control (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Management of pain control through the use of local anesthetics and nitrous oxide and oxygen sedation is studied through lectures and laboratory exercises.

208 Pharmacology (3)

Prerequisite: Enrollment limited to 2nd year Dental Hygiene students.

Lecture 3 hours.

This course presents the general principles of pharmacology including the pharmacodynamics, pharmacokinetics, adverse reactions, and contraindications of drugs. Emphasis will be placed on those drug groups especially relevant to dental practice including the general anesthetics, local anesthetics, sedatives, analgesics, antiseptics, autonomic drugs, and antibiotics.

210 Emergencies in Dental Practice (1)

Prerequisite: Enrolled student in Dental Hygiene.

This course is designed to provide the student with the background and skill to recognize and manage any emergency situation that might develop in the practice of dentistry. Emphasis will be placed on prevention, prompt recognition, and effective treatment of life-threatening emergency situations that can occur in the practice of dentistry.

250 Advanced Periodontal Seminar (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This course is designed to provide the dental hygienist with an advanced background in periodontics. The development of a periodontal treatment philosophy will be accomplished through reading in the classical and current literature. Emphasis will be placed on nuances of periodontal care, controversies and state of the art understanding developed through the reading of scientific literature.

251 Clinical Dental Hygiene IV (4)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Clinic 12 hours.

In a clinical setting students apply specific knowledge/skills learned in clinical/didactic courses. Emphasis will be on treating the patient with moderate to advanced active periodontal involvement. Clinical experiences at higher levels of skill/proficiency are required to prepare the student for licenses. Rotating assignments into dental specialty clinics at U.C.L.A. provide the opportunity to learn of the role of the dental hygienist in these areas.

252 Essentials of Dental Hygiene Practice (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

Lecture, discussion and group activities will focus on the legal, ethical and managerial aspects of dental hygiene practice.

253 Community Dental Health (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 2 hours.

This course is a study of the concepts and methods of preventive dentistry as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing and health policy are discussed.

254 Community Dental Health - Practicum (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Practicum 2 hours.

The purpose of this practicum is to provide experiences in program planning and implementation at various governmental and voluntary community agencies.



255 Nutrition for the Dental Hygienist (2)

Prerequisite: Chemistry 9.

Lecture 2 hours.

The relationship of diet and nutrition to various diseases such as periodontal disease, cancer, diabetes, and obesity will be considered as will the nutritional considerations of patients with special needs. Each major nutrient group will be covered along with its biological role.

Cooperative Work Experience Education

Dental Hygiene is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course description and credit limits.

DRAFTING

1 General Drafting I (3) CSU

Prerequisite: None.

Lecture 1 hour; laboratory 5 hours.

This course provides basic training in the preparation of industrial drawings, including the underlying principles of mechanical drawing, the use of drawing instruments, geometric construction, freehand technical sketching, single-view and multi-view drawings, sectioning, and dimensioning.

3 Applied Technical Drafting II (4) CSU

Prerequisite: Drafting 2.

Lecture 1 hour; laboratory 5 hours.

Emphasizing advanced detail drawings, this course includes secondary auxiliary drawings, advanced developments and intersections, comprehensive treatment of section views and an introduction to positional and geometrical tolerancing.

55 Computer Aided Design and Drafting (3) CSU

Prerequisite: General Engineering 52.

Lecture 2 hours; laboratory 3 hours.

This course is an introduction to computer-aided drafting and design (CADD). Students will learn to use typical menu oriented systems to: Prepare drawings (two dimensional and produce industrial quality prints on a plotter).

185 Directed Study - Drafting (1) CSU

285 Directed Study - Drafting (2) CSU

385 Directed Study - Drafting (3) CSU

Prerequisite: Consent of Instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Drafting on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

ECONOMICS

1 Principles of Economics I (3)

UC:CSU

This introductory course provides the student with an understanding of the basic economic principles and forces which govern the production and distribution of goods and services. Topics include: forms of business organizations; the role of government in the economic system; value and price in a free enterprise system; labor-management relations and contemporary economic developments.

Acceptable for Economics 1 credit, UCLA.

2 Principles of Economics II (3)

UC:CSU

This is an introductory course in the principles of macroeconomics. Topics considered include: the national income, business fluctuations, the financial system, public finance, international economics and application of economic principles to contemporary economic developments.

Acceptable for Economics 2 credit, UCLA.

EDUCATION

6 Methods and Materials of Tutoring (1) RPT 3

Prerequisite: Recommendation of faculty in Academic Department, completion of subject course with grade of "B" or higher.

Laboratory 3 hours.

This course offers instruction in tutoring techniques, group dynamics, record keeping, and organizational skills. Students work from 4-15 hours weekly tutoring students currently enrolled in Learning Assistance 900.

Cooperative Work Experience Education

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

ELECTRONICS

Applicable laboratory material fees will be announced by the instructor.

2 Introduction to Electronics (3) CSU

Recommended: Electronics Technology majors should enroll in Electronics 10 concurrently.

Lecture 3 hours.

An overview of the field of applied electronics and its employment opportunities is presented along with an introduction to components, nomenclature and symbols and a familiarization of equipment specifications and physical units.

4 Fundamentals of Electronics I (4) CSU

Prerequisite: One year of high school algebra or Mathematics 115. 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 DC circuits, Ohm's Law, power sources, magnetism, capacitance, inductance and transient circuits. Emphasis is placed on solving DC circuits using Kirchoff's Laws, mesh and nodal methods, Thevenin's and Norton's Theorems. This course prepares the student for alternating current circuits. Laboratory experience in Ohm's Law, Kirchoff's Laws and instrumentation circuits is given. Laboratory practices include component evaluation and identification, breadboard construction of basic circuits, resistor and capacitor color codes, schematic reading and an introduction to the theory and use of electronic instruments. Students begin measurements with the volt-ohm-milliammeter and digital voltmeter. A scientific pocket calculator is required.

6 Fundamentals of Electronics II (4) CSU

Prerequisite: Electronics 4 or equivalent with at least a grade of C, Electronics 10 with at least a grade of C. Recommended: Electronics 6 and 12 should be taken concurrently.

Lecture 3 hours; laboratory 3 hours.

A study of the theory and practice of alternating current principles providing a foundation for understanding transistor circuits is presented. Topics include series and parallel LCR circuits, resonance, transformers, coupling, filters and an introduction to pulse waveform terms and values. The laboratory course includes experiments covering material discussed in the lecture. Extensive use is made of signal generators, the laboratory time-base oscilloscope, the digital voltmeter, Q-meter and the impedance bridge.

A scientific pocket calculator is required.

10 Mathematics of Electronics I (3) CSU

Prerequisite: One year of high school algebra or Mathematics 115.

Lecture 3 hours.

The first course in the mathematics techniques used to solve electronic problems is presented. Scientific notation and units are followed by algebraic operation in fractions, fractional equations, factoring and quadratic equations. A scientific pocket calculator is required. Mathematics 31, Elementary Algebra, may be substituted when Electronics 10 is not offered.

12 Mathematics of Electronics II (3) CSU

Prerequisite: Electronics 10 or Mathematics 115 with a grade of C or better or consent of instructor.

Lecture 3 hours.

This second course in the techniques of electronics mathematics prepares students for Electronics 6. Trigonometry is applied to elec-

tronic circuit problems. Triangle solutions, periodic functions, plane vectors and vector algebra are included with calculator applications and logarithms. A scientific pocket calculator is required.

20 Electronic Circuits I (4) CSU

Prerequisite: Electronics 6, concurrent enrollment or consent of instructor.

Lecture 3 hours; laboratory 3 hours.

This is the first course in linear circuit analysis and design. The lecture develops and analyzes transistor circuits. It includes a study of the theory and the operation of solid state diodes and bipolar and field-effect transistors with a complete analysis of their basic circuitry. Circuits include voltage and power amplifiers, oscillators and power source circuits. Integrated circuits are introduced. The laboratory supports the principles of the solid state circuits studied in the lecture. Students breadboard, test and evaluate power sources, audio, video and DC amplifiers. Extensive use is made of the transistor curve tracer, signal generators and the time-base oscilloscope.

A scientific pocket calculator is required.

22 Electronic Circuits II (4) CSU

Prerequisite: Electronics 20 or consent of instructor.

Lecture 3 hours; laboratory 3 hours.

A continuation of solid-state linear circuit analysis and design from Electronics 20 includes design details of cascade resistance and direct coupled amplifiers, integrated differential and operational amplifiers, power amplifiers and sine wave oscillators. There is an introduction to feedback and distortion. The laboratory provides test and evaluation of the circuits and systems studied in lecture. Extensive use of the digital voltmeter time-base oscilloscope and signal generator are continued.

A scientific pocket calculator is required.

24 Electronic Circuits III (4) CSU

Prerequisite: Electronics 20 and 22 and/or completion of Core I and II 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, waveshaping and sweep circuits. Digital logic circuit introduction is made. The laboratory permits the students to breadboard and test advanced solid-state switching circuits using high performance test equipment. Use of the pulse generator, function generator and delayed time-base oscilloscope are made.

A scientific pocket calculator is required.

44 Communications Electronics (3)

Prerequisite: Electronics 20 and/or completion of Core I and II or consent of instructor.

Lecture 3 hours.

This course includes electronic circuit analysis relative to data/information transmittal and reception and aids students to attain one of various FCC commercial or amateur licenses. Topics of study include electromagnetic waves, propagation, antennas, amplitude and

frequency modulation. Emphasis is on the analysis of AM and FM radio receivers and transmitters, including methods of testing, alignment and adjustment. A study is made of radio laws and operating procedures.

54 Computer Logic (4) CSU

Prerequisite: Electronics 20 and/or completion of Core I and II or consent of instructor. Concurrent enrollment in Electronics 22 is desirable.

Lecture 3 hours; laboratory 3 hours.

An introduction to electronic computers is made. A brief treatment of programming, number systems and Boolean Algebra is presented. Analysis, design and utilization of principal computer circuits such as logic gates, flipflops and memory networks are presented. Design of binary counters and application of Boolean Algebra to perform binary arithmetic are presented. Laboratory work verifies logic circuit design and includes basic computer circuit breadboarding and analysis methods with fault location techniques.

56 Computer Circuits (3) CSU

Prerequisite: Electronics 22 and/or completion of Core I and II or consent of instructor. Concurrent enrollment in Electronics 24 is desirable.

Lecture 3 hours.

Detailed study of the function of digital computers and logic requirements is done along with instruction in logic tables and trees. An introduction to programming and numbering systems is presented. The laboratory includes the application and evaluation of the logic equations and requirements developed in lecture class. Microcomputers, CRT terminals and other hardware are utilized with high performance instrumentation to teach the standard fault location techniques in computer systems.

57 Computer Circuits Laboratory (1) CSU

Prerequisite: Concurrent enrollment in Electronics 56.

Laboratory 3 hours.

The laboratory provides evaluation of digital computer circuits through the use of computer trainers. Stored program concepts are covered using machine programming to develop software diagnostics. The analysis of fault location in computer circuits is also covered.

60 Microwave Fundamentals (3)

Prerequisite: Coursework in linear circuits or consent of instructor.

This course presents theory and application of the generation, control, and propagation of electromagnetic energy on the upper frequency ranges, along with modulation, techniques, transmission medium, oscillators, transmitters, and receivers.

61 Microwave Fundamentals Laboratory (1)

Prerequisite: Concurrent enrollment in Electronics 60 or consent of instructor.

This course provides practical, hands-on experience in theoretical areas covered in Electronics 60.

Cooperative Work Experience Education

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

ENGINEERING, GENERAL

2 Introduction to Engineering Drafting (3) UC:CSU

Prerequisite: High school drafting, college drafting or General Engineering 52.

Lecture 1 hour; laboratory 5 hours.

Intermediate level multi-view and pictorial drawings are covered. Introduction to Descriptive Geometry. Sketching, auxiliary views, developments, intersection and linear tolerancing are included.

3 Engineering Drawing Systems (3) UC:CSU

Prerequisite: General Engineering 2.

Lecture 1 hour; laboratory 5 hours.

This course consists of making a variety of engineering drawings typical in major fields of engineering. Technical sketching is emphasized. Various tables and handbooks and their uses are considered.

4 Engineering Descriptive Geometry (3) UC:CSU

Prerequisite: General Engineering 2.

Lecture 1 hour; laboratory 5 hours.

This course presents the fundamental principles of engineering descriptive geometry and their application to engineering problems; orthographic projection, including auxiliary views and oblique views; point, line and plane problems; and intersections and developments.

7 Statics (3) UC:CSU

Prerequisite: Mathematics 261.

Lecture 2 hours; laboratory 3 hours.

Force systems and equilibrium conditions are studied, with emphasis on engineering problems covering structures, machines, distributed forces and friction. This course is required of all engineering majors.

52 Elementary Engineering Drafting (3)

Lecture 1 hour; laboratory 5 hours.

Instruction is provided in the proper use and care of drawing instruments, in technical lettering, geometric construction, orthographic and pictorial views, sectional views, developments, fasteners and dimensioning.

53 Technical Illustration I (3)

Prerequisite: General Engineering 52 or equivalent High School or College Drafting.

Principles and techniques in isometric projection as they apply to technical publications,

production illustration and illustration within engineering departments are covered. A basic study of exploded and cutaway views is included.

54 Technical Illustration II (3)

Prerequisite: General Engineering 53.

Lecture 1 hour; laboratory 5 hours.

This course deals with drawing principles and techniques in dimetric projection, trimetric projection and rotation, as they apply to technical publications, production illustration and illustration within engineering departments. Basic aerospace structures are also included.

Cooperative Work Experience Education

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

ENGLISH

20 College Reading Skills (6)

Prerequisite: Appropriate score on English placement test.

This course provides students with entry level opportunities to improve reading comprehension, critical thinking, vocabulary, and related skills necessary for success in college classes.

