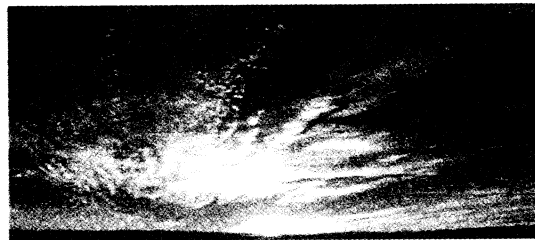




**WEST  
LOS ANGELES COLLEGE**

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**2000 - 2002  
CATALOG**



4800 Freshman Drive  
Culver City, California  
90230-3519

(310) 287-4200

[www.wlac.cc.ca.us](http://www.wlac.cc.ca.us)

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# 2000 - 2001 COLLEGE CALENDAR

## FALL SEMESTER 2000

Residency Determination Date	August 27, 2000
Instruction Begins	August 28, 2000
Labor Day Holiday (Observed)	September 4, 2000
Veterans' Day Holiday (Observed)	November 10, 2000
Thanksgiving Holidays (Observed)	November 23 - 26, 2000
Final Examinations	December 13 - 20, 2000
Winter Break	December 21, 2000 - Jan 1, 2001
Fall Semester Ends	December 20, 2000

## WINTER INTERSESSION 2001

Residency Determination Date	January 1, 2001
Instruction Begins	January 2, 2001
Martin Luther King's Birthday (Observed)	January 15, 2001
Final Examinations	February 7 - 10, 2001
(Final Exams Should Be Given On The Last Day Of Class)	
Winter Intersession Ends	February 10, 2001

## SPRING SEMESTER 2001

Residency Determination Date	February 11, 2001
Instruction Begins	February 12, 2001
Lincoln/Washington birthday (Observed)	Feb 16 - 19, 2001
Spring Break	April 9 - 13, 2001
Cesar Chavez Holiday (Observed)	March 30, 2001
Memorial Day Holiday (Observed)	May 28, 2001
Final Examinations	June 7 - 14, 2001
Commencement	June 14, 2001
Spring Semester Ends	June 14, 2001

## SUMMER 2001

Instruction Begins	June 25, 2001
Independence Day	July 4, 2001

# 2001 - 2002 COLLEGE CALENDAR

## FALL SEMESTER 2001

Residency Determination Date	August 26, 2001
Instruction Begins	August 27, 2001
Labor Day Holiday (Observed)	September 3, 2001
Veterans' Day Holiday (Observed)	November 12, 2001
Thanksgiving Holidays (Observed)	November 22 - 25, 2001
Final Examinations	December 12 - 19, 2001
Winter Break	Dec. 20, 2001 - Jan 1, 2002
Fall Semester Ends	December 19, 2001

## WINTER INTERSESSION 2002

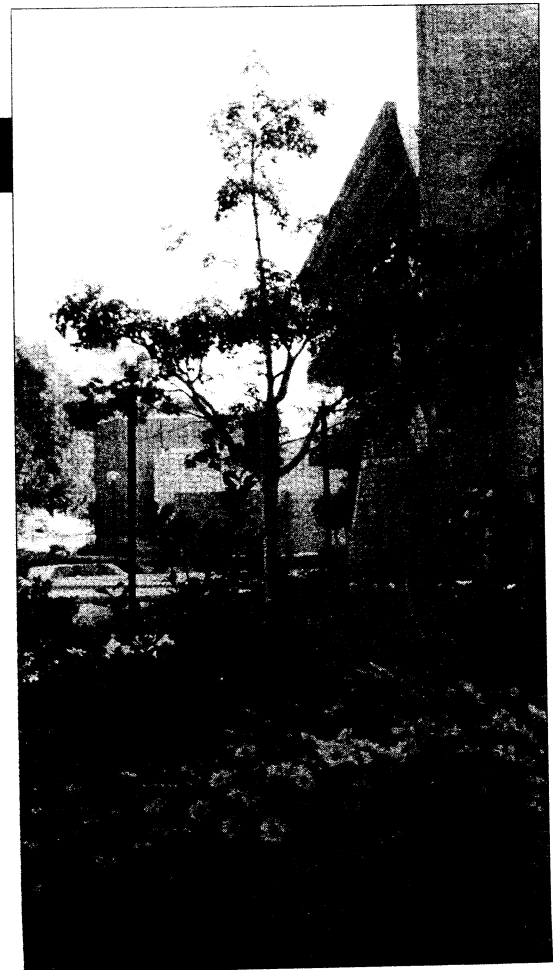
Residency Determination Date	January 1, 2002
Instruction Begins	January 2, 2002
Martin Luther King's Birthday (Observed)	January 21, 2002
Final Examinations	February 6 - 9, 2002
Winter Intersession Ends	February 9, 2002

## SPRING SEMESTER 2002

Residency Determination Date	February 10, 2002
Instruction Begins	February 11, 2002
Lincoln/Washington's Birthday (Observed)	February 15 - 18, 2002
Spring Break	March 25 - 29, 2002
Cesar Chavez Holiday (Observed)	April 1, 2002
Final Examinations	June 6 - 13, 2002
Commencement	June 13, 2002
Spring Semester Ends	June 13, 2002



THE NEW FINE ARTS COMPLEX



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## THE COLLEGE

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**W**est Los Angeles College (WLAC) located on a lushly landscaped hillside in Culver City, opened its doors in February 1969. One of the nine campuses of the Los Angeles Community College District, the college has approximately 10,000 students attending day, evening and weekend classes. WLAC serves Baldwin Hills, Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tijera/Windsor Hills, Marina del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles and Westwood. Students come from a rich mixture of nationalities and cultures.

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## THE DISTRICT

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The Los Angeles Community College District, the largest in the state, serves approximately 110,000 students. The district is governed by a seven-member Board of Trustees, which is elected by the public, as well as a non-voting student member selected by students at large from students nominated by the Associated Students Organizations of the district's colleges. The district's administration consists of a Chancellor, Vice Chancellors and other senior staff, who are appointed by the board.

## ADMINISTRATION

Its president, who is assisted by four vice presidents, deans, associate deans, assistant deans, classified administrators, staff and faculty, heads the college. They carry out the mission of the college, which is, "Through excellence in instruction and services, West Los Angeles College empowers and enables students to succeed."

## DIVISIONS

The college features nine divisions providing quality academic transfer and vocational classes, as well as a wide range of support services. The divisions are Aviation and Travel, Behavioral and Social Sciences, Business, Humanities and Fine Arts, Language Arts, Library and Learning Resources, Counseling, Math-Sciences, and Physical Education and Health. The Program for Accelerated College Education (PACE) and the Weekend College both offer fast-paced tracks for those seeking associate degrees and transfer to four-year institutions. Resource services include the Disabled Students Program, Child Development Center, Student Services, Matriculation and the Workforce Development Center.

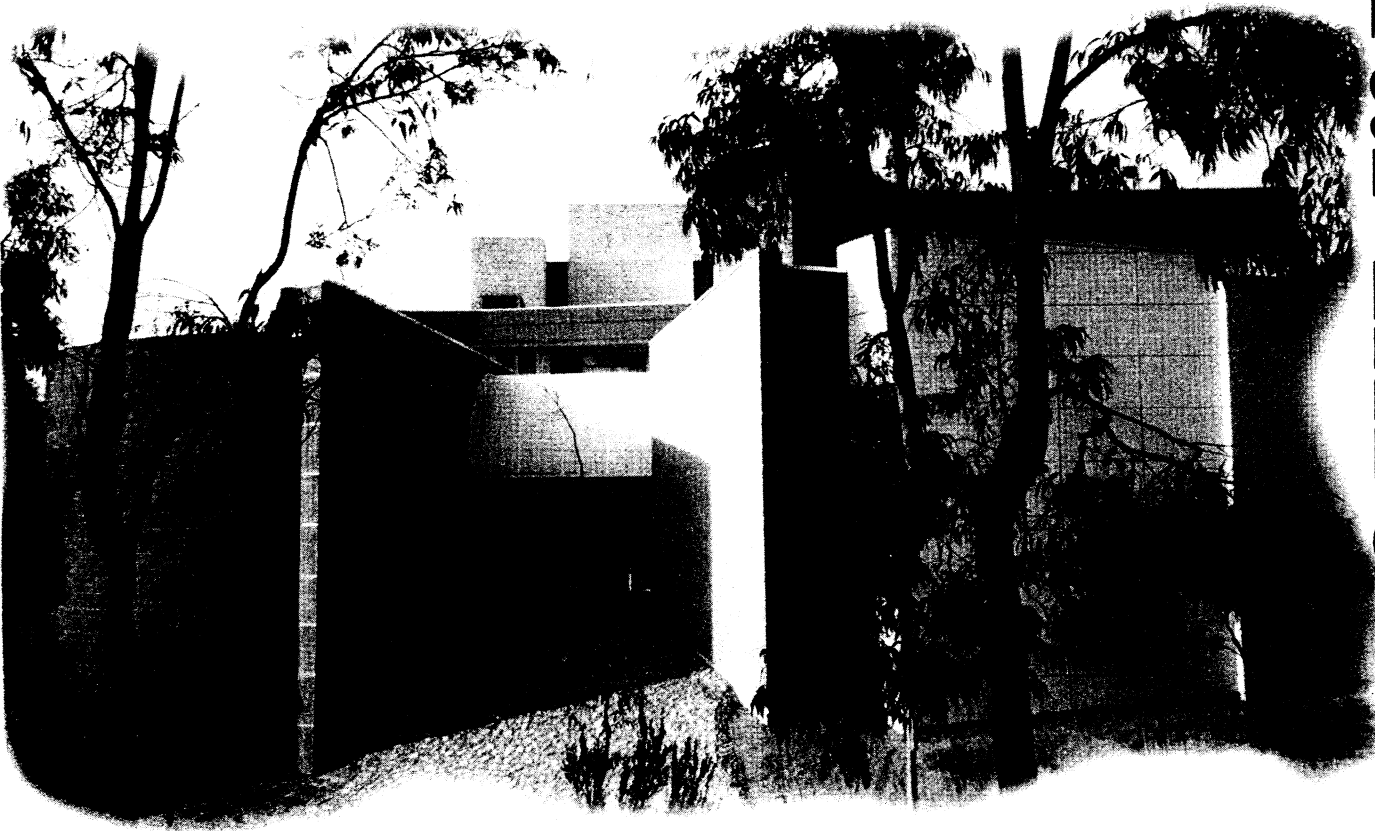
## CURRICULA

The college is fully accredited by the Western Association of Colleges and Universities. WLAC offers 25 transfer and 18 vocationally oriented programs. The American Dental Association and the Federal Aviation Administration recognize appropriate curricula.



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# General Information



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WEST LOS ANGELES COLLEGE

2000 · 2002

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## GENERAL INFORMATION

### 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.

### WLAC --Vision Statement

*Through excellence in instruction and services, West Los Angeles College empowers and enables students to succeed.*

### WLAC --Mission Statement

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

The college, as an institution of higher learning, is committed to an environment that reflects respect for all students. The college provides an education experience that is challenging and inclusive of the needs of its diverse student body. The college affirms the belief that multiculturalism contributes to the success of all students as they learn to value the diversity of the college and society. West Los Angeles College implements its mission through the following means:

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

**Career and Occupational Education** providing certificate and associate degree programs to meet the needs of those students preparing for employment in a changing globally-centered society, and those currently employed who wish to train themselves or update their skills to meet the growing demands of increasingly interdependent societies.

**General Education** to introduce students to the humanities, the arts, the social and natural sciences allowing them the opportunity for personal, intellectual and cultural growth; while providing oral and written communication, mathematics and critical thinking skills, and international perspectives necessary to succeed in life.

**Foundation Skills Program** to provide students with the necessary capabilities in mathematics, oral, reading and written language skills, and study skills to successfully complete a certificate, degree, or transfer program.

**Economic Development** to develop educational partnerships with business, industry, labor and government in order to offer programs for the working adult or those preparing for work recognizing that the nature of work grows increasingly international in content and global in scope.

### ACCURACY STATEMENT

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

### NON-DISCRIMINATION POLICY

#### Affirmative Action Policy

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

#### Equal Opportunity/Non-Discrimination

#### Compliance Procedure

In order to insure the Equal Opportunity/Non-Discrimination Policy compliance at West Los Angeles College, please direct inquiries to: Affirmative Action Representative, and Title IX/Sex Equity Coordinator, Lawrence Woods (310) 287-4383; Section 504 Coordinator of Disabled Student, Antonio Flores, (310) 287-4254. In addition, inquiries may also be directed to the District Office of Affirmative Action at (213) 891-2000, Ext. 2315.

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

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

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

The college promotes and encourages the continuous and timely examination of college programs and services to assess their effectiveness and ensure maintenance of academic excellence.

### Strategic Planning Goals

#### GOAL 1 – Enhance Student Success

Whether students attend WLAC for the purpose of transfer to continue their education, career or occupational education, general education, foundational skill development, or continuing education, their success and satisfaction with their learning experience at WLAC are of primary importance.

#### GOAL 2 – Develop and Improve Programs and Services

The college's curriculum, programs and student services will be responsive to societal changes in demographics, economics and educational requirements.

#### GOAL 3 – Ensure Institutional Effectiveness

The college commits to an ongoing process of planning and measuring institutional effectiveness for continuous improvement, growth and innovation.

#### GOAL 4 – Provide an Effective Learning Environment

The college will create and maintain a supportive student-centered environment.

#### GOAL 5 – Develop and Promote Campus/Community Relations

The college will serve as a resource to the community and will pursue partnerships, involvement in civic affairs and economic development.

#### GOAL 6 – Ensure Fiscal Stability

The college will seek to enhance fiscal resources and maintain a sound fiscal system to assure institutional stability. While maintaining its focus on traditional enrollment-driven revenue sources, the college will also actively seek alternative revenue sources to improve its ability to provide quality programs, student services, and resources to its students.

## GENERAL INFORMATION

### AFFIRMATIVE ACTION

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, handicap, marital status, medical condition (cancer-related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination.

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

## West Transfers 1000's.....

### PRIVATE UNIVERSITIES

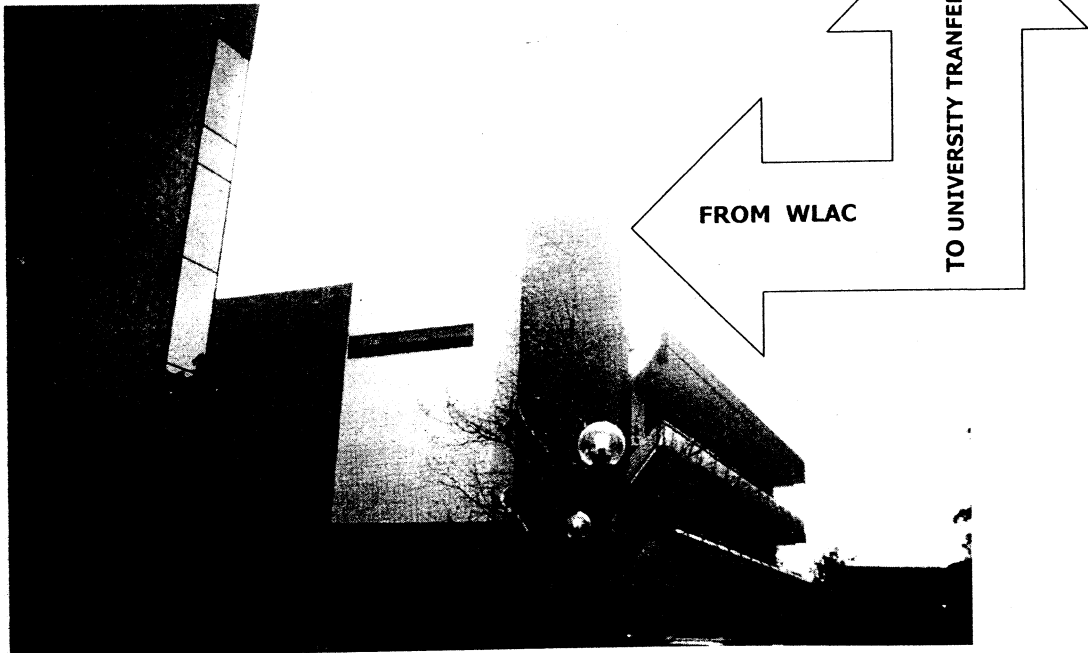
Loyola Marymount University  
University of Southern California  
Pepperdine University  
University of Phoenix

### CALIFORNIA STATE UNIVERSITIES (CSU)

Dominguez Hills  
Fullerton  
Northridge  
Pomona  
Los Angeles  
Long Beach  
Sonoma  
San Diego

### UNIVERSITIES OF CALIFORNIA (UC)

Irvine  
Los Angeles  
Riverside  
San Diego  
Santa Barbara



## GENERAL INFORMATION

### SUMMARY OF SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is 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. Employee, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from Lawrence Woods, Sexual Harassment Compliance Officer at (310) 287-4383; Sharron Rouzan-Thomas, Advocate for Students at (310) 287-4527 or by calling the Office of the Vice Chancellor of Educational Services at (213) 891-2279, or the Office of Affirmative Action Programs at (213) 891-2315.

Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer.

Potential complaints are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

### Política de No-Discriminación

La Política del Distrito de los Colegios Comunitarios de Los Angeles es implementar de forma afirmativa la igualdad de oportunidades a todos sus empleados y solicitantes calificados sin distinguir entre raza, color, origen, ascendencia, religión, credo, sexo, edad, estado civil, condición médica (relacionada con cáncer), personas incapacitadas, mujeres embarazadas, inclinación sexual y su condición como veterano (del servicio militar).

### Procedimiento de Acatamiento a la Política de Igualdad de Oportunidades y No-Discriminación

A fin de asegurar el acatamiento a la Política de Igualdad de Oportunidades en el Colegio del Oeste de Los Angeles, sírvase dirigir sus quejas con el Representante de Acción Afirmativa y Coordinador del Artículo IX/Igualdad Sexual, Sr. Lawrence Woods al (310) 287-4383; y con el Sr. Antonio Flores, Coordinador del Programa de Incapacitados, Sección 504 al (310) 287-4249. También puede llamar a la Oficina de Acción Afirmativa del Distrito al (213) 891-2315.

### Resumen de la Política de Acoso Sexual

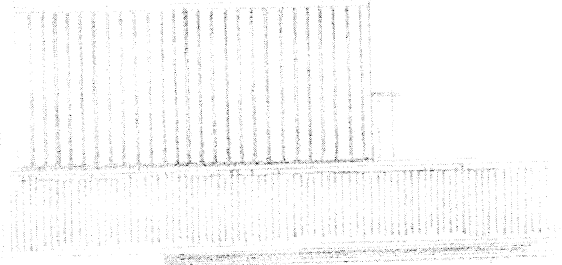
La Política del Distrito de los Colegios Comunitarios de los Angeles es de ofrecer un ambiente educativo, de trabajo y de negocios dentro de un ámbito libre de maltrato, acoso sexual, o de cualquier tipo de conducta verbal o física que conlleve a cualquier tipo de abuso sexual. Empleados, estudiantes y cualquier persona que preste sus servicios con el Distrito y que se vea involucrado en algún tipo de acoso sexual al anteriormente citado en la actual Política o legislación federal del Estado, será puesto a disposición de las autoridades para aplicar medidas disciplinarias, podría ser destituido de su cargo con baja en su contrato y hasta expulsado. En el capítulo 15 del reglamento del Consejo se han suscrito los procedimientos y regulaciones específicas para reportar cargos de acoso sexual y para poner remedio a dichos casos. El Distrito de los Colegios Comunitarios de los Angeles cuenta con una política de procedimientos formales e informales para resolver conflictos y atender quejas. Copias de dicha política y sus regulaciones pueden ser adquiridas en West L.A. College con el Sr. Lawrence Woods al (310) 287-4383 o al (310) 287-4273; Con la Sra. Sharron Rouzan-Thomas al (310) 287-4527, o llame a la oficina de Servicios Educativos al (213) 891-2279 o a la Oficina de los Programas de Acción Afirmativa al (310) 891-2315.

Cualquier Miembro de los Colegios Comunitarios, incluyendo estudiantes, profesores y personal que crea, perciva o haya sido víctima de cualquier tipo de conducta de maltrato sexual tiene el derecho de solicitar ayuda del Colegio. Todo empleado tiene la responsabilidad de reportar tal conducta con el representante de la Oficina de Maltrato y Abuso Sexual. Quejas de gravedad serán puestas a disposición de la ley.