21 English Fundamentals (3)

Prerequisite: Satisfactory performance on English placement exam or completion of English 47 with a grade of C or better.

This course stresses instruction in writing for the student who needs to improve basic communication skills. The primary objective of the course is the mastery of the basic sentence and its variations. The term "mastery of the sentence" implies more than the ability to choose correct answers in exercise books; it implies competence at writing related clusters of sentences and simple paragraphs.

22 Technical English (3)

Technical English is designed for students in the business, industrial and technical fields. Instruction covers writing, reading and speaking. Emphasis is placed upon the writing of business and technical correspondence, procedures and a variety of reports; the summarizing of trade reports, technical reports and other technical data and the preparation and presentation of oral reports.

23 Advanced Vocabulary (3)

Prerequisite: Satisfactory score on English placement test or English 101.

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.

28 Intermediate Reading and Composition (3)

Prerequisite: Completion of English 21 with a grade of C or better or satisfactory score on English placement test.

English 28 is a composition course designed for two types of students: those who need additional help and preparation before continuing with English 1 and those who wish to improve their basic English skills in a terminal writing course. The primary stress in English 28 is on writing — short paragraphs at first, progressing by the end of the course to two or three full-length compositions, a total of ten to fifteen papers.

30 Communications I: Understanding Literature (3)

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.

31 Composition and Critical Reading (5)

Prerequisite: Successful completion of English 21, results of placement test, or consent of instructor.

English 31 is a five unit five hour class, equivalent credit to English 28. The class focuses on academic reading and writing with particular emphasis on writing full length essays. Analytic reading techniques are taught using a variety of sources, including subject area textbooks, magazine, articles, essays, and a variety of literature. Students discuss and analyze these sources as basis for eight to ten full length papers and several short papers.

33 Basic Vocabulary (3)

This course familiarizes students with the wealth of information contained in dictionaries, and instructs them in their usage as a tool for communication. The student's vocabulary is increased through a systematic study of word structure, prefixes, suffixes and combining forms. The student becomes aware of the utility and beauty of language.

35 Special Readings (3)

This course is primarily concerned with selected readings and discussions of fictional and non-fictional literature. The material is chosen to broaden the students' interest in themselves as individuals and in their role as members of society. This course counts towards the graduation requirement of 6 units in communications.

46 Reading and Study Improvement (3)

Prerequisite: Satisfactory score on English placement test or completion of English 47 with a grade of C or better.

This course is designed to aid the student in increasing reading and study efficiency. Each student is assisted in analyzing reading skills

and, by means of intensive practice with a variety of reading equipment, learns how to read more effectively for a variety of purposes: textbook reading, on-the-job reading tasks and other situations where rapid reading and high retention are desirable.

47 Reading Clinic (3) RPT 1

Prerequisite: Appropriate score on English placement test and concurrent registration in Psychology 21. The two courses are the first in the basic skills program. One hour of additional practice is required in the Instructional Center. English 47 offers the student the opportunity to increase reading and study skills to college level. Emphasis is placed on sight vocabulary, reading comprehension, study techniques and specific weaknesses, as revealed by diagnostic tests.

61 Reading and Writing: Personal Experience (3)

Prerequisite: Completion of English 21 with a grade of "C" or better or satisfactory score on the English placement test.

This composition course is designed for three types of students: those who need additional help and preparation before continuing into English 101, those who wish to improve their basic English skills in a terminal writing course, and those who wish to learn the use of the personal journal for increased academic and professional success. Students write essays based on personal journal entries, starting with paragraphs and progressing to full-length essays.

62 Reading and Writing: Contemporary Issues (3)

Prerequisite: Completion of English 21 with a grade of "C" or better or satisfactory score on the English placement test.

Using current issues of newspapers and magazines, this course emphasizes skills in reading and writing compositions dealing with contemporary ideas and events. Writings include both paragraphs and essays requiring summary of articles, analysis of evidence, and expression of opinion.

63 Reading and Writing: The Arts (3)

Prerequisite: Completion of English 21 with a grade of "C" or better or satisfactory score on the English placement test.

Designed to encourage analytic newspaper reading with discriminating film and television viewing, this course provides practice in writing full-length expository essays.

64 Reading and Writing: Basic Skills (3) RPT 1

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. Students who have completed any other English course may elect to take English 64 to reinforce the skills.

65 Reading and Writing: Fiction (3)

Prerequisite: Completion of English 21 with a grade of "C" or better or satisfactory score on the English Placement test.

Lecture 3 hours.

In this course students read and discuss short stories, novels, plays, and screenplays to sharpen critical thinking, increase literary awareness, and provide material for expository writing assignments.

66 Reading and Writing: Fantasy and Myth (3)

Prerequisite: Completion of English 21 with a grade of "C" or better or satisfactory score on the English placement test.

This course explores many types of "far-out" literature, including fantasy, folk tales, science fiction, and myth. Readings range from the classics to contemporary works. Instruction will be given in expository essays.

67 Writing Laboratory (.5)

Prerequisite: None.

Laboratory: 1 hour.

This course is designed to improve the student's writing abilities by providing supervised instruction. English 67 emphasizes individual conferences and completion of specific assignments based on personal needs and skills required in both English and other college courses.

73 Beginning College Reading and Writing (3)

Provides integrated methods of reading, writing and critical thinking in preparation for college reading and composition courses (English 28 and English 101). Teaches basic language conventions and editing skills.

80 Introduction to ESL Reading Skills (3)

This low intermediate reading skills course introduces reading techniques, such as skimming for main ideas, comprehending important details, scanning for information, and guessing meaning from context. It outlines phonics and vocabulary-building principles and basic skills for successful college study.

81 Intermediate ESL Reading and Vocabulary (3)

This intermediate reading skills course reviews reading techniques, concentrating on reading speed and comprehension and vocabulary development. It outlines phonics principles, introduces the use of campus reading and study facilities, and encourages extensive reading for pleasure (fiction and non-fiction).

82 Introduction to College English as a Second Language (3)

Prerequisite: Satisfactory performance on ESL/English Placement Exam.

Intended for students whose native tongue is not English, this course will introduce students to English pronunciation patterns, sentence patterns, basic reading, and communication skills. It will emphasize reading improvement for comprehension, developing a sight vocabulary and learning word-attack skills.

83 Conversational College English as a Second Language (3)

Prerequisite: Appropriate test score.

Lecture 3 hours.

Intended for students whose mother tongue is not English. Emphasizes basic language acquisition skills, including intonation patterns, American idioms, sentence patterns, grammar as check for language correctness. Also included are listening skills, reading for vocabulary and comprehension, and guided writing.

84 College English as a Second Language I (5)

Prerequisite: Appropriate test score.

Lecture 5 hours.

Intended for students whose mother tongue is not English. An intensive multi-skills course emphasizing basic aspects of English grammar, punctuation, spelling, sentence structure. Includes speaking and listening skills, reading for vocabulary and comprehension, and guided writing.

85 College English as a Second Language II (5) UC:CSU

Prerequisite: Appropriate test score or completion of English 84.

Lecture 5 hours.

For students whose mother tongue is not English. Includes drill in the construction of sentences and their word order, grammar, idioms, punctuation, capitalization, vocabulary, and spelling. Also includes reading for comprehension and practice in paragraph writing.

86 College English as a Second Language III (5) UC:CSU

Prerequisite: Appropriate test score or completion of English 85 with a grade of "C" or better.

Lecture 5 hours.

For students whose mother tongue is not English. Continues to work on the fundamentals of English as a second language. Places emphasis on writing, syntax, and reading.

87 Advanced English as a Second Language: Reading and Vocabulary (3) CSU

Prerequisite: Appropriate test score, or completion of English 86 with grade of "C" or better.

Lecture 3 hours.

A reading skills course designed for advanced ESL students. Includes reading for comprehension, skimming, scanning techniques,

as well as exercises in critical reading and non-prose reading. Will improve vocabulary through various word study exercises.

101 College Reading and Composition I (3) UC:CSU

(Formerly English 1)

Prerequisite: Satisfactory score on placement test or successful completion of English 28 and a score of "4" or better on the English 28 competency exam.

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 203 credit, UCLA.

102 College Reading and Composition II (3) UC:CSU

(Formerly English 2)

Prerequisite: English 101 with a grade of C or better.

This course extends the reading and writing skills obtained in English 101. Critical reading and interpretation of literary works in the genres of the novel, the short story, the play and the poem are emphasized. Students are required to write critical essays about these literary forms.

Acceptable for English 204 credit, UCLA.

127 Creative Writing (3) UC:CSU RPT 2

(Formerly English 27)

Prerequisite: English 101 or equivalent.

English 27 deals with the writing of poetry, fiction and drama by introducing the student to the basic elements of each genre through reading and writing assignments. Class discussion of student writing is an important part of the course.

203 World Literature I (3) UC:CSU

(Formerly English 3)

Prerequisite: English 101.

This survey of world literature in translation begins with works of the Near and Far East, continues with the Greek epic and drama, follows with Latin and Italian literature and closes with major writings from Spain, France and Germany through the sixteenth century. Critical papers are required.

Acceptable for Humanities 1A credit, UCLA.

204 World Literature II (3) UC:CSU

(Formerly English 4)

Prerequisite: English 101.

This course surveys continental and oriental literature which has been translated, from the seventeenth century to the present and emphasizes works from France, Germany, Scandinavia, Russia, Japan and China. Critical papers are required.

Acceptable for Humanities 1B credit, UCLA.

**205 English Literature I (3)
UC:CSU***(Formerly English 5)**Prerequisite: English 102 or consent of instructor.*

This survey of English literature begins with Beowulf and continues to the decline of neoclassicism in the 18th century, with special emphasis on the major figures and works. The writing of critical papers is required. *Acceptable for English 10A credit, UCLA.*

**206 English Literature II (3)
UC:CSU***(Formerly English 6)**Prerequisite: English 102.*

This survey of English literature includes writings from the Romantic Age to the English writers of the present. The writing of critical papers is required. *English 205, 206 acceptable for English 10 ABC credit, UCLA.*

**209 California Literature (3)
UC:CSU**

This course surveys literary works by and about Californians, ranging from Indian myths to poems to short stories and novels. The course introduces students to writing critical essays about literature and explores — through reading, writing, and class discussion — the archetypal patterns reflected in the literature of California.

**210 The Twentieth Century Novel
(3) UC:CSU***Prerequisite: English 101*

This course is a study of the Twentieth Century novel from 1910 to the present. Landmark European, British and American novels are read and discussed, with written critical papers required.

**214 Afro-American Literature (3)
UC:CSU***Prerequisite: English 1 or equivalent.*

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.

**207 American Literature I (3)
UC:CSU***(Formerly English 7)**Prerequisite: English 101.*

This survey of American literature, from the earliest period through the Civil War, includes major literary works which express the social and political concerns of a pluralistic society. The writing of critical papers is required.

**208 American Literature II (3)
UC:CSU***(Formerly English 8)**Prerequisite: English 101.*

This survey of the United States' literature, from the Civil War to the present, places special emphasis upon those writers who significantly treat the social, political and philosophical problems of the period. The writing of critical papers is required.

211 Fiction (3) UC:CSU*(Formerly English 11)**Prerequisite: English 101.*

A discussion of selected great novels and short stories from French, German, Russian, English and American literature is conducted. The writing of critical papers is required.

212 Poetry (3) UC:CSU*(Formerly English 12)**Prerequisite: English 101. (English 102 recommended but not required.)*

Lecture 3 hours.

Emphasizes reading, discussion and analysis of selected poems. Designed to increase the student's understanding and appreciation of all forms of poetry.

**213 Dramatic Literature (3)
UC:CSU***(Formerly English 13)**Prerequisite: English 101.*

An historical survey of dramatic literature is made, with emphasis on the works of major playwrights, such as Sophocles, Shakespeare, Moliere, Shaw, Ibsen, O'Neill and Williams. The writing of critical papers is required.

**214 Contemporary Literature (3)
UC:CSU***(Formerly English 14)**Prerequisite: English 101.*

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.

215 Shakespeare I (3) UC:CSU*(Formerly English 15)**Prerequisite: English 101.*

Poems and plays selected from the works of Shakespeare are studied. Some attention is paid to the background of his times and to the Renaissance theater. The writing of critical papers is required.

*Acceptable for English 90 credit UCLA.***218 Children's Literature (3) CSU***(Formerly English 18)**Prerequisite: English 101.*

This course is a survey of the literature suitable for children of different age levels and is recommended for prospective nursery, kindergarten and elementary teachers. Parents will also find the course material helpful in discovering what reading material is available for a child's home library.

**219 The Literature of American
Ethnic Groups (3) UC:CSU***(Formerly English 219)**Prerequisite: English 28 or equivalent.*

This course considers noteworthy fiction and other literature arising from the traditions and contemporary problems of several ethnic groups, each of which offers a unique contribution to American life.

**240 Literature and the Motion
Picture I (3) UC:CSU***(Formerly English 40)**Prerequisite: English 28 or equivalent.*

Lecture 3 hours.

This course is designed to develop skills in analyzing and evaluating the comparative arts of literature and the motion picture. The student will be given the opportunity to view feature length films of cultural and artistic significance and read related works of literature including novels, short stories, plays, and film scripts.

**185 Directed Study - English (1)
UC:CSU****285 Directed Study - English (2)
UC:CSU****385 Directed Study - English (3)
UC:CSU***Prerequisite: A grade of C or better in English 101 and/or consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

*Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.***Cooperative Work Experience
Education**

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

**ENVIRONMENTAL
SCIENCE****1 The Human Environment:
Physical Processes (3) UC:CSU**

This introductory course discusses the effects of humans on their physical environment. Particular emphasis is placed upon modifications of physical processes due to industrialization and urbanization. Energy and pollution are stressed. Topics include energy sources and the environment, air pollution, climatic change, solid waste and water pollution as well as topics of current interest.