### Conocimiento Limitado del Inglés

Contamos con clases de Educación Vocacional para distintas ramas del trabajo del abiertas a todos las estudiantes y, aún para aquellos que todavía no dominan el idioma inglés. Aunque la falta de conocimiento del idioma inglés no es un impedimento para registrarse en dichos cursos, sugerimos a los esatudiantes defientes en el idioma inglés como segunda lengua a que aprovechen nuestros servicios elaborados especialmente para cubrir sus necesidades.

WEST  
LOS  
ANGELES  
COLLEGE



*"I came to West because  
I like the way students  
are treated as  
individuals,  
not as cattle."*

*-Former West LA Student*

**2000 · 2002**

WEST LOS ANGELES COLLEGE

# Admission Policies & Information



WEST LOS ANGELES COLLEGE

2000 · 2002

## ADMISSIONS AND REGISTRATION INFORMATION

### ADMISSION ELIGIBILITY

Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for any public California two-year community college. Persons who do not possess a high school diploma or its equivalent but who meet additional criteria are also eligible for admission. Additional eligibility criteria include:

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

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

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

### APPLICATION FOR ADMISSION

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

## 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 Residency Determination Date. The "Residency Determination Date" is that day immediately preceding the opening day of instruction of the semester or summer session. Residence is defined as a union of act and intent.

### NON-RESIDENT

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

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

### NON-RESIDENT TUITION FEE

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

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

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

### REGISTRATION MATERIALS

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



*Professor Rafael Weinstein, College Reading & Composition class.*

# ADMISSIONS POLICIES AND INFORMATION

## 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 district college must file a petition for admission in addition to an application.

## READMISSION

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

## SOCIAL SECURITY NUMBER/ STUDENT IDENTIFICATION NUMBER

The Los Angeles Community College District maintains a student record system that uses the Social Security number to identify an individual. If students do not wish to report their Social Security number, an alternate identification number will be assigned by the college and shall be used at all campuses in this district. Changes in a student's ID# may be made only in the Admissions Office.

## TRANSCRIPTS

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

## FAMILY EDUCATION RIGHT AND PRIVACY ACT

See Student Records and Directory Information. (Page 9)

## INTERNATIONAL (F-1) VISA STUDENTS/ADMISSIONS

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

All applicants must meet the following admission criteria:

- (1) Demonstrate English language ability adequate to enable the student to profit from instruction at the college level. Adequacy of English proficiency is determined by a satisfactory score on the Test of English as a Foreign Language (TOEFL). A score of 450 is the minimum acceptable score. Transfer applications in the U.S. may substitute WLA placement exam results for the TOEFL.
- (2) Evidence of academic achievement equivalent to an American high school education.
- (3) Demonstrate ability to pay the non-resident tuition, enrollment fee, and personal living expenses for one year. An international student should contact the International Student Program Office in the A12 building. Once an international student has been accepted as a student at West Los Angeles College, the student must maintain a full-time academic load of 12 or more units per semester. A number of services are available to international students such as counseling, orientation, a language laboratory, and an international student organization. Information is available in the International Student Office. All students are highly encouraged to carry health insurance.

## TRANSCRIPTS

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

The student's transcript may be withheld if:

- (1) Any library books or other library materials are charged to the student and are unreturned, or
- (2) There are any unpaid fees or charges due to the college. The transcript may be withheld until these obligations of the student to the college are discharged.

## STUDENT RECORDS AND DIRECTORY INFORMATION

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

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

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

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

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

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

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



# ADMISSIONS POLICIES AND INFORMATION

## STUDENT FEES

### ENROLLMENT FEE

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

### BOARD OF GOVERNORS WAIVER: ENROLLMENT FEE ASSISTANCE

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

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

OR

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

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

OR

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

### ENROLLMENT FEE REFUND POLICY

For full term courses: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that, unless the student must drop a class due to cancellation or rescheduling by the administration/college.

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 due to is cancellation or rescheduling by the administration.

## PARKING FEES

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

### ASO FEE

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

### NON-RESIDENT TUITION FEE

See Residency Requirement.

### NON-RESIDENT TUITION REFUND CRITERIA AND SCHEDULE

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

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

Non-resident refunds will be computed as follows:

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

## INSTRUCTIONAL MATERIALS

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



## ELIGIBILITY AND EXEMPTIONS FOR MATRICULATION

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

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

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

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

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

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

## MATRICULATION

### MATRICULATION DEFINITION

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

The West Los Angeles College Matriculation process is to help new college students decide, select and achieve their educational and/or career goals. At West Los Angeles College, this process is called

#### ***Y.E.S., Your Educational Success***

The college's responsibilities within this process are to provide the following:

- (1) Orientation for new and non-exempt students
- (2) Assessment
- (3) Counseling, and preparing advising in order to develop your Student Educational Plan (SEP). This process assists students from the time they enroll until the time they terminate their studies at any of the campuses of the LACCD. The student's responsibilities under the Matriculation process are to:
  - (A) Express a general educational intent, initially, and after a reasonable period of time, declare a specific educational goal,
  - (B) Attend class and complete courses while making reasonable progress to achieve an educational goal, meeting the standards established by the college and the State of California.

# ADMISSIONS POLICIES AND INFORMATION

## COUNSELING

Counseling is a major component of Matriculation. Walk-in counseling is available during registration. At the beginning of their first semester, students should make an appointment with a counselor to prepare a Student Educational Plan. The counseling office is located in Building A13, telephone (310)287-4520.

## COMPLAINT OF UNLAWFUL DISCRIMINATION

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

## ENGLISH AS A SECOND LANGUAGE ASSESSMENT

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

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

## ASSESSMENTS

### ENGLISH AND MATHEMATICS

The purpose of assessment is to provide guidance information to assist students in selecting courses in which they can succeed and which help them to attain their educational goals. All students wishing to enroll in English, ESL or math classes are required to be assessed. Prerequisites to all math and English courses are enforced. No waivers to prerequisites will be accepted. Challenge of prerequisites forms are available in the Student Entry Center. See section in college catalog for additional information about challenge to prerequisites. After students receive their assessment results, they should consult a counselor for academic advisement.

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

Sample assessment questions for math or English are available in the Student Entry Center or Assessment office.

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

### PREREQUISITE, CO-REQUISITE AND ADVISORIES

Some of the courses offered at West Los Angeles College have prerequisites, co-requisites, or advisories stated in the course descriptions. A prerequisite is a condition of enrollment that a student must meet in order to enroll in the course. A co-requisite is a condition of enrollment consisting of a course that a student is required to take in order to enroll in another course. An advisory or recommended preparation is just a recommendation to the student to meet in order to be successful in the course.

Any student may challenge a prerequisite or co-requisite or other limitation on enrollment on the following grounds:

- ❖ The prerequisite or co-requisite has not been made reasonably available;
- ❖ The prerequisite or co-requisite was established in violation of regulations or is in violation of the district-approved policies and procedures;
- ❖ The prerequisite or co-requisite or limitation on enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- ❖ The student has the knowledge of ability to succeed in the course despite not meeting the prerequisite; or
- ❖ Other grounds for challenge that the student may feel apply to this section.

The challenge to prerequisites or co-requisites form is available in the Student Entry Center, Assessment Office or in the Admissions Office. Additional assistance with the challenge process can be found in the counseling center.

## 60 UNIT RULE

Once veterans have received an Associate Degree in any major, they are eligible for further training at the college only if they take courses required for upper division status at their transfer institution, or if they change their objective. These courses must be approved by the Veterans Administration.

Veterans are strongly encouraged to consult with a college counselor in planning their course of study.

## ACADEMIC PROBATION

"According to the Title 38 Code of Federal Regulations, Part 21, 5253 (d) (4), the school enforces a policy relative to standards of conduct and progress required of the student."

This means that for veterans and/or eligible dependents, if such student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

## PROGRAM PLANNING FOR VETERANS

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

## VETERANS

### ADMISSIONS REQUIREMENTS FOR VETERANS

Veterans are required to follow these procedures:

- (1) File application for V.A. Educational Benefits (VA Form 22-1990 or 22-5490) and an application for admittance into the college.
- (2) Fill out Veterans enrollment papers for school records declaring major, transfer school, and schools previously attended. Appropriate form for over 60 units must be filed.
- (3) Request transcripts from all colleges attended. Have them sent directly to the Admissions Office. This applies even if the attendance at a college was for a short time with no units completed or if it was prior to entering the service.
- (4) Claims for dependents must be accompanied by a copy of the claimant's marriage license and/or birth certificates for each child dependent.
- (5) File VA Form 22-1995, if you are a transfer student. Request for Change of Program or Place of Training.
- (6) Apply each semester for continuous VA Educational benefits.

### ELECTIVE CREDIT FOR MILITARY SERVICE

Through the general petition process the college will maintain a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the college for previous education and training, with the training period shortened proportionally and the student and VA will also be notified. Students must include a copy of their DD214, transcripts, and/or course documentation with their petitions and submit them to the office of Admissions and Records.

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

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

See also Academic Policies, credit for Military Service Training.

See the Veterans Clerk for additional information pertaining to academic status, building A13, Admission Office.



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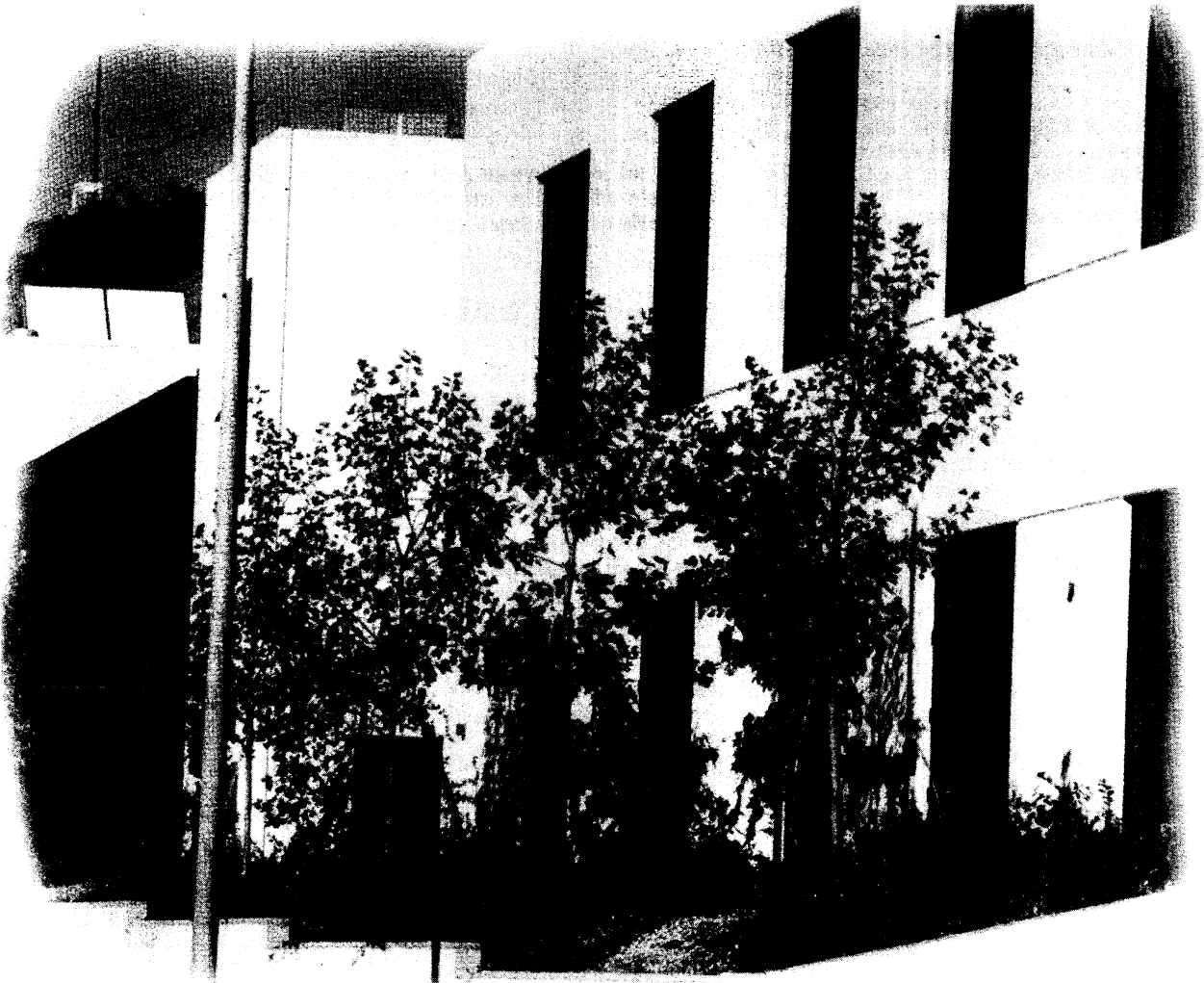
*"My instructors really cared and they helped me reach my educational goals."*

*-Former West LA Student*

2000 • 2002

WEST LOS ANGELES COLLEGE

# Academic Policies



WEST LOS ANGELES COLLEGE

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**NOTES**

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## ENROLLMENT AND ATTENDANCE DISTRICT POLICIES

### OPEN ENROLLMENT

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

### UNITS OF WORK/STUDY LOAD

#### STUDY LIST LIMITATIONS

Maximum and minimum unit requirements may apply, as follows:

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

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

### ATTENDANCE STATEMENT

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

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

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

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

## AUDITING

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

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

## CONCURRENT ENROLLMENT

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

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

Violation of this regulation will result in exclusion from class and denial of course credit in both courses. (In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action. See Standards of Student Conduct.

Enrolling in classes scheduled or conducted during overlapping times is not permitted.

## FINAL EXAMINATIONS

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

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

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

# ACADEMIC POLICIES

## ADDING AND DROPPING CLASSES

### ADDING CLASSES

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

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

### DROPPING CLASSES

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

It is the student's responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week (or 30% of the time the class is scheduled, whichever is less) and the end of the 14th week (or 75% of the time the class is scheduled, whichever is less) will result in a "W" on the student's record which will be included in the determination of progress probation. Drops are not permitted beyond the end of the 14th week.

A grade (A, B, C, D, F, CR, I, or NC) will be assigned to students who are enrolled past the end of the 14th week even if they stop attending class, except in cases of extenuating circumstances. After the last day of the 14th week (or 75% of the time the class is scheduled, whichever is less) students may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

## WITHDRAWAL FROM THE COLLEGE

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

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

## COURSE CREDIT

### CREDIT FOR PREREQUISITES

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

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

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

## CREDIT BY EXAMINATION

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

### 1. Methods Of Obtaining Credit By Examination:

- a. Must have completed 12 units in the Los Angeles Community College District (LACCD).
- b. Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- c. Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- d. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- e. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by the college.

### 2. Determination of Eligibility to Take College Administered Examinations:

Students who qualify:

- a. Must be currently registered in the college, and be in good standing, (i.e. the student is not on academic probation or progress probation.)
- b. May petition for credit by examination if they are:
  - 1) Eligible to take such course for credit under existing regulations.
  - 2) have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested. This requirement may be waived at the discretion of the appropriate administrator.

## Maximum Credit Allowable For Credit By Examination

The maximum number of credits allowable for credit by examination for the Associate Degree shall be fifteen (15) units. Credit by examination transferred from other institutions is counted toward this maximum. No other grading notations can be used in awarding credit by exam.

## LIMITATIONS

Credits acquired by examination are not applicable to meeting such unit load requirements as selective service deferment, veteran's or social security benefits.

## RECORDING OF CREDIT

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

Credit by examination shall be entered on the student's record as "CRX" or "NCX," as provided by the District Grading and Symbols Definitions Policy. The student's record shall also be annotated "Credit by Examination." A student who does not pass the exam for a course may not repeat the exam.

The number of units of credit recorded for any course may not exceed those listed in the college catalog.

## 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.

## CREDIT BY EXAMINATION COURSES

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

Approved Credit by Examination courses by division:

### Aviation Courses (all)

#### Behavioral Science Social Science Division

Administration Of Justice  
1,2,3,4,5,6,7,8,14,15,60,75,87,160  
(Credit by General Petition, AJ 101, AJ 102)  
Anthropology 101 and 102  
Psychology 1 and 2

#### Business Division:

Business 1 and 38  
Law 1  
Management 2  
Real Estate 1, 3, 5, 7, 9 and 21

#### Humanities and Fine Arts Division

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

#### Language Arts Division: (None)

#### Mathematics and Science Division:

Astronomy 1  
Earth Science 1  
Environmental Science 1 and 2

Geography 1  
Geology 1 and 2  
Oceanography 1

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

## 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.

## 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.

Students may repeat up to a total of 15 units in which substandard grades ("D," "F" or "NC") were awarded in the district.

This policy only applies to courses taken at colleges within the Los Angeles Community College District.

Courses completed through the provisions of Board Rule 6704 (Credit by Examination) may not be used to remove a substandard grade.

### A. First Course Repetition To Remove A Substandard Grade:

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

### B. Second Course Repetition To Remove a Substandard Grade:

A student may repeat the same course for a second time provided the student has:

1. Received two substandard grades for the same District course.
2. Filed a petition which states the extenuating circumstance which are the basis for the petition for the second repeat. "Extenuating circumstances" are verified cases of accidents, illness, military

# ACADEMIC POLICIES

- service, or other circumstances beyond the control of the student.
3. Had the petition approved by the college president or designee.

Attendance for a second repetition may not be claimed for state apportionment. Upon completion of the second repetition, the grade used in computing the student's cumulative grade point average shall be the highest grade earned, and the student's record will be so annotated. The two lower substandard grades will not be used in the computation of the grade point average.

(Title 5, C.C.R., Sect. 513135, 51316, 55761, 55762, 58161)

## 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 them but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education, which are considered to be the same activity. A student may enroll four times in courses, which are considered to be the same activity. Any combination may be used as long as 4 enrollments in one activity are not exceeded.

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

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

## CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS

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

The following exceptions may be made to this regulation:

### 1. CREDIT FOR MILITARY SERVICE

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

### 2. ELECTIVE CREDIT FOR MILITARY TRAINING

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

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

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

### ADDS AND DROPS FOR VETERANS

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

### 3. CREDIT FOR LAW ENFORCEMENT ACADEMY TRAINING

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

1. Credit will be given for training from institutions, which meet the standards of training of the California Peace Officers Standards and Training Commission.
2. 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 following *Grading Symbols and Definitions Policy*. The determination of student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. 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 incompetence, the final decision concerning removal or change of grade will be made by the college president after the grievance procedure is completed.

( See Student Grievance procedures under Student Services and Programs)

### 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.

# ACADEMIC POLICIES

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
CRX	Credit (at least equal to a "C" or better-(Units awarded are not counted in GPA)	
NCX	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"	Incomplete

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

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

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

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

## IP In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. "IP" indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating

grade-point averages. If a student enrolled in an "open-entry, open-exit" course is assigned "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign a grade as specified above to be recorded on the student's permanent record for the course.

## W Withdrawal

It is the student's responsibility to withdraw from class. Students cannot rely upon faculty to exclude them. Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

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

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

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

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

## HOW TO CALCULATE GRADE POINT AVERAGE

### Semester Grade-Point Average:

- Add all units earned for courses completed.
- Add all grade points\* earned for courses completed.  
\* (Grade point values: A=4 B=3 C=2 D=1)
- Divide the total number of units earned into the total number of grade points earned. Carry out to three decimal places.

Example			
Course	Units	Grade	Grade Points
English 28	3	C	6
History 11	3	B	9
Math 115	3	C	6
Pol. Sci. 1	3	C	6
	12		27
	2.250		
12) 27.000 = (C) Average			

# ACADEMIC POLICIES

## To Calculate your Cumulative Grade-Point Average:

1. Add all units earned for all classes completed since your first semester of attendance at West Los Angeles College.
2. Add all grade points earned for all classes completed since your first semester of attendance.
3. Divide by the total number of grade points earned by the total number of units earned. Carry out to three decimal places, as shown above.

## 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 "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*.

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

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

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

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

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

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

The following courses will be accepted for Credit/No Credit

### BEHAVIORAL AND SOCIAL SCIENCES DIVISION

Administration of Justice courses  
All Anthropology courses  
Political Science 385

### BUSINESS DIVISION

All Accounting, Business, Computer Science, Law, Management, Marketing, And Real Estate Courses,  
Office Administration 64 (Credit/No-Credit only)

### HEALTH AND PHYSICAL DIVISION

Dental Hygiene 87

### MATHEMATICS AND SCIENCE DIVISION

Biology 3, 4, 5  
Earth Science 1  
Environmental Science 1,2  
Geography 1, 2, 3, 7  
Geology 1, 6  
Mathematics 100 (Credit/No-Credit only)  
Meteorology 3  
Oceanography 1

## HUMANITIES AND FINE ARTS DIVISION

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

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

Humanities 5, 30, and 31

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

Philosophy 1, 3, 6, 8, 9, 20, 23, and 41

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

## LANGUAGE ARTS DIVISION

English 127, 203, 204, 205, 206, 207, 208, 209, 210, 215, 218, 219.  
Theater Arts 505.