**2 The Human Environment:
Biological Process (3) UC:CSU**

A study of the interactions of humans and their environment, this course covers the problems of population, pollution, food production and consumption and energy flow from the biological view point.

**Cooperative Work Experience
Education**

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

FAMILY AND CONSUMER STUDIES

21 Nutrition (3) UC:CSU

Lecture 3 hours.

This basic survey course is important to all those interested in nutrition. The fundamentals of nutrition which affect human growth and health maintenance, including weight control and dietary requirements, throughout the life cycle are studied. Food compositions and the nutritional aspects of food preparation are explored.

Cooperative Work Experience Education

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

FINANCE

2 Investments (3) CSU

The principles of investment, the various types of investments, the operations of investment markets and sources of information are covered.

8 Personal Finance and Investments (3) CSU

This course includes lectures, discussions and practice in applying the principles of accounting, banking, finance office methods, management, production and merchandising to one's personal affairs. Family budgeting, consumer credit, home ownership, life and property insurance, investment and savings plans, social security and retirement plans and personal record keeping are stressed.

Cooperative Work Experience Education

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

FOREIGN TRADE

(See Transportation 8)

FRENCH

1 Elementary French I (5) UC:CSU

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France. Same as French 21 with French 22; or French 51 with French 61.

Acceptable for French 1, credit UCLA. French 1-2 together are equivalent to French 1, 2, 3 credit at UCLA.

2 Elementary French II (5) UC:CSU

Prerequisite: French 1 with a grade of C or better; two years of high school French or equivalent.

This course completes the basic grammar of the French language. Films and filmstrips are employed to improve comprehension, enrich vocabulary and to serve as topics for oral discussion and written composition. Same as French 52 with French 62.

Acceptable for French 3, credit UCLA. French 1-2 together are equivalent to French 1, 2, 3 credit at UCLA.

3 Intermediate French I (5) UC:CSU

Prerequisite: French 2 with a grade of C or better or three years of high school French.

This course provides a review of the fine points of grammar and seeks to perfect fluency, comprehension and cultural knowledge through dramatic films, short novels, poetry, plays, music and magazines. Same as French 53 with French 63.

Acceptable for French 4, credit UCLA.

4 Intermediate French II (5) UC:CSU

Prerequisite: French 3 or four years of high school French.

This course continues to refine speaking, reading and writing comprehension skills through the literary and visual media. Same as French 54 with French 64.

Acceptable for French 5, credit UCLA.

5 Advanced French I (5) UC:CSU

Prerequisite: French 4.

This course continues the study of advanced composition and grammar through literature, film and music. The readings are the basis for regular composition work and student discussion in French.

6 Advanced French II (5) UC:CSU

Prerequisite: French 5.

This course completes the study of advanced composition and grammar through literature, film, and music. The readings are the basis for regular composition work and student discussion in French.

8 Conversational French (2) UC:CSU RPT 3

Prerequisite: French 2 or equivalent with a grade of C or better or consent of instructor.

This course helps students develop the ability to express themselves fluently, idiomatically and correctly in French. Conversational material is selected from magazines, newspapers and selected books.

Acceptable for credit, French 10 ABCD, UCLA for a maximum of 8 units.

10 French Civilization (3) UC:CSU

This course consists of lectures and discussions in English on the geography, history, government and institutions of France; the life and customs of its people; its literature, arts and sciences and its contributions to civilization. It is especially recommended to all students of French. Same as History 22.

21 Fundamentals of French I (3) UC:CSU

Lecture 2 hours; laboratory 1 hour.

This course stresses the speaking, reading and writing of simple French. The student is introduced to basic conversational patterns and to the systematic study of practical grammar.

French 21 and French 22 together are equivalent to French 1, credit UCLA.

22 Fundamentals of French II (3) UC:CSU

Prerequisite: French 21 or equivalent.

Lecture 2 hours; laboratory 1 hour.

This course is a continuation of French 21. French 21 and French 22 together are equivalent to French 1, credit UCLA.

101 French Language Lab (1) RPT 2

A mediated, independent study course which allows students to enhance their French language skills through audio, video, and computer work in the language lab.

185 Directed Study - French (1) UC:CSU

285 Directed Study - French (2) UC:CSU

385 Directed Study - French (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

GEOGRAPHY

1 Physical Geography (3) UC:CSU

A systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation) and an analysis of their interrelationships and patterns of world distribution are considered.

Acceptable for Geography 1 credit, UCLA.

2 Cultural Elements of Geography (3) UC:CSU

Geography 1 is not a prerequisite for Geography 2.

The cultural elements of geography and their correlation with the physical environment are introduced. Population patterns, cultural diversity, livelihood, settlement, environmental modification and perception are emphasized.

Acceptable for Geography 3 credit, UCLA.

3 Introduction to Weather and Climate (3) UC:CSU

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

Acceptable for Atmospheric Science 3 credit, UCLA. Same as Meteorology 3.

**7 World Regional Geography (3)
UC:CSU**

This introductory course provides information about the major regions of the world including their occupancy and modification by man. It is especially recommended for teaching majors and anyone desiring a general understanding of contemporary world conditions.

**Cooperative Work Experience
Education**

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

GEOLOGY

1 Physical Geology (3) UC:CSU

This course surveys the materials and structures of the earth and the agents and processes which modify it. A study of rocks and their mineral composition; the work of rivers, winds, glaciers and oceans as agents of erosion; and volcanoes and earthquakes as forces which change the surface of the earth are covered. The main purpose of the class is to stimulate student interest in the geological aspects of the environment in which they will spend their lives. *Acceptable for Earth and Space Science 1, credit UCLA.*

2 Earth History (3) UC:CSU

(Formerly Historical Geology)
Prerequisite: Geology 1 or consent of instructor.
Principles of interpretation of earth history are covered. The evolution of continents, oceans, mountain systems and other features of the earth and the development and evolution of life are dealt with. North American geology is stressed. *Acceptable for Earth and Space Science 2, credit UCLA.*

**6 Physical Geology Laboratory
(2) UC:CSU**

Prerequisite: Geology 1 or concurrent enrollment in Geology 1.
Laboratory 3 hours.
This course deals with laboratory exercises which aid students in the identification of rock-forming minerals, igneous, metamorphic and sedimentary rocks and the interpretation of topographic and geologic maps. *Acceptable for Earth & Space Science 1L, credit UCLA.*

**7 Earth History Laboratory (2)
UC:CSU**

Prerequisite: Geology 2 or concurrent enrollment in Geology 2, Geology 6 or consent of instructor.
Laboratory 3 hours.
This course deals with laboratory exercises which aid students in the identification of fossils and the use of fundamental principles of historical geology in solving practical geological problems. Field trips are held during class time. *Acceptable for Earth & Space Science 2L, credit UCLA.*

**Cooperative Work Experience
Education**

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

HEALTH

2 Fitness and Health (3) UC:CSU

Lecture 2 hours; laboratory 2 hours.
This course surveys issues that particularly affect physical fitness and health. Laboratory activities develop an understanding of activities that promote lifelong fitness.

**9 Health for the Mature Individual
(3) CSU**

This course is designed to meet the personal needs and interests of the mature, older student in the area of protection, preservation and prolongation of physical and emotional health during the later years of life. Emphasis is placed upon those personal methods and public institutional services which can promote greater freedom from the discomforts and anxieties associated with aging. This course does not duplicate Health 10 and meets the graduation requirements. *Maximum 1 course from 9 and 10, UC campuses.*

10 Health Education (2) UC:CSU

(Not an activity class.)
Each student is given the opportunity to develop a scientific understanding of personal and community health and to form basic principles of healthful living. No credit is given for students who have completed Health 11. The class fulfills State requirements in health education for all students. *Maximum 1 course from 9 and 10, UC campuses.*

**12 Safety Education and First Aid
(3) UC:CSU**

The prevention of accidents, care of common injuries and emergency procedures at the scene of accidents are dealt with. This course meets the certification requirements of both the standard and advanced first aid courses offered by the American Red Cross.

**Cooperative Work Experience
Education**

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



HEBREW

**1 Elementary Hebrew I (5)
UC:CSU**

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple Hebrew are stressed. Emphasis is placed upon the spoken language. *Acceptable for Near East Language 1A, credit UCLA.*

**21 Fundamentals of Hebrew I (3)
UC:CSU**

This course introduces the fundamentals of pronunciation and grammatical structure. *Hebrew 21 and Hebrew 22 together are equivalent to Hebrew I. 21 and 22 are acceptable for Near East Language 1A, credit UCLA.*

**22 Fundamentals of Hebrew II (3)
UC:CSU**

Prerequisite: Hebrew 21.

This course completes the elementary grammar of Hebrew.

Hebrew 21 and Hebrew 22 together are equivalent to Hebrew I. 21 and 22 are acceptable for Near East Language 1A, credit UCLA.

**Cooperative Work Experience
Education**

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

HISTORY**1 Introduction to Western
Civilization I (3) UC:CSU**

This course provides a broad historical study of the main cultural, economic and political trends and events, from the rise of civilization in the Near East to the Age of Absolutism.

Acceptable for History 1A credit, UCLA. History 1 with 2 acceptable for History 1ABC credit, UCLA.

**2 Introduction to Western
Civilization II (3) UC:CSU**

This course surveys western civilization from the intellectual and revolutionary ferment of the seventeenth century to contemporary times. Attention is given to the philosophical writers whose ideas have had the greatest impact on American political and cultural institutions.

Acceptable for History 1C credit, UCLA. History 1 with 2 acceptable for History 1ABC credit, UCLA.

**11 Political and Social History of
the United States I (3) UC:CSU**

The political, social, economic and constitutional history of the United States from the colonial settlements through the Civil War is surveyed.

Credit not granted for History 11 if credit is obtained for History 14, 16 or 41.

NOTE: One course maximum from 11, 14, 16, 33 and 41 transferable to UC. One course maximum from 12, 13, 16 and 42 transferable to UC. Acceptable for History 7A credit UCLA.

**12 Political and Social History of
the United States II (3) UC:CSU**

The political, social, economic and cultural history of the United States from the Reconstruction to the present is surveyed.

Credit not granted for History 12 if credit is obtained for History 13, 16 or 42. See NOTE History 11. Acceptable for History 7B credit UCLA.

**16 History of the Afro-American
(3) UC:CSU**

A survey of Afro-American history from the colonial period to the present is conducted.

Credit not granted for History 16 if credit is obtained for History 11, 12, 13, 14, 41 or 42. See NOTE: History 11.

22 French Civilization (3) UC:CSU

Same as French 10.

**23 Latin American Civilization (3)
UC:CSU**

Same as Spanish 10.

**41 The Afro-American in the
History of the United States I (3)
UC:CSU**

This course provides a survey of U.S. History from early Colonial Era through the Civil War, with special emphasis on the contribution of the Afro-American. It provides a background in the political and social development of the United States for students majoring in the Social Sciences and for those who wish to gain a better understanding of the Afro-American in American civilization.

Credit not granted for History 41 if credit is obtained in History 11, 14, 16, or 33.

See NOTE: History 11.

Acceptable for History 7A credit UCLA.

**42 The Afro-American in the
History of the United States II (3)
UC:CSU**

A survey of U.S. History from the end of the Civil War to the present time, this course provides information about the Afro-American's part in the social and political development of American Civilization.

Credit not granted for History 42 if credit is obtained in History 12, 113 or 16.

See NOTE: History 11.

Acceptable for History 7B credit UCLA.

**185 Directed Study - History (1)
UC:CSU****285 Directed Study - History (2)
UC:CSU****385 Directed Study - History (3)
UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

**Cooperative Work Experience
Education**

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

HUMANITIES**1 Cultural Patterns of Western
Man (3) UC:CSU**

This course is designed to introduce the student to the general concepts or principles of the humanities as evidenced in the ideas of applied aesthetics. Music, literature, painting, sculpture, architecture and other art forms are studied in relation to their background, function, medium, organization and style.

**2 Studies in Selected Cultures (3)
UC:CSU RPT 1**

This course provides an in-depth study of various selected areas and cultures of the world. Historical background, key personalities, contributions and significance of the various arts are presented. Students should check in the schedule of classes each semester for countries, areas or cultures to be studied.

**5 Interdisciplinary Studies in the
Liberal Arts (3) UC:CSU**

This course provides an opportunity for an interdisciplinary study of a particular historical era, its leading themes and definitive issues, or it provides an opportunity for an interdisciplinary study of one or more of the timeless themes of humankind. Art, music, literature, philosophy and science of the age are stressed. The specific age or themes will be announced in the Schedule of Classes.

**30 The Beginnings of Civilization
(3) UC:CSU**

This survey of the cultural heritage of western civilization from ancient Greece to the 17th century presents a history of ideas through emphasis on philosophical, religious, artistic, and literary traditions, using a wide variety of visual materials.

**31 Man in Contemporary Society
(3) UC:CSU**

Presenting a history of ideas, this course surveys the cultural heritage of western civilization from the 17th century to the present, including philosophical, religious, artistic, and literary traditions, as it analyzes the changing relationship with varied visual materials.

**60 Man and His World:
Technology and the Humanities
(3) UC:CSU**

Prerequisite: English 28 recommended.

This course provides opportunities to examine the interaction between society and technology. Challenging and stimulating questions about cultural and social values in light of the effects of modern technology are developed and discussed.

**61 Man and His World: The
Creative Process (3) CSU**

Prerequisite: English 28 recommended.

This course focuses on the creative processes. A survey of creativity as expressed through art, architecture, literature, music, dance and drama is undertaken. Philosophical, psychological and historical approaches are incorporated.

**72 The Art of Being Human (3)
UC:CSU**

This course provides a modularized introduction to the humanities as an approach to living. Each unit of study represents a major theme, such as humanism itself, esthetics, myth, Eastern consciousness, morality, love and death.

73 Humanities through the Arts (3) UC:CSU

Through film, drama, music, literature, painting, sculpture and architecture this course surveys the humanities; emphasizing the history, technique, meaning and evaluation of individual works of western art.

185 Directed Study - Humanities (1) UC:CSU

Cooperative Work Experience Education

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

JOURNALISM

1 Collecting and Writing News (3) CSU

Prerequisite: Eligibility for English 28.

This introductory course stresses instruction and practice in news gathering and news writing. Extensive practical writing experience is geared to the campus newspaper. It also includes a study of newspaper, radio and television news. Adherence to professional writing style and legal and ethical aspects of the profession are covered.

Acceptable for credit, 6 units maximum from Journalism 1, 2, 16 and 18, UC campuses.

2 Advanced Newswriting (3) UC:CSU

Prerequisite: Journalism 1 with a grade of C or better.

This course provides students with principles and practice in writing specialized types of newspaper stories and increases their mastery of fundamental reporting techniques. Interpretative writing skills, editorial writing and feature writing are included.

Acceptable for credit: 6 units maximum from Journalism 1, 2, 16 and 18, UC Campuses.

5 Mass Communication (3) UC:CSU

This course analyzes the impact of mass media on society. Special attention is devoted to newspapers, magazines, radio, television, motion pictures, public relations and advertising.

17 Publication Laboratory (2) CSU RPT 3

Prerequisites: Journalism 1 or consent of instructor.

This course stresses constructive criticism of students' writing styles and news evaluation. Publication production plans are developed. The instruction is directed by the campus newspaper adviser, editor and staff members.

18 Practical Editing (3) CSU RPT 3

Prerequisites: Journalism 1 or consent of instructor.

This course provides practical instruction and practice in writing and editing the campus



newspaper. Editions are evaluated in regularly scheduled class meetings.

Acceptable for credit, UCLA: 6 units maximum from Journalism 1, 2, 16 and 18.

Cooperative Work Experience Education

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

LAW

1 Business Law I (3) UC:CSU

(Same as Business 5).

Essentials of the law of contracts, in its application to everyday problems pertaining to business and to the individual, are covered.

Elementary safeguards regarding sales and sales contracts are also considered. Case discussion and lecture method are utilized. Credit is not granted for students enrolled in or with credit in Business 5.

Acceptable for credit, UCLA maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

2 Business Law II (3) UC:CSU

This course covers essentials of the law of negotiable instruments, security devices, partnerships, corporations, estates and bankruptcy in their application to everyday problems of business.

Acceptable for credit, maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

Cooperative Work Experience Education

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

LEARNING SKILLS

1 Learning Skills — Reading (3) RPT 3

Prerequisite: No prerequisite;

Corequisite: Enrollment in one or more college course.

Laboratory 6 hours.

A self-paced program intended for all students having difficulty with their college reading, assignments. Course features diagnostic testing, individual attention and instant feedback about students' progress toward prescribed goals. (This 3-unit course modularized into three 1-unit modules.)

LIBRARY/MEDIA TECHNOLOGY

15 Library Research Methods (1) UC:CSU

Lecture 1 hour.

This course teaches the student how to make independent use of library resources for maximum educational and life-long personal benefit. Standard research techniques are emphasized and specialized information sources are examined. Students learn how to find information efficiently.

LINGUISTICS

1 Introduction to Language and Linguistics (3) UC:CSU

Principles of both structural and historical linguistics and their application to language use, language learning and language teaching are considered.

MANAGEMENT

(See *Business* also)

1 Principles of Management (3) CSU

Prerequisite: Business 1 or equivalent and consent of instructor.

This course provides an introduction to the principles of management. Detailed analysis of basic managerial functions including planning, organizing, staffing, directing and controlling in a business or administrative environment is made.

2 Organization and Management Theory (3) CSU

Prerequisite: Business 1 or equivalent and consent of instructor.

This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior; communications; motivation and leadership and organizational change and manpower development including organizational development, are examined.

6 Public Relations (3) CSU RPT 1

This course covers the basic concepts and fundamentals involved in the organization of a public relations program. Community relations, customer relations, stockholder relations, press relations, public relations and special group relations are emphasized.

11 Management Practice (3) CSU

Prerequisite: Completion of all program requirements or consent of instructor; course to be taken in student's last semester.

This course is designed to be taken in the management student's final semester. It offers a simulated real world environment in which the student integrates knowledge from all business disciplines and engages in a decision-making game.

Offered only Spring of odd-numbered years.

13 Small Business Management I (3) CSU

Prerequisites: Business 1 and Management 1.

This course teaches the student how to organize and operate a small business.

15 Small Business Management II (3) CSU

Prerequisites: Management 1 and 13 or consent of instructor.

This course focuses on problems confronting the small business firm and explores potential ways to effectively resolve each problem. Course includes guest lectures and field trips. It is case-oriented.

33 Personnel Management (3) CSU

Prerequisite: Management 1 or equivalent and consent of instructor.

The growth and development of the field of personnel administration; unions and their relationship to business enterprises; employee selection, training, rating, promotion, discharge, hours of work and method of payment;

the handling of personnel problems; diagnosing organizational stability and employee service and programs are dealt with.

Offered only Spring of even-numbered years.

51 Management by Objectives (3) CSU

This course explores the benefits and problems of installing a management system based on results of achievement of specific goals. Major emphasis is placed on the action steps managements must take to install, evaluate and maintain such a system which heavily emphasizes management accountability.

Cooperative Work Experience Education

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

MARKETING

(Formerly *Merchandising*)

1 Principles of Selling (3) CSU

This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing are covered. The course is designed to help students currently involved in sales as well as those seeking to improve their communication skills. Sales presentations, video tapes and case studies are used.

11 Fundamentals of Advertising (3) CSU

The student is given a working knowledge of advertising's place in the American economy. The fundamentals of advertising media and how these activities relate to the operation of the advertising agency are taught.

21 Principles of Marketing (3) CSU

This course introduces students to various activities in the field of marketing. It provides a broad understanding of the principles involved in the distribution of commodities from the producer to the user or consumer. It covers the consumer market, consumerism, packaging and brands, pricing, wholesaling, retailing, sales promotion, personal selling and international marketing. Presentations, case studies and video tapes are used.

31 Retail Merchandising (3) CSU

A study of the fundamental principles of wholesaling and retailing operations including a study of store location, store layout, store organization, merchandise buying, pricing, stock planning and retail sales promotion is made. Personal duties and responsibilities are also studied, including the work of the department manager, store buyer, merchandise manager, publicity director, store superintendent and store controller. Field trips, speakers and video tapes are used.

32 Fashion Merchandising (3) CSU

This course provides detailed information about ready-to-wear merchandise. Technical functions of apparel merchandising such as seasonal buying procedures, specific selling

points, consumer buying habits and knowledge concerning fashion trends and the fashion industry are included.

Cooperative Work Experience Education

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

MATHEMATICS

In general, prerequisites to mathematics courses should have been completed within the past two calendar years. This means that the student should have a working knowledge of the subject matter of the prerequisite course. Students should contact a mathematics instructor if there are any questions about prerequisites. For all computer courses see Computer Science-Information Technology.

100 Mathematics Workshop (1) RPT 3

(Formerly *Mathematics 88*)

Prerequisite: Current enrollment in any mathematics course.

Recommended: For students concurrently enrolled in any mathematics course.

Laboratory 3 hours

This course is designed to increase comprehension of all levels of mathematics utilizing tutorial assistance, from a mathematics instructor.

Credit/No Credit only.

105 Arithmetic for College Students (3)

(Formerly *Mathematics 30*)

This course is designed to give the student an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, the student must have a genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

112 Pre Algebra (3)

Prerequisite: Math 105 or knowledge of arithmetic (3)

This course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of Algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

115 Elementary Algebra (5)

(Formerly *Mathematics 31*)

Prerequisite: Math 105 with a grade of C or better.

This is a first course in algebra. It covers the fundamental operations on natural numbers and carries on a logical development through all the real numbers. The course includes the solution of linear and quadratic equations and their graphs, factoring and statement problems.

120 Plane Geometry (5)

(Formerly Mathematics 32)

Prerequisite: Mathematics 115 with a grade of C or better.

This is a basic course in the fundamentals of Euclidean plane geometry, stressing the development of logical proof in a mathematical system.

215 Principles of Mathematics I

(3) UC:CSU

(Formerly Mathematics 35)

Prerequisite: Mathematics 115 with a grade of C or better.

This course helps students understand topics in mathematics, including sets, number bases, number systems, logic and probability. It is recommended for prospective elementary school teachers.

Acceptable for Mathematics 38A credit, UCLA.

220 Intermediate Algebra (5)

(Formerly Mathematics 20)

Prerequisites: Mathematics 115 and 120 with a grade of C or better.

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.

225 Introductory Statistics (3)*

UC:CSU

(Formerly Mathematics 14)

Prerequisite: Mathematics 220 with a grade of C or better within the last 3 years. Students must enroll concurrently in Math 226.

The principles of elementary statistics which are studied include measures of central tendency, measures of dispersion, the normal distribution, probability, the histogram, chi-square test, correlation and prediction, test involving variance, and non-parametric tests. Applications are made of the central limit theorem to the testing of hypotheses.

Acceptable for Mathematics 50A credit, UCLA. Mathematics 226, must be taken concurrently with Mathematics 225.

226 Elementary Statistics Problem Solving (1) CSU

(Formerly Mathematics 54)

Prerequisite: Concurrent enrollment in Mathematics 225

This course is intended for those students enrolled in Math 225. It supplements the statistics course work through problem analysis, problem solving, and the use of hand-held calculators.

235 Mathematical Analysis for Business and Social Sciences I (5) UC:CSU

(Formerly Mathematics 23)

Prerequisite: Mathematics 220 or equivalent with a grade of C or better.

This course covers finite mathematics consisting of sets, graphing, linear programming, vectors, matrices, linear systems, combinations,

probability, statistics, game theory and Markov chains with emphasis on applications to business and social sciences.

Acceptable for Mathematics 2 credit, UCLA. Maximum of 5 units allowed at UC.

236 Mathematical Analysis for Business and Social Sciences II (4) UC:CSU

(Formerly Mathematics 24)

Prerequisite: Mathematics 235 which may be taken concurrently or equivalent with a grade of C or better or consent of instructor and Math 220 and 120 or equivalent.

Lecture 5 hours.

This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences.

Offered Spring semester only.

Acceptable for Mathematics 4A credit, UCLA.

240 Trigonometry (3) CSU

(Formerly Mathematics 3)

Prerequisite: Mathematics 120 and 220 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 and complex numbers.

260 Introduction to Analysis (5) CSU

(Formerly Mathematics 40)

Prerequisite: Mathematics 240 or equivalent with a grade of C or better.

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, properties of the straight line, conics, algebraic and transcendental functions and parametric equations.

261 Calculus I (5) UC:CSU

(Formerly Mathematics 41)

Prerequisite: Mathematics 260 with a grade of C or better.

A study is made of the differentiation and integration of algebraic functions; applications of the derivative to maximum-minimum problems; related rates, motion of a particle and curve sketching; applications of the integral to the area between two curves; volumes of solids of revolution and work; the Fundamental Theorem of Integral Calculus.

Acceptable for Mathematics 31A credit, UCLA. Mathematics 261 and 262 together are acceptable for Mathematics 31AB credit, UCLA.

262 Calculus II (5) UC:CSU

(Formerly Mathematics 42)

Prerequisite: Mathematics 261 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 in-

tegration, curves in polar coordinates and sequences and series.

Acceptable for Mathematics 31B credit, UCLA. Mathematics 261 and 262 together are acceptable for Mathematics 31AB credit, UCLA.

263 Calculus III (5) UC:CSU

(Formerly Mathematics 43)

Prerequisite: Mathematics 262 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, two and three-dimensional vectors, Stokes and divergence theorems, and differential equations.

Acceptable for Mathematics 32A credit, UCLA. Mathematics 270, 275, and 263 together are acceptable for Mathematics 32A and 33AB credit at UCLA.

270 Linear Algebra (3) UC:CSU

(Formerly Mathematics 13)

Prerequisite: Mathematics 263 which may be taken concurrently.

A study of vector spaces, linear transformations and matrices, matrix algebra, determinants and solutions of systems of equations is made.

Mathematics 270 and 275 together are acceptable for Mathematics 33A credit at UCLA.

Mathematics 270, 275, and 263 together are acceptable for Mathematics 32A and 33AB credit at UCLA. Offered fall semester only.

275 Ordinary Differential Equations (3) UC:CSU

(Formerly Mathematics 15)

Prerequisite: Mathematics 263 (which may be taken concurrently with Mathematics 275).

This study covers first order differential equations and linear differential equations. Special methods for solution of these equations are developed and applied. Laplace Transforms are developed and used for the solution of differential equations and systems of equations. Existence theorems are stated and proofs are outlined. Series solutions and operator methods are included.

Mathematics 270 and 275 together are acceptable for Mathematics 33A credit at UCLA.

Mathematics 270, 275, and 263 together are acceptable for Mathematics 32A and 33AB credit at UCLA. Offered Spring semester only as an evening class.

Cooperative Work Experience Education

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

METEOROLOGY**3 Introduction to Weather and Climate (3) UC:CSU**

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

(Same as Geography 3.)

Acceptable for Atmospheric Science 3, credit UCLA.

Cooperative Work Experience Education

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

MICROBIOLOGY**20 General Microbiology (4) UC:CSU**

Prerequisite: Biology 5A/5B with a grade of C or better, concurrent enrollment in or successful completion of English 28.

Recommended: Chemistry 3 or 10.

An introduction to the fundamental principles of microbiology. Included are general aspects of the structure, metabolism, multiplication, genetics and classification of bacteria, fungi, protozoa, and viruses; the methods used to control these microorganisms, the human body's natural defense mechanisms, and some selected microbial pathogens. The laboratory portion of the course covers microscopic and cultural techniques for studying and identifying microorganisms.