## LEARNING RESOURCE CENTER DIVISION

Library Science 101  
Learning Skills

## COURSE REPETITION TO IMPROVE SUBSTANDARD GRADES

Students repeat up to a total of 15 units in which substandard grades ("D", "F" or "NC") were awarded in the district.

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

This policy only applies to courses taken at colleges within the Los Angeles Community College District. Other institutions may differ and students planning to transfer to another college should contact the institution regarding its policy. Courses completed through credit by examination, Board Rule 6704, may not be used to remove a substandard grade.

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## ACADEMIC STANDARDS AND CREDIT POLICIES

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### ACADEMIC RENEWAL

#### ACADEMIC STANDARDS AND CREDIT POLICIES

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

1. Students must have achieved a grade-point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and

2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

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

1. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work; and
2. Annotating the students academic record indicating where courses have been removed by academic renewal action. The permanent academic record shall be annotated in such manner that all grades assigned remain legible, ensuring a true and complete academic history.

**Academic renewal actions are irreversible.**

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

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

### ACADEMIC STANDARDS FOR PROBATION

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

### PROBATION

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

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

### UNITS ATTEMPTED

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

### REMOVAL FROM PROBATION

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

### ACADEMIC PROBATION

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

# ACADEMIC POLICIES

## PROGRESS PROBATION

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

## ACADEMIC STANDARDS FOR DISMISSAL

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

## ACADEMIC PROBATION

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

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

"According to the Title 38 Code of Federal Regulations, Part 21, 5253 (d) (4), the school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

## PROGRESS PROBATION

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

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

## APPEAL OF DISMISSAL

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

## DISMISSAL

Students who are subject to dismissal, and who have not been continued on probation throughout the appeal process, shall be notified by the college president, or designee, of dismissal which will become effective the semester following notification.

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

## RE-ADMISSION AFTER DISMISSAL

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



# Academics



WEST LOS ANGELES COLLEGE

2000 · 2002

## ACADEMICS

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

### CAREER CERTIFICATES AND ASSOCIATE DEGREES

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

- Accounting
- Administration of Justice
- Aircraft Electronics Technology
- Aviation Maintenance Technician
- Business
- Child Development
- Computer Science - Information Technology
- Computer Science - Information Technology (Application Software)
- Computer Application/Office Technology (Office Admin.)
- Dental Hygiene
- Electronics
- Law (Legal Assistant/Paralegal)
- Management
- Management (Small Business)
- Marketing
- Office Administration (General) (CAOT)
- Office Administration (Word Processing Option) (CAOT)
- Real Estate
- Theater Arts/Entertainment Studies
- Travel (Basic and Advanced Certificates, and AA Degree)

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

Certificate programs are usually one-year educational programs, which offer necessary courses needed to prepare students for immediate employment. The Certificate Program is specific, and no course substitution will be permitted unless approved by the department. A "C" (2.0) grade point average or better is required in all work attempted toward the Certificate curriculum. Completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the requirements are completed are also necessary. During the final semester in which completion of requirements takes place, students should petition for a Certificate from the Admissions Office. Units earned toward a Certificate may be applied toward the Associate Degree of the same major. For both the Degree and Certificate program, transcripts from all other colleges attended must be on file in the Admissions Office. A 2.0 GPA is required for all certificates as well as graduation.

### TRANSFER ASSOCIATE DEGREES

The following Associate Degree transfer programs are offered by the college:

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

For complete information on Transfer Associate Degree requirements, the student should refer to "Graduation Requirements" and to "Transfer Programs" in this section. Lower division requirements of four-year colleges and universities are found under "Transfer Requirements." Because baccalaureate institutions differ in their major 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.

# ACADEMICS

## GRADUATION REQUIREMENTS

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

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

The following requirements apply to students entering "the first time after July 1, 1990". Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer session, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment. A continuing student is one who has completed a minimum of one course per semester, except that completion with a "W" will be accepted for one semester only.

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

**I. Unit Requirement.** 60 to 64 units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.

**II. Scholarship Requirement.** A "C" (2.0) grade average or better in all work attempted.

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

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

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

or

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

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

1. Completion of Math 115 or 116, or 117 and 118, or a higher math class with a grade of "C" or better

or

2. Achieving a satisfactory score on the District Math Competency Examination given by the math department.

**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.

## GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE

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

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

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

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

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

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

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

1. Completion of at least 30 NEW units, including those required by the new major. No units completed before the date of the last previous degree awarded can be used again.
2. "C" (2.0) grade points average or better in all work attempted for the second degree.
3. Completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the graduation requirements are completed.
4. Persons requesting a second degree must submit documentation of all college work completed elsewhere, including official transcripts documenting the first degree, when filing a graduation petition for the second degree. The graduation petition must be filed in the Admissions Office before the deadline date posted, during the semester all requirements are being met.
5. General education requirements will be considered to have been met by the person who has an Associate, Baccalaureate or higher degree from an accredited institution. Students who plan to earn a bachelor's degree should take a pattern of courses designed to complete the lower division preparation for their major and the general education pattern of the college to which they will transfer. Students also have the option of choosing to follow the Intersegmental General Education Curriculum (IGETC) for CSU or UC campuses or the CSU Certification requirements, which will enable them to complete all their lower division general education courses at West Los Angeles College.

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

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

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

These are the following:

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

**NOTE:** Students expecting to transfer to a four-year institution should see a West Los Angeles College counselor and consult a catalog of these institutions recording specific requirements for upper division standing.

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

## TRANSFER REQUIREMENTS

Students who plan to earn a bachelor's degree should take a pattern of courses designed to complete the lower division preparation for their major and the general education pattern of the college to which they will transfer. Students also have the option of choosing to follow the Intersegmental General Education Curriculum (IGETC) for CSU or UC campuses or the CSU Certification requirements, which will enable them to complete all their lower division general education courses at West Los Angeles College.

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

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

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

These are the following:

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

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

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

## ACADEMICS

### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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

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

### WEST LOS ANGELES COLLEGE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

#### AREA 1 - ENGLISH COMMUNICATION

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

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

**Group A:** English Composition, 1 course, 3 semester, 4-5 quarter units English 101

**Group B:** Critical Thinking-English Composition, 1 course, 3 semester, 4-5 quarter units English 103

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

Speech 101, 102, 104, 151

#### AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 Course, 3 semester, 4-5 quarter units

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

#### AREA 3 - ARTS AND HUMANITIES

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

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

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

#### AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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

African American Studies 2, Anthropology 102, 103, 121; Economics 1, 2; Geography 2; History 1, 2, +11\*, +12\*, 13\*, 22#, +41\*, +42\*, +43\*, +44\*; Political Science 1\*, 2, 7, 8, 14; Psychology 1, 41; Sociology

#### AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

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

**Physical Sciences:** Astronomy 1; Chemistry 101(L), 102(L), +51(L), +60(L), 12, 13(L); Earth Science 1; Env. Sci. 1, 12, 13(L); Geography 1, 3#; 15(L); Geology 1, 2, 6(L), 7 (L); Meteorology 3#; Oceanography 1; Physics +6(L), +7(L), +12, 14(L), 37(L), +38(L), +39(L)

**Biological Sciences:** Anatomy 1(L); Anthropology 101; Biology +3 [A with B(L)], 4, 5+ [A with B(L)], 6(L), 7(L); Env. Sci. 2, Microbiology 20(L); Physiology 1(L); Psychology 2

#### LANGUAGE OTHER THAN ENGLISH

##### (UC REQUIREMENT ONLY)

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

French 1; Spanish 1; Hebrew +22, Japanese +22

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

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

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

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

1. Political Science 1\*

2. History 11\*, 12\*, 13\*, 41\*, 42\*, 43\*, 44\*

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

# = Cross-listed

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

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

## ACADEMICS

### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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

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

### WEST LOS ANGELES COLLEGE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

#### AREA 1 - ENGLISH COMMUNICATION

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

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

**Group A:** English Composition, 1 course, 3 semester, 4-5 quarter units English 101

**Group B:** Critical Thinking-English Composition, 1 course, 3 semester, 4-5 quarter units English 103

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

Speech 101, 102, 104, 151

#### AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 Course, 3 semester, 4-5 quarter units

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

#### AREA 3 - ARTS AND HUMANITIES

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

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

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

#### AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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

African American Studies 2, Anthropology 102, 103, 121; Economics 1, 2; Geography 2; History 1, 2, +11\*, +12\*, 13\*, 22#, +41\*, +42\*, +43\*, +44\*; Political Science 1\*, 2, 7, 8, 14; Psychology 1, 41; Sociology

#### AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

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

**Physical Sciences:** Astronomy 1; Chemistry 101(L), 102(L), +51(L), +60(L), 12, 13(L); Earth Science 1; Env. Sci. 1, 12, 13(L); Geography 1, 3#; 15(L); Geology 1, 2, 6(L), 7 (L); Meteorology 3#; Oceanography 1; Physics +6(L), +7(L), +12, 14(L), 37(L), +38(L), +39(L)

**Biological Sciences:** Anatomy 1(L); Anthropology 101; Biology +3 [A with B(L)], 4, 5+ [A with B(L)], 6(L), 7(L); Env. Sci. 2, Microbiology 20(L); Physiology 1(L); Psychology 2

#### LANGUAGE OTHER THAN ENGLISH

##### (UC REQUIREMENT ONLY)

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

French 1; Spanish 1; Hebrew +22, Japanese +22

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

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

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

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

1. Political Science 1\*

2. History 11\*, 12\*, 13\*, 41\*, 42\*, 43\*, 44\*

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

# = Cross-listed

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

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

**MAJOR DEPARTMENTAL REQUIREMENTS**

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

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

**CALIFORNIA STATE UNIVERSITY  
CERTIFICATION OF GENERAL  
EDUCATION REQUIREMENTS**

Under agreement with the California State University system, West Los Angeles College can certify up to 39 units toward the general education requirements for the Baccalaureate degree at any one of the campuses of the State University system. Under this certification process the receiving college will accept the units certified toward completion of the general education requirements as the institution prescribes them. The college to which the student transfers would agree not to reduce this number nor to question the units certified. It is important for the student to follow the required patterns as listed below and to take courses in as many different areas as possible. Students planning to transfer should consult with the counselor concerning these general education requirements as soon as they have determined the college they wish to attend because the requirements are periodically revised.

**CSU GENERAL EDUCATION  
REQUIREMENTS**

Course work must be taken in each area.

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

- 1. Oral Communication  
Speech 101, 102, 121, 151
- 2. Written Communication  
English 101
- 3. Critical Thinking  
English 102, 103; Philosophy 6, 8, 9; Speech 104

**B. Physical Universe and Its Life Forms 9 units**

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

**1. Physical Universe**

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

**2. Life Science**

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

**3. Math/Quantitative Reasoning**

Mathematics 215, 225, 226, 235, 236, 240, 241, 260, 261, 262

**C. Arts, Literature, Philosophy and Foreign Language 9 units (at least 1 course in the arts,**

*1 in humanities)*

**1. Arts**

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

**2. Humanities**

English 127, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 218, 219, 233, (JS-6) 234, 239, 240, 250; Humanities 1, 30, 31, 60, 61, 73; Philosophy 1, 3, 20, 23, 41; Speech 135; French 1, 2, 3, 4, 5, 6, 10 (History 22); Hebrew 21, 22; Japanese 21, 22; Spanish 1, 2, 3, 4, 5, 6, 21, 22

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

**9 units (no more than one course from any area; courses must be in at least two disciplines).**

*Note: Courses to satisfy CSU American Institutions requirement denoted by (\*).*

**1. Anthropology and Archeology**

Anthropology 102, 103, 121;

**2. Economic**

Business 1; Economics 1, 2

**3. Ethnic Studies**

African-American Studies 2; English 219, 234; History, 41, 42, 43, 44; Political Science 8; Sociology 11

**4. Gender Studies**

English 239

**5. Geography**

Geography 2, 7;

**6. History**

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

**7. Interdisciplinary Social or Behavioral Science**  
None

**8 Political Science, Government, and Legal Institutions**

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

**9. Psychology**

Child Development 1; Psychology 1, 41

**10. Sociology and Criminology**

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

## ACADEMICS

### **E. Lifelong Understanding and Self-Development** **3 units (no more than one unit of PE)**

#### **E1. Integrated Organism**

Family and Consumer Studies 21; Health 2, 11;  
Psychology 16, 41, 52

#### **E2. Activity**

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

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

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

## 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 BA Programs for prospective teachers require a minimum of 84 semester (126 quarter) units with approximately equal distribution among the following four areas:

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

Students in the Liberal Studies major who have career objectives other than teaching will generally find:

- 1) greater freedom in the use of electives
- 2) opportunities for course substitution within major requirements and
- 3) possibilities of accomplishing additional objectives, such as completion of a second major or of professional requirements.

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

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

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

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

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

## INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

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

## ADMISSION POLICIES

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

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

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

## FINANCIAL AID

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

# ACADEMICS

**WEST LOS ANGELES COLLEGE  
GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE  
FOR STUDENTS IN CONTINUOUS ENROLLMENT  
AT WEST LOS ANGELES COLLEGE FROM FALL 2000 OR AFTER**

**Warning:** Every community college may apply its courses differently even if the course has the same title and number, particularly if taken elsewhere in the LACCD. Consult a counselor. **Plan A** is for students whose majors as described in the West Los Angeles College Catalog require **less than 36 units**. Minimum of **30 units** of the General Education courses below are required. **Plan B** is for students whose majors require **36 or more units**. Plan B requires a minimum of **18 units** of General Education requirements. An **AA degree** requires a minimum of **60 units**.

	Plan A	Plan B	Need
<b>A. NATURAL SCIENCES:</b> Anatomy 1; Anthropology 101; Astronomy 1; Biology 3, 4, 5; Chemistry 101, 60, 51; Earth Science 1; Environmental Science 1, 2; Geography 1, 3*; Geology 1; Meteorology 3*; Oceanography 1; Physical Science 1; Physics, 6, 7, 12, 37; Physiology 1; Psychology 2	3	3	
<b>B. SOCIAL AND BEHAVIORAL SCIENCES:</b>			
1. At least 3 units in American Institutions to be met from History 11, 12, 13, 14, 41, 42, 43, 44; Political Science 1	3	3	
2. At least 3 units in other Social Sciences to be met from Administration of Justice 4; African-American Studies 2; Anthropology 102, 103, 121; Child Development 1; Economic 1, 2; Geography 2, 7; History 1, 2, 25; Law 1; Political Science 2, 4, 7, 14; Psychology 1; Sociology 1, 2, 11	3	0	
3. At least 3 additional units from 1 or 2 above	3	0	
<b>C. HUMANITIES:</b> Art 101, 102, 103, 109, 201, 501, 708; English-Any literature course in the 200 series; Foreign Language-any 5 unit or 3 unit class; French 10; Humanities 1, 5, 30, 31, 60, 61, 72, 73; Music 101, 111, 112, 121, 141; Philosophy 1, 3, 20, 23, 41; Theater 100, 110 505	3	3	
<b>D. LANGUAGE AND RATIONALITY:</b> 1. At least 3 units from English 28, 101, (Completed with a "C" or better, see English competency over)	3	3	
2. Communication and Analytical Thinking – at least 6 semester units from the following courses ( <b>only one course from any area</b> ): Computer Science 901, 902, 906, 913, 915, 917, 933, 934, 936, 938; English 102, 103; Journalism 101; Math 125, 215, 225, 235, 236, 241, 260, 261, 262, 263, 270, 275; Philosophy 6, 8, 9; Speech 101, 104, 121, 151	6	3	
3. At least 3 additional units from 1 or 2 above	3	0	
<b>E. HEALTH AND PHYSICAL EDUCATION:</b>			
1. Health 11 (3 units) <b>AND</b> Physical Education Activity (1 unit)	3	3	
2. Health 2 (3 units)			
Authorized Physical Education activity exemption include:			
a. Medical exemption			
b. Proof of completion of basic training in one of the armed forces of the U.S.			
c. By petition (Board Rules Ch 6, Art IV, 6406)			
<b>F. MATHEMATICS:</b> Math 115 (Elementary Algebra) or Math 117 & 118 combined with a "C" or better (See Math competency over)			

# ACADEMICS

<b>ELECTIVES:</b>	<b>30</b>	<b>18</b>	
<b>ADDITIONAL REQUIREMENTS FOR GRADUATION</b>			
1. All transcripts from other colleges attended (outside LACCD) must be on file in the Admissions Office			
2. <b>UNIT REQUIREMENT:</b> A minimum of 60 units of course credit in a selected Educational program.			
3. <b>SCHOLARSHIP REQUIREMENT:</b> A minimum of 2.0 (C) grade point average.			
4. <b>RESIDENCE: Requirement Completion of at least 12 units in residence at WLAC and attendance at the college in which the graduation requirements are completed.</b>			
5. <b>MATHEMATICS COMPETENCY REQUIREMENT:</b> Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better: <b>Math 115, 116, 117 &amp; 118, 119, 146, 147, or higher math class; Computer Technology 60; Electronics 10, 12, 14; General Engineering Technology 121; Engineering Technology 49, 50, 51; or Statistics</b> <b>OR</b> <b>Achievement of a score of 15 or higher on the District Mathematics Competency Examination. (Board Rule 6201.12/6201/14)</b>			
6. <b>ENGLISH COMPETENCY REQUIREMENT:</b> English 28, 31, 101; Journalism 101 completed with a grade of "C" or better.			

\*Credit for only one course

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

MAJOR: \_\_\_\_\_

PLAN A \_\_\_\_\_

PLAN B \_\_\_\_\_

Revised August 21, 2000/emc

## WEST LOS ANGELES COLLEGE GENERAL EDUCATION CERTIFICATION FOR THE CALIFORNIA STATE UNIVERSITY EFFECTIVE FALL 2000 THROUGH SUMMER 2001

NAME	SS#	DOB	DATE
<b>WARNING:</b> Every community college may apply its courses differently even if the course has the same title and number, see a counselor, particularly if taking courses elsewhere in the LACCD. Area <b>A 1, 2, 3, and B 4</b> must be completed with a "C" or higher before transfer to a CSU Comp    Now    Need			

<p><b>A. COMMUNICATION IN THE ENGLISH LANGUAGE – 9 UNITS</b> (3 UNITS IN EACH AREA) NOTE: "D" grades are not accepted in this area</p> <ol style="list-style-type: none"> <li>1. <b>ORAL COMMUNICATION:</b> Speech 101, 102, 121, 151</li> <li>2. <b>WRITTEN COMMUNICATION:</b> English 101</li> <li>3. <b>CRITICAL THINKING:</b> English 102, 103; Philosophy 6, 8, 9; Speech 104</li> </ol>			
<p><b>B. PHYSICAL UNIVERSE AND ITS LIFE FORMS – 9 UNITS</b> Select at least one course from each area and no more than <b>one course</b> from each subject area. Include <b>one</b> laboratory course. + Meets laboratory requirement.</p> <ol style="list-style-type: none"> <li>1. <b>PHYSICAL UNIVERSE:</b> Astronomy 1; Chemistry 101+, 60+, 51+, 12 (same as Env. Sci 12), 13+ (same as Env. Sci 13); Earth Science 1; Environmental Science 1, 12, 13+; Geography 1, 3, 15+; Geology 1, 2, 6+, 7; Meteorology 3 (same as Geog 3); Oceanography 1; Physical Science 1; Physics 6+, 7+, 12, 14+, 37+</li> <li>2. <b>LIFE SCIENCE:</b> Anatomy 1+; Anthropology 101; Biology 3A with 3B+, 4, 5A with 5B, 6+, 7+; Environmental Science 2; Microbiology 20+; Physiology 1+; Psychology 2</li> <li>3. <b>LABORATORY ACTIVITY:</b> One of the courses <b>B1</b>, or <b>B2</b> must be a lab course designated by a +</li> <li>4. <b>MATH/QUANTITATIVE REASONING:</b> Math 215, 225, 226, 235, 236, 241, 260, 261, 262 (Note: "D" grades are not accepted)</li> </ol>			
<p><b>C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE – 9 UNITS – (At least one course from the Arts and one from Humanities)</b></p> <ol style="list-style-type: none"> <li>1. <b>ARTS:</b> Art 101, 102, 103, 104, 109, 111, 201, 501, 502, 708, 709; Humanities 73; Music 101, 111, 112, 121, 122, 141, 501, 561, 725, 775; Phys Ed 460, 462, 463, 814; Theater 100, 110, 200, 505</li> <li>2. <b>HUMANITIES:</b> English 127, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 218, 219, 233 (same as Jewish Studies 6), 234, 239, 240, 250; Humanities 1, 30, 31, 60, 61, 73; Jewish Studies 6 (same as English 233), 26; Philosophy 1, 3, 20, 23, 41; Speech 135; French 1, 2, 3, 4, 5, 6, 10 (same as History 22); Hebrew 21, 22; Japanese 21, 22; Spanish 1, 2, 3, 4, 5, 6, 21, 22</li> </ol>			
<p><b>D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR: HISTORICAL BACKGROUND – 9 UNITS</b> (Courses must be in at least 2 disciplines) Note: Courses to satisfy CSU American Institutions requirement are denoted by a [*]</p> <ol style="list-style-type: none"> <li>1. <b>ANTHROPOLOGY AND ARCHEOLOGY:</b> Anthropology 102, 103, 121</li> <li>2. <b>ECONOMICS:</b> Business 1; Economics 1, 2</li> <li>3. <b>ETHNIC STUDIES:</b> African-American Studies 2; English 219, 234; History 25, 41, 42, 43, 44; Sociology 11</li> <li>4. <b>GENDER STUDIES:</b> English 239</li> <li>5. <b>GEOGRAPHY:</b> Geography 2, 7</li> <li>6. <b>HISTORY:</b> History 1, 2, 5, 6, 11*, 12*, 13*, 14*, 22 (Fr. 10), 25 41*, 42*, 43*, 44*, 68</li> <li>7. <b>INTERDISCIPLINARY SOCIAL AND BEHAVIORAL SCIENCE:</b> None</li> <li>8. <b>POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS:</b> Law 3; Political Science 1*, 2, 4, 7, 8, 14</li> <li>9. <b>PSYCHOLOGY:</b> Child Development 1; Psychology 1, 41</li> <li>10. <b>SOCIOLOGY AND CRIMINOLOGY:</b> Administration of Justice 1, 4; Sociology 1, 2, 7, 11</li> </ol>			