Cooperative Work Experience Education

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

MUSIC**101 Fundamentals of Music (3) UC:CSU**

Basic rudiments of musical notation, scales, keys, intervals, common musical terms and elementary keyboard are studied. This is a preparatory course for Music 201 and Music 211. *Acceptable for Music 1 credit, UCLA.*

111 Music Appreciation I (3) UC:CSU

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying a wide variety of musical styles and periods, past and present. The emphasis is on perceptive listening, along with expository readings. *Acceptable for Music 2A credit, UCLA.*

112 Music Appreciation II (3) UC:CSU

NOTE: Music Appreciation I is not a prerequisite to Music Appreciation II.

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying a variety of twentieth century musical styles. The emphasis is on perceptive listening, along with expository readings. Music 112 differs from Music 111 in that the focus is on twentieth century composers and styles. *Acceptable for Music 2B credit, UCLA.*

122 Music History and Literature II (3) UC:CSU

Prerequisite: Music 101 or equivalent.

Styles, techniques and forms of music from 1750 to the present are traced. Special emphasis is placed on the development of the orchestra and its forms. The artistic philosophy of each style period is examined.

Note: Music History and Literature I is not a prerequisite to Music History and Literature II.

141 Jazz Appreciation (3) UC:CSU

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying jazz styles of music from their beginnings to the present. The emphasis is on perceptive listening, along with expository readings.

181 Applied Music I (1) UC:CSU**182 Applied Music II (1) UC:CSU****183 Applied Music III (1) UC:CSU****184 Applied Music IV (1) UC:CSU**

Prerequisite: Open to music majors by audition.

This course is designed for both vocal and instrumental students and provides credit for independent study. Fifteen one-hour lessons and a minimum of five hours of weekly independent music practice is required for the semester. The development of vocal/instrumental technique is emphasized. Workshop and recital participation are required. *Acceptable for credit, UC campuses; 12 units maximum from Music 181, 182, 183, 184, 321, 322, 323, 324, 341, 411, 412, 413, 414, 501, 561, 701, 705, 721, 731, 741 and 775.*

201 Harmony I (3) UC:CSU

Required of all music majors.

Prerequisite: Music 101, 200 or equivalent and concurrent enrollment in Music 211. Also some pianistic ability and/or concurrent enrollment in an elementary piano course.

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, harmonic progression, harmonic structure of the phrase, harmonization of a given part and nonharmonic tones. Harmonic skill is developed through written exercises, analysis of classic examples and keyboard exercises.

202 Harmony II (3) UC:CSU

Prerequisite: Music 201 and concurrent enrollment in Music 212.

This course extends principles initiated in Music 201, including the structure of seventh chords, secondary dominants, altered nonharmonic tones and modulation to closely related keys.

203 Harmony III (3) UC:CSU

Prerequisite: Music 202 and concurrent enrollment in Music 213.

This course extends principles developed in Music 202, including augmented sixth chords, the Neapolitan sixth, altered dominants, diminished seventh chords, chromatic third-relation

harmony, modulation to foreign keys and extended chords such as ninths, elevenths and thirteenth.

211 Musicianship I (2) UC:CSU

Required of all music majors.

Prerequisite: Music 101, 200 or equivalent and concurrent enrollment in Music 201.

Correlated with Harmony 1, this course consists of a study of sight reading, one-part melodic dictation, simple harmonic dictation, elementary theory, including scale structure, keys, intervals, musical terminology and notation, and the basic principles of musicianship. *Acceptable for Music 1 credit, UCLA.*

212 Musicianship II (2) UC:CSU

Prerequisite: Music 211 and concurrent enrollment in Music 202.

This course consists of sight reading, ear-training and keyboard application of the subject matter covered in Music 202.

213 Musicianship III (2) UC:CSU

Prerequisite: Music 212 and concurrent enrollment in Music 203.

This course consists of sight reading, ear-training and keyboard application of the subject matter covered in Music 203.

299 Music Honors (1) UC:CSU RPT 3

Prerequisite: Designed for the advanced Music major with consent of department chairperson.

This course provides the gifted student in music with an opportunity for concentrated independent study in selected areas under the direct supervision of an instructor.

321 Elementary Piano I (2) UC:CSU

Student must have access to a piano as daily practice is required.

This course presents an introduction to music reading, scale playing, and the use of the pedals. The artistic performance of appropriate repertoire is emphasized.

See acceptability Music 184.

322 Elementary Piano II (2) UC:CSU

Prerequisite: Music 321 or equivalent.

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts started in Elementary Piano I. *See acceptability Music 184.*

323 Elementary Piano III (2) UC:CSU

Prerequisite: Music 322 or equivalent.

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts developed in Elementary Piano II. *See acceptability Music 184.*

**324 Elementary Piano IV (2)
UC:CSU**

Prerequisite: Music 323 or equivalent.

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts developed in Elementary Piano III. See acceptability Music 184.

**341 Intermediate Piano (2)
UC:CSU RPT 3**

Prerequisite: Music 324 or equivalent.

The performance of appropriate repertoire is developed with emphasis on memorization and artistic interpretation.

See acceptability Music 184.

**411 Elementary Voice I (2)
UC:CSU**

This course is an introduction to the proper use of the voice including attention to posture, breath control, tone quality, power, diction, range, and stage presence. Repertoire includes simple art songs and arrangements of folk songs and spirituals.

Acceptable for Music 65 credit, UCLA.

See acceptability Music 184.

**412 Elementary Voice II (2)
UC:CSU**

Prerequisite: Music 411 or equivalent.

An extension of principles introduced in Music 411 with a greater emphasis on interpretation.

Acceptable for Music 65 credit, UCLA.

See acceptability Music 184.

**413 Elementary Voice III (2)
UC:CSU**

Prerequisite: Music 411 and 412 or equivalent.

All aspects of solo singing are stressed, especially English, Italian, French and German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

Acceptable for Music 65 credit, UCLA.

See acceptability Music 184.

**414 Elementary Voice IV (2)
UC:CSU**

Prerequisite: Music 411, 412 and 413, or equivalent.

This course is a continuation of principles and concepts presented in Music 413. The development of the student's ability to analyze and interpret the song repertoire is stressed.

Acceptable for Music 65 credit, UCLA.

See acceptability Music 184.

**501 College Choir (1) UC:CSU
RPT 3**

Open to all students by audition.

This course consists of study and performance of selected choral literature for mixed voices, both accompanied and a cappella. The emphasis is placed on the development of reading skills, basic voice techniques and interpreting the score.

Acceptable for Music 70B credit, UCLA.

See acceptability Music 184.

**561 Chamber Chorale (1) UC:CSU
RPT 3**

Open to all students by audition.

Rehearsal and performance of choral music for small ensembles. The music is chosen from all stylistic periods. Emphasis is placed upon reading skills, interpreting the score and the development of a professional attitude toward public performance.

Acceptable for Music 70C credit, UCLA see acceptability Music 184.

**701 Instrumental Ensemble (1)
UC:CSU RPT 3**

Open to all musicians who play orchestral instruments.

This course provides an opportunity for instrumentalists to develop their technique and to increase their playing experience through the rehearsal and performance of music written for various instrumental ensembles.

See acceptability Music 184.

**725 Community Orchestra (1)
UC:CSU RPT 3**

Open to all students who play orchestral instruments by audition.

Standard orchestral literature is rehearsed and performed.

Acceptable for Music 70H credit, UCLA.

See acceptability Music 184.

**775 Jazz Ensemble (1) UC:CSU
RPT 3**

Open to all instrumentalists by audition.

This course provides the instrumentalist with the opportunity to rehearse and perform music of the past in the "big band" tradition as well as contemporary compositions written for this ensemble.

See acceptability Music 184.

**Cooperative Work Experience
Education**

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

OCEANOGRAPHY**1 Introduction to Oceanography
(3) UC:CSU**

The student is introduced to the general field of oceanography, including a study of the features of the sea floor, the chemical and physical properties of sea water, currents, tides, waves and their effects on marine organisms. Special reference is made to the Southern California environment and the problem of man and the sea.

**2 Introduction to Marine Biology
(3) UC:CSU**

Recommended: Biology 3 or any other biology course.

An opportunity to investigate the intertidal and immediate offshore sea coast habitats is provided. The lectures, laboratory and field trips are directed to give the student a practical

working knowledge of seacoast plants and animals, their ecology and morphology. Also included are conservation topics that relate to human influence on the marine wildlife resource.

**11 Introduction to Marine
Biology: Laboratory (1) UC:CSU**

Prerequisite: Concurrent or prior completion of Oceanography 12.

This course offers laboratory experiences to accompany and reinforce topics discussed in Oceanography 12. Micro-technique, identification of marine plants and animals, use of a classification key, investigation of the similarities and differences between various marine groups, and field trips. (This course partially meets life science general education requirements but does not meet biology major requirements.)

**12 Lectures in Marine Biology (3)
UC:CSU**

Not open to students with credit in Oceanography 2.

Intertidal and immediate offshore seacoast habitats are investigated. The study of seacoast plants and animals, their ecology and morphology and the influence of humans on marine wildlife resources is emphasized.

Focusing on the marine environment, this course investigates areas of intense scientific and public concern, including the ocean's effect on the Earth's weather, its diverse life forms, its impact on geopolitical and economic matters, the impact of oceanic pollutants, and the potential exploitation of marine resources.

**70 Oceanus: An Introduction to
The Marine Environment (3)
UC:CSU**

This course is a non-traditional approach to the study of oceans. It utilizes discussions, lectures, field trips, and audio-visual materials, to present modern concepts in physical, biological, and geological oceanography. The focus of the course is on areas of intense scientific and public concerns, such as plate and the San Andreas Fault, ocean pollution, and potential exploitation of marine resources.

**Cooperative Work Experience
Education**

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

**OFFICE
ADMINISTRATION****1 Typewriting I (3) CSU**

Students with one year of high school typewriting or ability to type 35 w.p.m. should enroll in Office Administration 2. (Students who have completed a beginning typewriting course with a grade of "D" should enroll in Office Administration 9.)

Five hours weekly.

Mastery of the keyboard and the basic operations of electric typewriters are developed. Em-

phasis is placed on fundamentals of letter writing, manuscript typing, rules for centering and tabulation and rough draft typing. The student should achieve a minimum 5-minute typing speed of 30 w.p.m.

2 Typewriting II (3) CSU

Prerequisites: Office Administration 1, one year of high school typewriting or ability to type 35 w.p.m.

Five hours weekly.

Skills developed include correct techniques in the operation of electric typewriters and speed and accuracy in typing letters, business forms, tabulation problems and manuscripts. The student should achieve a minimum 5-minute typing speed of 40 w.p.m. with a maximum of 5 errors.

3 Typewriting III (3) CSU

Prerequisite: Office Administration 2 or the ability to type 45 w.p.m.

Five hours weekly.

Skills developed include correct techniques and speed and accuracy in typing business letters and memorandums, special business forms, rough drafts, statistical and business reports. The student should achieve a minimum 5-minute typing speed of 50 w.p.m. with a maximum of 5 errors.

6 Adding and Calculating Machines (1)

(Same as ACCTG 37)

7 Machine Transcription (3)

Prerequisite: Office Administration 2 (with a grade of C or better) or ability to type 45 w.p.m.; Business 31.

Three hours weekly.

Skills developed include proficiency in operating transcribing machines; production typing of mailable letters and memorandums from machine dictation; and review of business letter styles, word division, spelling, punctuation, and capitalization.

9 Typing Improvement (1) RPT 1

Prerequisite: Completion of beginning typing course with a grade of D or better.

Three hours weekly.

Speed and accuracy are improved through timed writings and corrective drills. Students may enroll for two semesters, but the semesters may not be taken consecutively. This course may be taken in addition to Office Administration 2 or Office Administration 3 if the student needs additional speed and/or accuracy building.

10 Shorthand I (5) CSU

Prerequisite: Office Administration 1 and Business 31, which may be taken concurrently. Students who have studied shorthand previously and can take dictation at 50 w.p.m. should enroll in Office Administration 11.

In this beginning course in Gregg Shorthand (Series 90), students learn shorthand theory and learn to take dictation at speeds of 50 to 70 w.p.m. Transcription is also introduced.

11 Shorthand II (5) CSU

Prerequisite: Office Administration 1 and 10, and Business 31, with grades of C or better, and ability to take dictation at 50 w.p.m. for 3

minutes. Concurrent enrollment in Office Administration 18 is suggested. Students who have studied shorthand previously are requested to enroll in this course where they are tested and reclassified if necessary.

Gregg Shorthand (Series 90) is reviewed; students who have learned other shorthand systems may also enroll. Dictation speeds of 70 to 90 w.p.m. are attained. Shorthand is transcribed into mailable copy, and skill in transcribing is developed.

12 Shorthand III (5) CSU

Prerequisite: Office Administration 2, 11, and 18, with grades of C or better. Students who have studied shorthand elsewhere should enroll in Office Administration 11 where they will be tested and reclassified to Office Administration 12, if qualified.

The theory of Gregg Shorthand (Series 90) is reviewed. Emphasis is placed on building business and professional vocabulary; attaining dictation speeds of 90 to 120 w.p.m.; transcribing rapidly and producing mailable transcripts.

16 Shorthand Review I (3)

Prerequisites: Office Administration 10 (or equivalent) and ability to type at least 40 w.p.m.

Gregg Shorthand Theory is reviewed. Skill is developed in writing brief forms and phrases. Dictation and transcription speeds are increased. Emphasis is placed upon mailable transcripts of letters, memoranda and enrichment of business and professional vocabularies. Students with backgrounds in other shorthand systems may also enroll.

17 Shorthand Review II (3)

Prerequisite: Office Administration 16 and ability to type 40 w.p.m.

A review of the principles of Gregg Shorthand is provided. Intensive speed building practice is given to enable students to increase their speed in taking dictation and transcribing their notes. Students with a background in other shorthand systems may also enroll.

18 Beginning Transcription (3) CSU

Prerequisites: Ability to type 35 w.p.m. and take shorthand at 50 w.p.m. for 3 minutes; concurrent enrollment in Office Administration 11 or 12.

The ability to transcribe from shorthand notes with speed and accuracy is developed. The skills of shorthand, typing, punctuation, grammar, spelling and proofreading are emphasized and combined to enable students to produce mailable, well-arranged letters and reports.

20 Medical Assistant Office Procedures (5)

Prerequisite: Office Administration 1 or ability to type 40 w.p.m.

Comprehensive training is given in all types of medical office procedures. Speed and accuracy are developed in the typing of medical copy such as case histories, reports, correspondence and insurance forms. Medical terminology and abbreviations are taught. Telephone

techniques, medical record keeping, filing and other office skills are reviewed. Grooming, professional ethics and personal relationships are stressed. No shorthand is required.

23 Legal Secretarial Procedures I (5)

Students are introduced to the legal terminology of the law office. Students are also introduced to the forms used in the law offices and in the courts and to the procedures used in performing the duties of a legal secretary.

24 Legal Secretarial Procedures II (5)

Prerequisite: Office Administration 23.

Students' knowledge of legal terminology is further strengthened. Students develop the ability to quickly and accurately prepare legal papers which are used in the law office and which must be prepared for the courts. Emphasis is given to responsibility in the performance of duties by the legal secretary.

31 Business English (3)

Recommended: Concurrent enrollment in Office Administration 34.

Lecture 3 hours.

This course is required for Office Administration majors.

Note: Same as Business 31.

32 Business Communications (3) CSU

Prerequisite: Office Administration 31 or equivalent. Ability to type 30 w.p.m.

Lecture 3 hours.

This course is required for Office Administration majors.

Note: Same as Business 32.

34 Business Vocabulary and Spelling (2)

Two hours weekly.

Vocabulary building and spelling skills are stressed. Emphasis is placed on phonics, spelling rules, confusing words, commonly misspelled words and the formation of plurals. The course allows application of skills through written expression.

35 Word Processing: Concepts in Information Systems (3) CSU

Prerequisite: Ability to type 35 w.p.m.

Three hours weekly.

Word processing vocabulary and unique features found on word processing equipment are studied.

39 Word Processing, Keyboarding and Operations (3) RPT 2

Prerequisite: Ability to type 45 w.p.m.; completion of or concurrent enrollment in O.A. 35

Five hours weekly.

This course teaches word processing skills such as inputting, editing, formatting, and outputting using the Displaywriter word processing package on the IBM-PC as well as the Displaywriter word processor.

44 Medical Terminology (3)

Three hours weekly.

The student develops a comprehensive medical vocabulary applicable to all specialties of

medicine through the learning of Greek and Latin prefixes, suffixes, word roots, etc. A basic understanding of anatomy and physiology is provided. Training in the spelling, pronunciation and definition of medical terms is given as well as training in the use of a medical dictionary.

46 Machine Transcription for Medical Secretaries (2) RPT 3

Prerequisites: Office Administration I or equivalent, Bus Eng or equivalent, OA 44 or equivalent medical terminology background.

Two hours weekly.

This course develops skill in correct transcription procedures, and in transcribing medical materials. Production typing on recorded material stressing terminology from medical reports, diagnoses, case histories and correspondence based on various areas of specialization is included. Grammar, punctuation and correct spelling of medical terms are reviewed.

64 Office Administration Laboratory (1)

Prerequisite: Concurrent enrollment in OA 35, OA 39, OA 75, or OA 79.

This course is designed to reinforce the lectures presented in Office Administration 35, 39, 75, and 79. It gives the practice needed to apply fundamental word processing principles to projects.

75 Word Processing: Equipment and Operations (2) CSU

Prerequisite: Ability to type 25 w.p.m. This is a short term class in word processing for personal use. Word processing software on the IBM-PC is used to develop computer application skills for all students, including non-business majors.

Three hours weekly.

This class presents word processing skills on the microcomputer, including keyboarding, editing, and printing various types of documents. It is designed for all students, including non-business majors.

76 Keyboarding for Data Processing (1)

Five hours weekly.

This short-term class provides keyboarding skills necessary to input information on the computer terminal efficiently and accurately. Taught on a self-paced basis, this course is designed for data processing and business students, providing the keyboarding skills necessary to input information on a computer terminal efficiently and accurately.

79 Word Processing Applications (3)

Prerequisite: Ability to type 45 w.p.m. Completion of or concurrent enrollment in O.A. 35.

Three hours weekly.

Basic word processing skills, such as inputting, editing, formatting, and outputting are taught utilizing the WordStar word processing program on the IBM-PC.

185 Directed Studies in Office Administration (1)

Prerequisite: Ability to type 50 w.p.m., Office Administration 39, and permission of instructor.

Three hours TBA.

Students will work on independent projects as discussed and approved by instructor. Credit limit: a maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

PERSONAL DEVELOPMENT

1 Introduction to College (1) RPT 1

This course provides students with information concerning college and how to survive as a student. They are assisted in evaluating their ability, aptitude and interests; in planning their educational and vocational goals and in adjusting effectively to college life. Students are introduced to various support services provided by the college.

4 Career Planning (1) CSU

This course includes an overview of career development, personal appraisal and career testing, a computerized career testing, a computerized career information search, a personal skills evaluation, and educational planning and decision-making. Topics include personal career strategy, jobs of the future, and career indecision.

8 Career Planning and Development (2) CSU

"Voyage", a series of video taped lessons provide tools with which to assess one's skills, interests, values, and motivational pattern for career and life planning. Instructor in charge guides the student's progress.

15A Business and Interpersonal Communications Skills (1)

This workshop develops verbal communication skills to help students manage their feelings of insecurity and/or inadequacy in both business and social settings.

15B Test Anxiety Management (1)

This workshop teaches students techniques and attitudes helpful in overcoming fears and anxieties which interfere with successful test taking and with other anxiety-provoking situations in life.

15C Strategies for Success in College and Life (1)

This course is designed to teach students methods that enhance their success in college and life. Utilizing a *product* approach, students will develop workable, realistic goals for their education and life pursuits.

PHILOSOPHY

There are no prerequisites to any philosophy course although eligibility for English 101 is recommended for some courses.

1 Introduction to Philosophy I (3) UC:CSU

Recommended: Eligibility for English 101.

A critical analysis of traditional problems of knowledge, metaphysics, philosophy of science and philosophy of religion is made.

2 Introduction to Philosophy II (3) UC:CSU

Recommended: Eligibility for English 101.

A critical analysis of problems in ethics, political philosophy and aesthetics is made.

3 History of Greek Thought (3) UC:CSU

Recommended: Eligibility for English 101.

A critical presentation of western thought from the Greek Classical philosophers to the medieval philosophers is made.

Acceptable for Philosophy 1 credit, UCLA.

4 History of Modern Thought (3) UC:CSU

Recommended: Eligibility for English 101.

A critical presentation of western thought from the Renaissance to the present is made.

Acceptable for Philosophy 21, credit UCLA.

6 Logic in Practice (3) UC:CSU

Application of the logical principles of sound thinking to morals, politics and everyday life is made with emphasis upon the analysis of language as an aid to sound thinking.

8 Deductive Logic (3) UC:CSU

This introductory course is designed to promote clear deductive thinking. It begins with a general discussion of the nature of logic and language and informal fallacies. Traditional Aristotelian logic is then studied and modern symbolic logic is introduced. Techniques of proof, translation, and logical analysis of arguments are covered.

9 Symbolic Logic I (3) UC:CSU

This course provides an introduction to formal logic, including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

18 Business Ethics (3) CSU

Recommended: Eligibility for English 101.

This course introduces the study of values and their importance in the practical conduct of business.

20 Ethics (3) UC:CSU

Recommended: Eligibility for English 101.

An introduction to the study of human values, the grounds of reasonable choice and the standards of right and wrong is provided.

23 The World's Great Religions (3) UC:CSU

An historical and philosophical study of major faiths and their ethical and theological principles is conducted.

24 An Introduction to the Philosophy of Literature (3) UC:CSU

Recommended: Eligibility for English 1.

A philosophical inquiry is made into such themes as freedom, guilt, love, self-knowledge, God, Evil, reality, death, and the meaning of life by examination of great literary works.

185 Directed Study - Philosophy (1) UC:CSU

285 Directed Study - Philosophy (2) UC:CSU

385 Directed Study - Philosophy (3) UC:CSU

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.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Philosophy on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

PHOTOGRAPHY

9 Introduction to Cameras and Composition (3) CSU

(Formerly Journalism 21)

Prerequisite: Must have use of a 35mm camera.

This course emphasizes composition of news and feature pictures for use in mass communications media. Use of the photograph as

an art form in telling the story, familiarity with the cameras used for news photography and procedures and techniques in darkroom processing are covered.

Cooperative Work Experience Education

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

PHYSICAL EDUCATION

Water Activities (1) UC:CSU

RPT 3 except as noted

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

102 Swimming - Skills

Individual and Dual Activities (1) UC:CSU RPT 3

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

212 Tennis - Skills

222 Racquetball - Skills

228 Body Conditioning

229 Body Dynamics

230 Weight Training - Skills

259 Golf - Skills

262 Track and Field - Skills

289 Bowling - Skills

Team Sports (1) UC:CSU RPT 3

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

301 Baseball - Skills

304 Basketball - Skills

310 Flag-Touch Football - Skills

322 Volleyball - Skills

328 Softball - Skills

Dance Activities (1) UC:CSU

RPT 3

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

401 International Folk Dance - Skills

431 Modern Dance - Skills

434 Ballet Techniques - Skills

437 Modern Jazz Dance Skills

Intercollegiate Sports (2) UC:CSU

RPT 1

Activity 10 hours in the sports season.

503 Baseball

504 Basketball

506 Cross Country

508 Football

509 Golf

514 Tennis

515 Track and Field

516 Volleyball

Physical Education Major's Classes UC:CSU

These classes may or may not meet the required credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.

702 Water Safety Instruction (3)

This class meets the required credit for Physical Education activity.

A qualifying swimming test is required.

Lecture 2 hours; plus 2 hours related swimming.

This class grants the Red Cross Water Safety Instruction Certificate to students who successfully complete the requirements.

710 Officiating Competitive Sports I (2)

This class does not meet the required credit for Physical Education activity.

Lecture 1 hour; laboratory 2 hours.

This course provides the theory, practice and techniques of officiating softball, baseball, track and field and other athletic activities normally conducted during the spring semester.

Acceptable for credit: CSUN, P.E. 710 or P.E. 711 accepted as P.E. 288(W) or P.E. 289.

711 Officiating Competitive Sports II (2)

This class does not meet the required credit for Physical Education activity.

Lecture 1 hour; laboratory 2 hours.

This course provides the theory, practice and techniques of officiating volleyball, football, basketball, and other athletic activities normally conducted during the fall semester.

Acceptable for credit: CSUN, P.E. 710 or P.E. 711 accepted as P.E. 288(W) or P.E. 289.

712 Introduction to Physical Education (3)

This class does not meet the required credit for Physical Education activity.

Lecture 3 hours.

This introductory course is designed to offer the major examples of the requirements of a physical education teacher.

Acceptable for credit: CSUN, P.E. 241.



Dance Major's Classes UC:CSU

These classes may or may not meet the required credit for Physical Education activity. Required for the Dance major.

814 Dance Production I (2) RPT 3

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.

Cooperative Work Experience Education

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

PHYSICS**6 General Physics I (4) UC:CSU**

Prerequisite: Mathematics 240, equivalent trigonometry or concurrent enrollment with consent of instructor.

Lecture 3 hours; recitation 1 hour; laboratory 2 hours.

Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. The areas of physics involved in this course are mechanics, energy, fluid mechanics, mechanical waves, thermal behavior, kinetic theory and the laws of thermodynamics.

Acceptable for Physics 3ABC and 3AL-BL and CL credit, UCLA, when both Physics 6 and 7 are completed. See NOTE: Physics 12.

7 General Physics II (4) UC:CSU

Prerequisite: Physics 6.

Lecture 3 hours; recitation 1 hour; laboratory 2 hours.

Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. This course is a continuation of Physics 6, covering electricity, magnetism, electromagnetism, alternating currents, electromagnetic waves, optics, the atom, quantum physics and relativity.

Acceptable for Physics 3ABC and 3AL-BL and CL credit, UCLA, when both Physics 6 and 7 are completed. See NOTE: Physics 12.

12 Physics Fundamentals (3) UC:CSU

Prerequisite: One year of high school algebra or Mathematics 115.

Lecture and demonstration 3 hours.

This introductory course in physics which is designed primarily for liberal arts students provides qualitative knowledge of fundamental physical principles.

Acceptable for Physics 10 credit, UCLA, when both Physics 12 and 14 are completed. NOTE: No credit will be given for Physics 12 if it follows the Physics 6, 7, or 37, 38, 39 series. Credit will be limited if similar material is covered in other physics courses.

14 Physics Fundamentals Laboratory (1) UC:CSU

Prerequisite: Completion of Physics 12 or concurrent enrollment in Physics 12.

Laboratory 3 hours.

This course is designed for those liberal arts students who are taking or have taken Physics 12 and who wish or need to have a laboratory experience as part of their physical science education. The course consists of a large number of physical science experiments.

Acceptable for Physics 10L credit, UCLA, when both Physics 12 and 14 are completed.

37 Physics for Engineers and Scientists I (5) UC:CSU

Prerequisite: Mathematics 261 or equivalent.

Corequisite: Mathematics 262.

Lecture 4 hours; laboratory 3 hours.