\*California State Universities Require Political Science 1 and a U.S History (History 11, 12, 13, 14, 41, 42, 43, or 44)

# ACADEMICS

<p><b>E. LIFELONG UNDERSTANDING AND SELF DEVELOPMENT: - 3 UNITS (No more than 1 unit of PE)</b></p> <p><b>1. INTEGRATED ORGANISM:</b> Family and Consumer Studies 21; Health 2, 11; Psychology 16, 41, 52</p> <p><b>2. ACTIVITY:</b> Physical Education 102, 262, 289, 301, 460, 462, 665, 666, 667, 668, 682, 683, 684, 690</p>			
<b>Electives:</b>			
<b>AREAS FULLY CERTIFIED:</b> _____ <b>YES</b> _____ <b>NO</b>			
<b>CERTIFICATION:</b> West Los Angeles College has an agreement with the California State University system through which students can complete all or part of the lower division general education requirements for any CSU campus by taking appropriate courses at WLAC. All CSU's require 39 units of lower division general education and <b>9 upper</b> division units.			
<b>THE COURSES WILL CERTIFY ONLY ONCE:</b> Students should petition in the admissions office for full or partial certification toward the end of their final semester.			
<b>FULL CERTIFICATION:</b> If the entire 39-unit pattern described on this sheet is completed, WLAC will, upon student petition, certify on the student's transcript that all-lower division general education has been met.			
<b>PARTIAL CERTIFICATION:</b> If the student completes any area ( <b>A through E</b> ), that area will, upon petition, be certified to the CSU system as having been completed. In all areas not certified, the student is responsible to fulfill those areas in accordance with the appropriate catalog of the university attended after transfer.			
<b>TO PETITION FOR CERTIFICATION:</b> Toward the end of your final semester at WLAC, get a petition for certification of General Education in the Admissions Office. Fill out the petition. Fill out this form; write in the courses used in the correct space. Attached the forms together and turn them in to the Admissions Office. Make an appointment with a counselor if you need help in completing this form. <b>Official transcripts from colleges outside of the LACCD District must be on file.</b>			
<b>PASS-ALONG POLICY:</b> West Los Angeles College will certify CSU certifiable courses taken at other community colleges, using the same designated areas at the former college(s). <b>Students are responsible for official transcripts from other colleges.</b>			

Former Colleges(s) \_\_\_\_\_

Course Equivalent Course	Area	WLAC

COUNSELOR \_\_\_\_\_ Date \_\_\_\_\_

Revised August 21, 2000 /EMC

**IGETC**

2000-2001

**WEST LOS ANGELES COLLEGE**

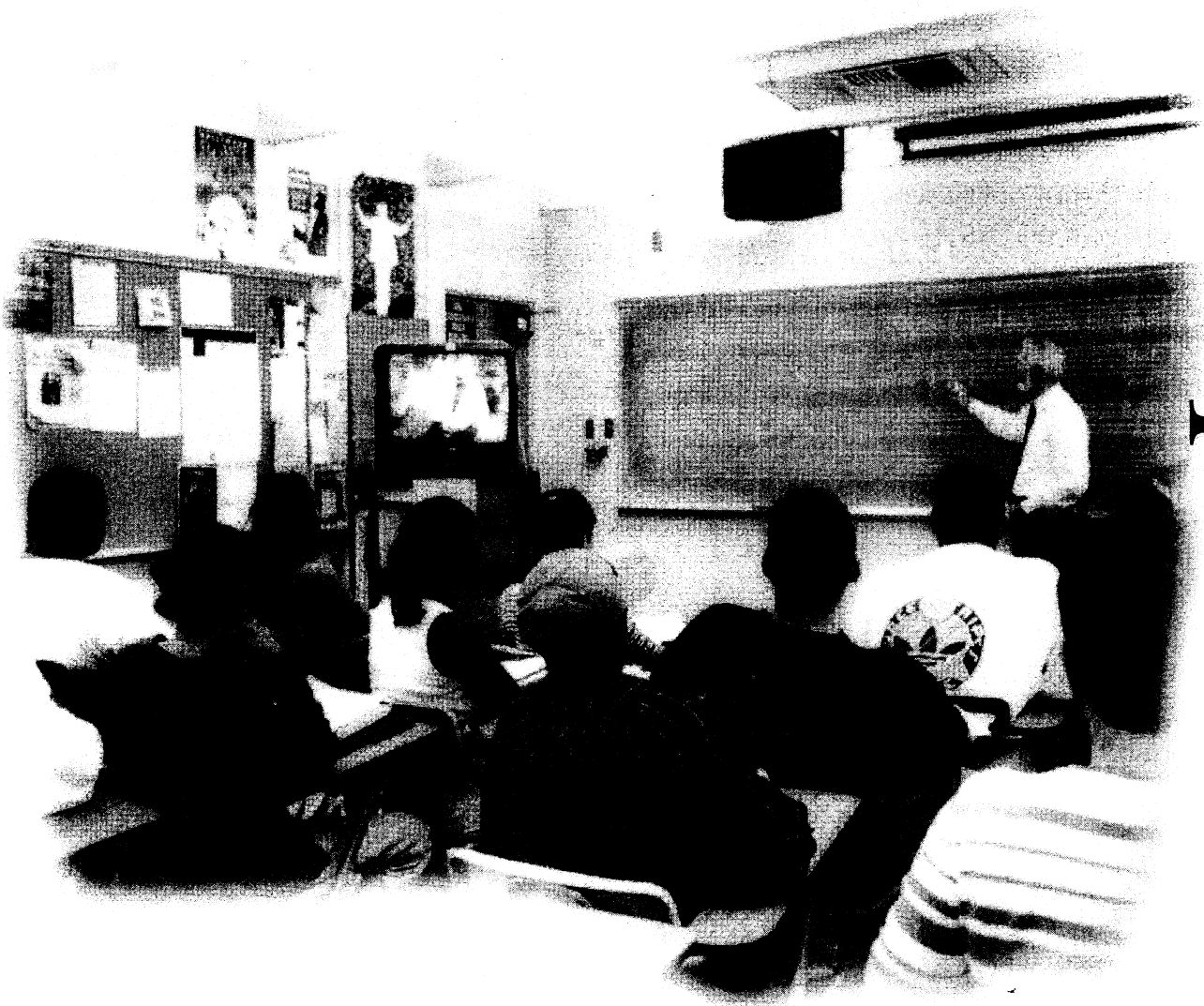
LIMITS (L) ON UC TRANSFERABLE COURSES

A credit limit exists on the number of units/courses which the University of California will accept. The exact credit limit is shown below in ( ) following each set of courses. For directed study, see Directory of Education Programs and Courses.

ACCT 21 AND 22 COMBINED EQUALS ACCT 1	MAX CREDIT 5 UNITS
BIOLOGY 3, 5	(1 course)
BIOLOGY 3, 5	NO CREDIT IF TAKEN AFTER BIOLOGY 6 OR 7
BIOL 3, 3A, 3B	MAX CREDIT 4 UNITS
BIOL 5, 5A, 5B	MAX CREDIT 4 UNITS
CHEM 51, 60	(1 course)
CHEM 51, 60	NO CREDIT IF TAKEN AFTER CHEM 101
CHEM 70, 211, 221	(2 courses)
CHEM	No credit for PHYS SCI 1 if taken after a transferable course in ASTRO, CHEM, GEOL or PHYSICS
ESL 86, 5A, 6A	MAX CREDIT 8 UNITS
GEOL	No credit for PHYS SCI 1 if taken after a transferable course in GEOL
HIST 11, 41, 43	MAX Credit 1 course
HIST 12, 13, 42, 44	MAX Credit 1 course
HIST 14	No credit if taken after HIST 11
JAPANESE 21, 22 equal 1	MAX CREDIT 5 UNITS
LAW 1 and 2	MAX Credit 1 course
MATH 235, 236. Combined with 261 AND 262	MAX Credit 2 courses; Both courses must be taken for credit to be given
PHYS ED any or all courses combined	MAX CREDIT 4 UNITS
PHYS SCI 1	No credit if taken after a college course in ASTRON, CHEM, GEOL, or PHYSICS
PHYSICS 6 and 7 combined with 37, 38, and 39	MAX CREDIT - ONE SERIES
PHYSICS 12	No credit if taken after PHYSICS 6, 7, or 37, 38, 39 series
PHYSICS 37, 38, 39, 39*	* Subject to limitations with combined other PHYSICS courses if there is any duplication
SPANISH 1	Equals two years of high school study
SPANISH 21, 22	Equals 1; max credits 5 units. Both courses must be taken for credit to be given.