The first semester of a three-semester calculus-level sequence in introductory physics. Topics studied include kinematics, particle dynamics, momentum and impulse, work-energy, rotational dynamics, statics, oscillations, gravitation, mechanics of solids and fluids, and special relativity.

Acceptable for credit, UCLA, Physics 37, 38 and 39 sequence satisfies the UCLA Physics 8ABCDE 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.

38 Physics for Engineers and Scientists II (5) UC:CSU

Prerequisite: Physics 37 and Mathematics 262.

Corequisite: Mathematics 263.

Lecture 4 hours; laboratory 3 hours.

The second semester of a three-semester calculus-level sequence in introductory physics. Topics studied include electric fields, magnetism, electrical and magnetic properties of matter, direct and alternating current circuits, Maxwell's equations, electromagnetic waves and wave theory.

Acceptable for credit, UCLA, Physics 37, 38 and 39 sequence satisfies the UCLA Physics 8ABCDE 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.

39 Physics for Engineers and Scientists III (5) UC:CSU

Prerequisite: Physics 37 and Mathematics 262.

Corequisite: Mathematics 263.

Lecture 4 hours; laboratory 3 hours.

The third semester of a three-semester calculus-level sequence in introductory physics. Topics studied include thermodynamics, waves and sound, geometrical and physical optics, quantum mechanics, some statistical mechanics, and nuclear physics.

Acceptable for credit, UCLA, Physics 37, 38 and 39 sequence satisfies the UCLA Physics 8ABCDE 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.

185 Directed Study - Physics (1) UC:CSU**Cooperative Work Experience Education**

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

PHYSIOLOGY**1 Elementary Physiology (4) UC:CSU**

Prerequisite: Biology 5A/5B with a grade of C or better; concurrent enrollment in or successful completion of English 28.

Recommended: Chemistry 3 or 10.

This course presents the biochemical and biophysical principles underlying the physiological processes of the human. Lecture topics include the neural and hormonal regulation of bodily processes, and the integration of the organ systems to maintain a constant fluid environment within the body. Special emphasis will be placed on the evaluation of body temperature, blood pressure, breathing, and urine output, as well as the interpretation of clinical laboratory tests. Laboratory exercises will introduce the student to the spectrophotometer, EKG machine, blood pressure cuff, and urinalysis tests. This course is intended to meet the requirements of students majoring in nursing, dental hygiene, occupational therapy, psychology, physical education, and life sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introductory biology.

Cooperative Work Experience Education

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

POLITICAL SCIENCE**1 The Government of the United States (3) UC:CSU**

This course deals with the principles, problems, structures, and functions of United States and California Governments.

Acceptable for Political Science 1 credit, UCLA.

2 Modern World Governments (3) UC:CSU

A comparative study is made of the major governments of the modern world in terms of their institutions, ideologies, political habits and foreign policies. Emphasis is placed upon the governments of Great Britain, France, Germany and the Soviet Union.

Acceptable for Political Science 50 credit, UCLA.

**7 Contemporary World Affairs (3)
UC:CSU RPT 1**

This course surveys the factors involved in international relations today. Emphasis is placed on providing the student with a framework for the analysis of world affairs. Major areas of analysis include the positions of the United States and the Soviet Union.

Acceptable for Political Science 20 credit, UCLA.

185 Directed Study - Political Science (1) UC:CSU**285 Directed Study - Political Science (2) UC:CSU****385 Directed Study - Political Science (3) UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit

Allows students to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

PSYCHOLOGY**1 General Psychology I (3)
UC:CSU**

This course offers a scientific approach to principles of human behavior. It covers such topics as growth and development, heredity and environment, perception and attention, feeling and emotion, motivation, learning, thinking and intelligence, individual differences, introduction to statistical concepts, personality and social relations.

Acceptable for Psychology 10 credit, UCLA.

**2 General Psychology II (3)
UC:CSU**

Prerequisite: Psychology 1.

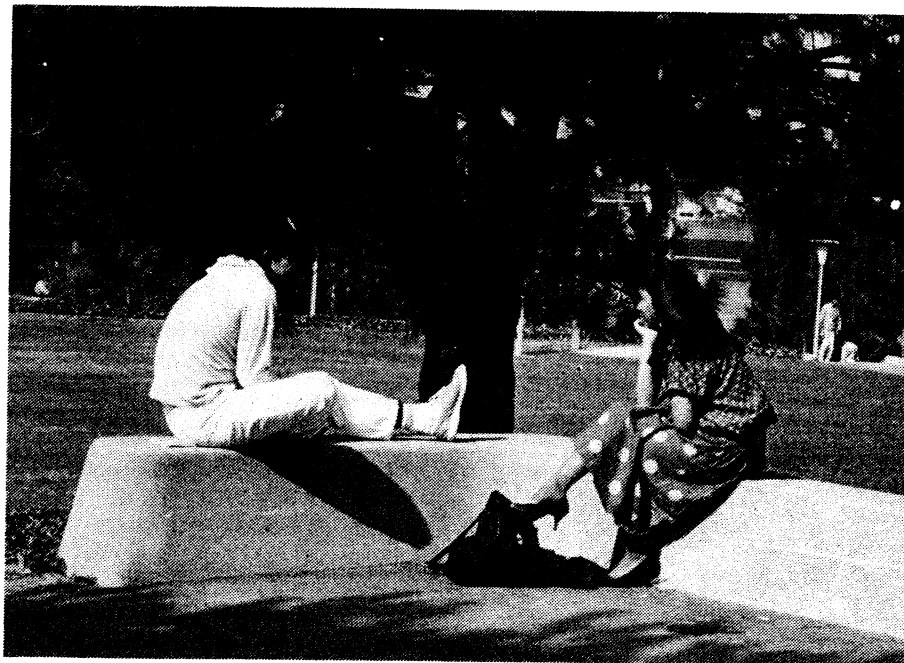
This course considers the functional and anatomical aspects of the nervous system, the structure and function of the sense organs, as well as emotions, speech, intelligence, consciousness and sleep, motivation and psychosomatic relationships.

Acceptable for Psychology 15 credit, UCLA.

3 Personality and Social Development (3) CSU

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.

**13 Social Psychology (3) UC:CSU**

The course involves human social relationships and the application of the principles of psychology to the solution of social problems. Group membership and leadership, role and status, attitudes, prejudices, public opinion and propaganda are also considered.

**14 Abnormal Psychology (3)
UC:CSU**

The principles of general psychology are applied to the field of psychopathology. Behavior disorders are described, and their major causes and treatment are reviewed.

16 Love and Marriage (3) CSU

This course deals with the psychological aspects of dating, love and marriage. It is designed to provide students with a basic positive attitude towards the potentials of marriage and to prescribe the circumstances that make the marital union an opportunity for a growing, greater, "other-centered" self-realization.

Acceptable for credit: UC campuses allow credit for only 3 units from Psychology 16 and Sociology 12.

**21 College Reading Skills (3)
RPT 1**

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 1

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.

**26 Power and Speed Reading (3)
CSU RPT 1**

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.

52 Psychological Aspects of Human Sexuality (3) UC:CSU

This course addresses the psycho-sexual development of the individual, the scripts that are learned in our culture and comparative information from other cultures. The history of attitudes toward sexuality in America is studied. The study of the anatomy and physiology of the human sexual system, the physical and emotional orgasmic response, myths and misconceptions about the sexual response, sexual variance and dysfunction all are studied to help the student achieve an understanding of his or her own unique sexuality.

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

70 Understanding Human Behavior (3) UC:CSU

This personalized course, under instructor guidance, explores the fundamental concepts of human behavior through videotaped dramatizations and lectures.

71 The Growing Years (3) CSU

This personalized introductory course explores, under instructor guidance, the child's world through human interaction, biological

factors, and social aspects. Designed for parents, future parents, and those interested in working with children.

185 Directed Study - Psychology (1) UC:CSU

285 Directed Study - Psychology (2) UC:CSU

385 Directed Study - Psychology (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

REAL ESTATE

1 Real Estate Principles (3) CSU

Required for real estate salesperson license, and highly recommended as a foundation course in real estate.

This beginning course in real estate fundamentals and principles covers real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate.

3 Real Estate Practice (3) CSU

Prerequisite: Real Estate 1 or possession of a real estate salesperson's license or consent of instructor.

This course covers the day-to-day activities of the real estate brokerage business, from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: time management, human relations, client psychology, financing, leasing, appraising and property management. The course is required for those seeking the California broker's license.

4 Real Estate Office Administration (3) CSU

Prerequisite: Real Estate 3 or consent of instructor.

This course presents a practical framework for current and future managers of real estate brokerage offices. It presents and develops topics of vital interest to office administrators: establishing goals and plans, personnel recruitment and selection, listing and selling techniques, management controls and systems.

5 Legal Aspects of Real Estate I (3) CSU

Prerequisite: Real Estate 1, possession of a salesperson's license or consent of instructor. Principles of property ownership and management, with special emphasis on the law as it

applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes are covered in detail.

7 Real Estate Finance I (3) CSU

Prerequisite: Real Estate 1, possession of a real estate salesperson's license or consent of instructor.

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are covered.

9 Real Estate Appraisal I (3) CSU

Prerequisite: Real Estate 1, possession of a real estate salesperson's license or consent of instructor.

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.

10 Real Estate Appraisal II (3) CSU

Prerequisite: Real Estate 9.

This advanced appraisal course features a brief review of the theory, principles and methods used in the valuation of residential, commercial and industrial properties. It also features case study problems illustrating the use of the three approaches to value and a thorough analysis of the components utilized by the income approach. This course emphasizes the valuation of all income-producing properties. An appraisal report is required on an income-producing property.

11 Escrow Principles (3) CSU

Prerequisite: Real Estate 1 or Real Estate 3.

This course gives an introduction to the principles and methods of handling escrows involving transfer of real estate ownership or real estate loans. The various forms used in escrows and escrow instructions are studied, along with the applicable laws pertaining to the escrow function.

12 Escrow Practices (3) CSU

Prerequisite: Real Estate 11 or consent of instructor.

The principles and methods of handling escrows involving title to land, sales of personal property and real estate loans are taught. Included is a study of the various forms used in the drawing of escrow instructions and closing statements, as well as the practical operation of escrow offices. Case situations and real-world problems are an integral part of the course.

14 Property Management (3) CSU

Prerequisite: Real Estate 1 or Real Estate 3. This course is designed for real estate brokers, salespersons and owners of income-producing properties. Topics covered include the nature and types of property management, organization for management, leases and contracts, rent scheduling, selling of space and 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) CSU

Prerequisite: Real Estate 1 or consent of instructor.

The impact of Federal and California State income tax laws upon the purchase, sale, exchange and use of real property is covered. This includes depreciation, capital gains, installment sales, prepaid interest and tax saving opportunities. Upon successful completion of this course, students may receive 45 hours of Continuing Education credit with the California Department of Real Estate.

18 Real Estate Investments I (3) CSU

Prerequisite: Real Estate 1 or consent of instructor.

This is an advanced course in which a thorough analysis is made of the investment factors that determine the evaluation of commercial, industrial and residential projects. The six basic steps in the investment process are covered in detail: Search, Analysis, Negotiation, Documentation, Contingency Removal and Property Management after Purchase. Upon completion of this course, students may receive 45 hours of Continuing Education credit with the Department of Real Estate.

21 Real Estate Economics (3) CSU

Prerequisite: Real Estate 1 or consent of instructor.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include: urban structural relationships, real estate market analysis, problems of sub-dividing and governmental relationship to real estate development.

32 Real Estate Review (2)

Prerequisite: Real Estate 1 or consent of instructor.

This course is designed as a comprehensive review for those students about to sit for their real estate salesperson's or broker's license examination. Emphasis is given to the points of view taken by the California Department of Real Estate in their structuring of examinations. Students will have the opportunity to take several practice tests during the semester, which will be based on the state model.

Cooperative Work Experience Education

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

SECRETARIAL SCIENCE

(See Office Administration)

SOCIOLOGY

1 Introduction to Sociology (3) UC:CSU

This course is an overview of what we know (and do not know) about human behavior and human societies. It examines how social life — life in groups, organizations and societies — affects people and how people affect each other and their societies.
Acceptable for Sociology 1 credit, UCLA.

2 American Social Problems (3) UC:CSU

This course deals with the analysis of societal problems in the United States today. It emphasizes problems related to poverty, deviance, criminal justice, group conflict, population, environment and social change.

6 The Social Environment (3) UC:CSU

This course provides a framework for the analysis of "human ecology" from the perspectives of the biological, physical and behavioral sciences. It focuses upon problems related to population change, environmental threats and urban ecology. Technology, politics, economics and other cultural obstacles to the solution of environmental problems are analyzed. Same as Environmental Studies 4.

7 Juvenile Delinquency (3) CSU

The extent and distribution of delinquency are considered. Emphasis is placed upon the local area, meaning, implications and treatment of delinquent behavior; personal and environmental conditioning factors and the rights of children.
Same as Administration of Justice 23.

8 Sociology of Aging (3) CSU

This introduction to the study of aging examines scientific and applied theories of aging; aging and the personal system; aging and the social system and demographic and comparative cultural features of the role of the aged. Topics covered include health, family relationships, work, leisure, retirement, dying and death.

11 Ethnic & Racial Minorities in the United States (3) UC:CSU

Examines majority and minority relations in the U.S.; how these relations developed historically; and the social, political, and economic forces that maintain or act to change these relationships. Analysis of similarities and differences in ethnic and racial groups' experience will promote understanding of the forces underlying minority-majority relations.

12 Marriage and Family Life (3) CSU

This course deals with theories concerning the family as a social institution, practical aspects of mate selection and marriage adjustment, the structure and function of the family, variant family patterns, historical changes and the influence of contemporary society on the family. Same as Family and Consumer Studies 31 and Psychology 16.

22 Sociology of Women (3) UC:CSU

This course examines sex roles in male-female and parent-child relations, the economy, political behavior and power.

185 Directed Study - Sociology (1) UC:CSU

285 Directed Study - Sociology (2) UC:CSU

385 Directed Study - Sociology (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit. Allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

SPANISH

Note: Completion of at least English 28 with a C or better is recommended.

1 Elementary Spanish I (5) UC:CSU

Laboratory 1 hour.

This course stresses practice in understanding, speaking, reading and writing simple Spanish. Training in correct pronunciation is provided. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language.

Note: Same as Spanish 21 with Spanish 22; or Spanish 51 with Spanish 61. Spanish 1 and 2 acceptable for Spanish 1, 2, 3, credit UCLA. Acceptable for Spanish I, credit UCLA.

2 Elementary Spanish II (5) UC:CSU

Prerequisite: Spanish 1 with a grade of C or better or two years of high school Spanish or equivalent.

Laboratory 1 hour.

This course includes review and further study of the fundamentals of the Spanish language, with emphasis upon correct pronunciation and mastery of vocabulary, including useful phrases and idioms, practice in oral and written expression and continued study of Spanish and Spanish-American civilization through selected readings. Emphasis is placed upon the spoken language.

Note: Same as Spanish 52 with Spanish 62. Spanish 1 and 2 acceptable for Spanish 1, 2, 3, credit UCLA.

Acceptable for Spanish 3, credit UCLA.

3 Intermediate Spanish I (5) UC:CSU

Prerequisite: Spanish 2 with a grade of C or better, two years of high school Spanish, native knowledge of the spoken language, or consent of instructor.

This course includes review and further study of the fundamentals of the Spanish language, with emphasis upon correct pronunciation and oral and written mastery of linguistic structure. Selected cultural readings are included.

Acceptable for Spanish 4, credit UCLA.

4 Intermediate Spanish II (5) UC:CSU

Prerequisite: Spanish 3, three years of high school Spanish, or consent of instructor.

This course provides a review of the more difficult aspects of grammar and seeks to perfect comprehension, fluency and cultural knowledge. Spanish and Spanish-American life and problems are considered through readings and discussion of literature. The readings are the basis for regular composition assignments.

Acceptable for Spanish 5, credit UCLA.

5 Advanced Spanish I (5) UC:CSU

Prerequisite: Spanish 4, completion of four years of high school Spanish, or consent of instructor.

This course continues the study of advanced grammar and composition and seeks to perfect comprehension and fluency in the language and skill in analyzing literature. It includes reading in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

6 Advanced Spanish II (5) UC:CSU

Prerequisite: Spanish 5, five years of high school Spanish, or consent of instructor.

This course continues the study of advanced grammar and composition and seeks to perfect comprehension and fluency in the language and skill in analyzing literature. It includes readings in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

8 Conversational Spanish (2) UC:CSU RPT 3

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.

14 Spanish for Public Service Personnel (3) CSU RPT 1

This course develops the ability of the students to express themselves fluently, correctly and effectively in Spanish in the areas of public service, business and community activities.

21 Fundamentals of Spanish I (3) UC:CSU

Lecture 2 hours; laboratory 1 hour.

This course provides the first half of the fundamentals of first semester pronunciation and grammar. It also stresses practice in understanding, speaking, reading, and writing simple Spanish. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language.

Note: Spanish 21 and 22 together are equivalent to Spanish 1. Credit UCLA.

24 Spanish for Medical Personnel (3) CSU RPT 1

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.

101 Spanish Language Lab (1) CSU RPT 2

A mediated, independent study course which allows students to enhance their Spanish language skills through audio, video, and computer work in the language lab.

Cooperative Work Experience Education

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

SPEECH COMMUNICATIONS**101 Oral Communication I (3) UC:CSU**

(Formerly Speech 1)

This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principles and practice of effective speech composition and delivery.

102 Oral Communication II (3) UC:CSU

(Formerly Speech 2)

Prerequisite: Speech 1

Oral Communication II encourages classroom discussion and analysis of subjects chosen by the class for special study. Discussion focuses on the search for topics and the inquiry into the nature of each topic. Analysis of selected topics is undertaken to help students "invent" solutions for the "best means of persuasion." Arrangement, structure and delivery of class and public speeches are considered also. Students evaluate the manner in which different audiences perceive and judge issues and solutions presented in varying speech situations. *Acceptable for Speech 2 credit, UCLA.*

111 Voice and Articulation (3) CSU

(Formerly Speech 3)

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.

121 Interpersonal Communications (3) UC:CSU

(Formerly Speech 5)

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.

106 Forensics (2) UC:CSU RPT 4

(Formerly Speech 13)

Five hours weekly.

Forensics (Speech team) activities are used in a laboratory setting to apply techniques learned in public speaking classes or debate. Forensics may be taken concurrently with other speech courses.

103 Business and Professional Speaking (3) CSU RPT 2

(Formerly Speech 6)

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.

113 English Speech as a Second Language (3) UC:CSU RPT 1

(Formerly Speech 9)

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.

104 Argumentation I (3) UC:CSU

(Formerly Speech 11)

This course is an introduction to critical thinking which seeks to explore the various steps in the critical thinking process. Emphasis is placed on both how and why we make decisions. Topics explored include: claims, definitions, evidence, reasoning, fallacies, and persuasion.

105 Argumentation II (3) UC:CSU

(Formerly Speech 12)

Prerequisite: Speech II

Continues Argumentation I with more intensive work in case research, briefing and reasoning, and more intensive classroom debating.

135 Story Telling (3) CSU

(Formerly Speech 15)

Lecture 3 hours.

Emphasizes history, sources, selection, analysis, preparation and presentation of narrative prose and verse for all age levels. Develops adult story teller's knowledge, critical ability, appreciation and taste in the field of children's literature. Especially useful for teachers, nurses, librarians, recreation leaders and parents.

151 Small Group Discussion (3) UC:CSU

(Formerly Speech 16)

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.

64 Basic Speech Skills (3)

(Formerly Speech 30)

This course is designed for those students needing intensive practice in basic oral communication skills with an emphasis on listening comprehension.

122 Process of Communication (3) CSU

(Formerly Speech 32)

This course provides an introduction to communication behavior theories and their applications to interpersonal social interaction and problem solving.

185 Directed Study - Speech (1) UC:CSU**285 Directed Study - Speech (2) UC:CSU****385 Directed Study - Speech (3) UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Speech on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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

STATISTICS

(See Mathematics 225)

SUPERVISION

1 Elements of Supervision (3) CSU

This course introduces in general terms the total responsibilities of a supervisor in industry. Among the items covered are organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control and management-employee relations.

2 Basic Psychology for Supervisors (3) CSU

This course assists supervisors in better understanding the people with whom they work. Emphasis is placed upon psychological aspects, perceptions, emotions and attitudes. Communicating and reasoning are also considered.

3 Human Relations (Developing Supervisory Leadership) (3)

Prerequisite: Supervision, Business 1 or consent of instructor.

This course increases the student's leadership effectiveness by developing a better understanding of the human element in the management process. Emphasis is placed upon effective communication; understanding one's self-perception; examination of factors affecting motivation, attitudes and behavior patterns within individuals and exposure to the styles of leadership.

Credit not granted to students with credit in Management 31.

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.

11 Oral Communications (3)

This course assists in the development of communicative skills essential to good supervision. Consideration is given on how to achieve better understanding by developing the ability to speak and to listen more effectively.

12 Written Communications for Supervisors (3)

This course contains a review of writing mechanics including grammar, punctuation and sentence structure. Emphasis is placed on the writing of business letters and reports, memoranda, bulletins and technical manuals.

Cooperative Work Experience Education

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

THEATER

100 Introduction to the Theater (3) UC:CSU

Required of all theater arts majors.

This survey course introduces students to theater and to numerous related crafts such as costuming, lighting, etc. Emphasis is placed upon the student's becoming aware of the components constituting an artistic entity and being able to intelligently and objectively evaluate a professional or non-professional performance.

130 Playwriting (3) UC:CSU RPT 1

Prerequisite: English 1 or equivalent.

Play analysis and basic playwriting techniques geared toward development of original manuscripts for stage, screen or television are studied.

200 Introduction to Acting (3) CSU

Lecture 3 hours.

This course is an introduction for non-theater majors to the art and craft of acting. The student will be exposed to a brief history of acting. Various areas of actor training, including breathing and movement exercises through lecture-demonstration, ensemble exercises, scene work, play readings and viewing of live performances will be covered.

267 Pantomime (3) UC:CSU RPT 1

This course provides an introduction to the first 15 lessons of the Basic Mime technique (a combination of the Decroux and Marceau schools). Sense memory patterns, awareness and self-discipline are emphasized to gain required control for precise, accurate, expressive and meaningful movement.

NOTE: Acceptable for credit: maximum of 12 units from Theater 267, 270, 271, and 273, UC campuses.

270 Beginning Acting (3) UC:CSU

Required of all theater arts majors.

This course is an introduction to basic principles and techniques of acting. The course offers students an opportunity to perform in laboratory scenes, readings and class exercises.

See NOTE: Theater 267.

271 Intermediate Acting (2)

UC:CSU

Prerequisite: Theater 270 and an acceptable audition.

This course further explores the principles and techniques of acting as introduced in Theater 270. It offers students an opportunity to work on independent scene projects as well as to perform in class productions.

See NOTE: Theater 267.

501 Introduction to Motion Picture Production (3) UC:CSU

Materials charge.

This course provides an introduction to basic film-making elements, production techniques and equipment. Students undertake and complete group and/or individual projects.

NOTE: Acceptable for credit: maximum 12 units from Theater 323, 342, 350, 450, 451, 291, 501, 525, UC campuses

507 Main Currents in Motion Pictures (3) UC:CSU RPT 1

Materials charge.

This course explores the conventions and aesthetic standards of various motion picture categories and genres, including the western, the detective film, the musical, the comedy film and science fiction.

See NOTE: Theater 505.

509 The Film as an Art Form (3) UC:CSU

Materials charge.

This course provides an introduction to the appreciation of motion picture aesthetics and production techniques. Discussions and lectures on color, lighting, special effects, camera composition, dialogue, sound and narrative elements are included.

See NOTE: Theater 505.

185 Directed Study - Theater (1) UC:CSU RPT 2

285 Directed Study - Theater (2) UC:CSU

385 Directed Study - Theater (3) UC:CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

Cooperative Work Experience Education

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



TRAVEL

1 Introduction to the Travel Industry (3)

Students are introduced to the world of the travel agent, including air, cruise, rail, and motorcoach travel, hotels, and car rental.

2 Travel Agency Operations (3)

Prerequisite: Travel 1 and 3.

This course covers inside and outside operations and management of travel agencies, including office procedures.

3 Domestic Airline Ticketing (3)

Students learn how to plan schedules, compute airfares, and write tickets for domestic air travel in the United States.

4 Advanced Domestic Airline Ticketing (3)

Prerequisite: Travel 1 and 3.

This advanced course in domestic airline tariff and ticketing continues the work of Travel 3.

5 International Airline Ticketing (3)

Prerequisite: Travel 1 and 3.

Students learn how to plan schedules, compute airfares, and write tickets for international air travel.

6 Advanced International Airline Ticketing (3)

Prerequisite: Travel 5.

This advanced course in international airline tariff and ticketing continues the work of Travel 5.

7 Travel Geography Part I (3)

Tourist attractions and history of North America, Europe, and the Middle East are the focus of this course.

8 Travel Geography Part II (3)

Tourist attractions and history of Central and South America, the Pacific Basin, the Orient, and Africa are covered in this course.

9 Travel Salesmanship (3)

Prerequisites: Travel 1 and 3.

Selling techniques, promotional ideas, press releases, and advertising are stressed.

10 Advanced Travel Agency Operations (3)

Prerequisites: Travel 2 and 5.

Continuing the work of Travel 2, this course covers travel agency procedures, emphasizing problem solving and current trends.

11 Tour Guiding and Tour Packaging (3)

Students learn how to be an expert tour guide, including preplanning and day-to-day responsibilities.

12 Travel Agency Bookkeeping (3)

Prerequisite: Travel 2.

The bookkeeping procedures required by ATC and IATA, including bonding, sales reports, receipts and disbursements, payroll, and profit and loss, are covered.

15 Travel Marketing and Sales Management (3)

Prerequisite: Travel 2 and 9.

Continuing the work of Travel 9, this course covers marketing objectives, strategy planning, travel motivation, and research.

17 Travel Agency Ethics and Law (3)

Prerequisite: Travel 2.

Legal issues involving travel agencies, including personnel, clients, suppliers, ATC, and IATA, are covered.

18 Familiarization Travel (1)

RPT 1

Prerequisite: Travel 1 and 3, or consent of instructor.

This one-week class offers students the opportunity to travel in the same manner working travel agents travel, on a familiarization tour. Transportation may be by plane, ship, train or motorcoach. Special attention will be given to hotel inspections, and seminars with local travel representatives.

19 Familiarization Travel (2)

Prerequisite: Travel 1 and 3, or consent of instructor.

Similar to Travel 18, but a two-week class.

20 Familiarization Travel (3)

Prerequisite: Travel 1 and 3, or consent of instructor.

Similar to Travel 18, but a 3-week class.

21 SABRE Computer Reservations (3)

Prerequisite: Travel 3, or equivalent experience with consent of instructor.

Introduction to American Airlines' SABRE computer system, one of the two systems most widely used by travel agents. Learn how to build and modify passenger name records, quote fares, price itineraries, make car reservations and perform other basic functions on the computer.

23 APOLLO Computer Reservations (3)

Prerequisite: Travel 3, or equivalent experience with consent of instructor.

Introduction to United Airlines' APOLLO computer system, one of the two systems most widely used by travel agents. Learn how to build and modify passenger name records, quote fare, price itineraries, make car reservations and perform other basic functions on the computer.

Cooperative Work Experience Education

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