# Major Requirements



WEST LOS ANGELES COLLEGE

2000 · 2002

## MAJOR REQUIREMENTS

Students should refer to the "Graduation Requirements" section for additional information. Check prerequisites before scheduling courses. Students are encouraged to seek assistance from counselors and faculty. Transfer students should consult the Counseling Office for major preparation and general education requirements of the

particular transfer institution of their choice. Transfer students who wish to also obtain an Associate Degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for the Associate Degree).

### ACCOUNTING

Major Code - 0502.00

#### ASSOCIATE IN ARTS DEGREE

##### CERTIFICATE PROGRAM

This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk and assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are presented.

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

#### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
ACCTG 1* Introductory Accounting I .....	5
ACCTG 2 Introductory Accounting II .....	5
ACCTG 25 Automated Accounting .....	3
BUS/CAOT 32 Business Communications .....	3
CSIT 901 Introduction to Computers and Their Uses .....	3
LAW I Business Law I .....	3
OR	
CAOT 35 Word Processing: Concepts in Information Systems .....	3
ECON 1 Principles of Economics I .....	3
ECON 2 Principles of Economics II .....	3
MKTG 1 Principles of Selling .....	3
Electives (see *Electives" below) .....	9

### CERTIFICATE

#### REQUIRED COURSES

#### UNITS

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

ACCTG 1* Introductory Accounting I .....	5
ACCTG 2 Introductory Accounting II .....	5
ACCTG 15 Tax Accounting 1 .....	3
ACCTG 25 Automated Accounting .....	3
BUS 1 Introduction to Business .....	3
CSIT 901 Introduction to Computers and Their Uses .....	3
OR	
LAW 1 Business Law I .....	3
CAOT 35 Word Processing: Concepts in Information Systems .....	3

#### ELECTIVES (9 units this list)..... UNITS

ACCTG 12 Auditing .....	3
ACCTG 16 Tax Accounting II .....	2
ACCTG 20 Managerial Accounting .....	3
ACCTG 25 Automated Accounting .....	3
BUS/CAOT 32 Business Communications .....	3
CSIT 901 Introduction to Computers and Their Uses .....	3
LAW 2 Business Law II .....	3
ECON 1 Principles of Economics .....	3
MGMT 1 Principles of Management .....	3
MKTG 1 Principles of Selling .....	3
MKTG 21 Principles of Marketing .....	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.

# MAJOR REQUIREMENTS

## ADMINISTRATION OF JUSTICE

Major Code - 2105.00

### ASSOCIATE IN ARTS DEGREE

#### CERTIFICATE PROGRAM

This program is designed for the transfer student. Students who take at least 18 units in the major, (with 3 units of electives) and General Education courses can receive an A.A. Degree in Administration of Justice according to Plan A of the general catalogue. Students are advised to contact their transfer college because requirements may change or vary from college to college. A student can transfer to a four-year college at the junior level with a minimum of 54.

#### ASSOCIATE DEGREE

##### Option 1

REQUIRED COURSES OPTION 1	UNITS
ADM JUS 1 Introduction to Administration of Justice..	3
ADM JUS 2 Concepts of Criminal Law.....	3
ADM JUS 3 Legal Aspects of Evidence.....	3
ADM JUS 4 Principles, Procedures/Justice System .....	3
ADM JUS 67 Community Relations.....	3
ADM JUS 75 Introduction to Corrections.....	3

or

##### Option 2

ADM JUS 1 Introduction to Administration of Justice	3
ADM JUS 2 Concepts of Criminal Law.....	3
ADM JUS 4 Principles, Procedures/Justice System .....	3
ADM JUS 67 Community Relations.....	3
ADM JUS 75 Introduction to Corrections.....	3
ADM JUS 160 Police Organization and Administration .....	3
Electives See a Counselor.....	12

Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular institution of their choice. Transfer students who wish to obtain an Associate Degree in addition to satisfying the transfer requirements may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for an Associate Degree).

Note: It is important to discuss your program with a counselor. In addition, it is recommended that you speak directly with a counselor at the college you wish to transfer to if you are pursuing the transfer option.

For information on Plan B for the A.A. Degree, please consult with the Administration of Justice Department Chair, in addition to the Counseling Department.

### College Plan B

#### First Semester

REQUIRED COURSES	UNITS
ADM JUS 1 Introduction to Administration of Justice..	3
ADM JUS 2 Concepts of Criminal Law .....	3
ADM JUS Elective.....	3
ENGLISH 101 College Reading and Composition 1* .....	3
POL SCI 1 The Government of the U.S.....	3
PHYS ED Physical Education (See Counselor).....	1

#### Second Semester

REQUIRED COURSES	UNITS
ADM JUS 3 Legal Aspects of Evidence .....	3
ADM JUS 4 Principles & Procedures/Justice System..	3
ADM JUS 6 Patrol Procedures.....	3
MATH 115 Elementary Algebra .....	5
SOC 1 Introduction to Sociology (Recommended Elective).....	3

#### Third Semester

REQUIRED COURSES	UNITS
ADM JUS 5 Criminal Investigation .....	3
ADM JUS Elective .....	3
PSYCH 1 General Psychology 1 .....	3
HEALTH 11 Principles of Healthful Living .....	3
SPANISH 1 Elementary Spanish 1 .....	5

#### Fourth Semester

REQUIRED COURSES	UNITS
ADM JUS 14 Report Writing .....	3
ADM JUS 67 Community Relations .....	3
CSIT 901 Introduction to Computers and Their Uses	3
PSYCH 2 General Psychology 2.....	3
ADM JUS Elective .....	3
PHYS ED Physical Education (See a Counselor).....	1

The course sequence can be arranged to meet your individual schedule. Electives include any Corrections or Administration of Justice courses. Veterans and law enforcement personnel may have a Physical Education exemption. Please meet with a counselor to insure your schedule will satisfy your goal.

\* Recommended courses for the Administration of Justice major. See catalogue or a counselor for additional choices.

# MAJOR REQUIREMENTS

## CERTIFICATE PROGRAMS

### SPECIALITY SKILLS CERTIFICATES

Students who satisfactorily complete the individual courses listed below will be given a Certificate of Completion.

#### JUVENILE CORRECTIONS OFFICER

(Pre-requisite is Administration of Justice 102 or Law Enforcement Agency Sponsored) This course is for recently appointed juvenile counselors and juvenile custody officers. Topics include handling emergencies, housing, dealing with assaultive clients, diversity and the juvenile justice system. This course is based upon the training curricula of the Los Angeles County Probation Department and is subject to advanced approval and certification by the Standards and Training for Corrections (STC).

ADM JUS 260 Juvenile Corrections Officer ..... 12

#### PROBATION OFFICER

(Pre-requisite is Administration of Justice 102 or Law Enforcement Agency Sponsored) This is a basic training course for entry level probation officers. Subject areas include the criminal justice system, roles and responsibilities of the probation officer, classification and housing, casework, visitation, report writing, handling disputes, tactics and procedures. This course is based upon the training curricula of the Los Angeles County Probation Department and is subject to advanced approval and certification by the Standards and Training For Corrections (STC).

ADM JUS 261 Probation Officer ..... 8

#### FINGERPRINT CLASSIFICATION

A practical course which covers the technical terminology and procedures of fingerprint classification, pattern interpretation, taking and lifting of prints, and print preservation. Completion of this course qualifies students to take the fingerprint classification examination.

ADM JUS 62 Fingerprint Classification ..... 3

#### TRAFFIC CONTROL

This course covers the fundamentals of accident (collision) investigation and traffic control. Major emphasis will be placed on determining the cause of a traffic collision, examining skid marks, determining point of impact, physical evidence, and the major sections of the California Vehicle Code. This course prepares the student for the written portion of the Driver's Education when taught by a DMV certified instructor.

ADM JUS 7 Traffic Control ..... 3

## GENERAL CERTIFICATE

REQUIRED COURSES	UNITS
ADM JUS 1 Introduction to Administration of Justice	3
ADM JUS 2 Concepts of Criminal Law	3
ADM JUS 3 Legal Aspects of Evidence	3
ADM JUS 4 Principles & Procedures/Justice System	3
ADM JUS 5 Criminal Investigation	3
ADM JUS 6 Patrol Procedures	3
ADM JUS 14 Report Writing	3
ADM JUS 16 Recruitment Selection Process	3
ADM JUS 67 Community Relations	3
ADM JUS 385 Directed Study	3
ADM JUS Elective	3
ADM JUS Elective	3

## ANTHROPOLOGY

Major Code - 2202.00

"PLAN A"

### ASSOCIATE IN ARTS DEGREE

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

Students desiring to acquire only an Associate Degree in Anthropology should follow the course requirements listed below. Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an Associate Degree may do so by completing all WLAC general education requirements plus at least 21 units in the major as required by the transfer institution (a total of 60 units for the Associate Degree).

### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
ANTHRO101 Human Biological Evolution	3
ANTHRO 102 Human Ways of Life: Cultural Anthropology	3
<b>AND AT LEAST THREE UNITS FROM THE FOLLOWING:</b>	
ANTHRO 103 Archaeology: Reconstructing the Human Past	3
ANTHRO 121 Anthropology of Religion, Magic, and Witchcraft	3

## MAJOR REQUIREMENTS

### AT LEAST NINE UNITS

#### FROM THE FOLLOWING:

HISTORY 1	Introduction to Western Civilization I....	3
HISTORY 2	Introduction to Western Civilization II...	3
PSYCH 1	General Psychology .....	3
SOC 1	Introduction to Sociology .....	3
SOC 2	American Social Problems.....	3

### AT LEAST THREE UNITS

#### FROM THE FOLLOWING:

		UNITS
BIOLOGY 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
GEOLOGY 1	Physical Geology.....	3

### RECOMMENDED COURSES

		UNITS
CSIT 901	Introduction to Computers and Their Uses .....	3
MATH 225	Introductory Statistics .....	3
PHILOS 8	Deductive Logic .....	3
PHILOS 9	Symbolic Logic.....	3

## ART

Major Code - 1002.10

### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

#### ASSOCIATE DEGREE

#### CORE PROGRAM

(Required of all Art majors)

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

#### DRAWING AND PAINTING OPTION REQUIREMENTS:

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

6 units from Art 204, 205

6 units from Art 300, 301, 305

#### CERAMICS OPTION REQUIREMENTS:

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

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

#### COMPUTER GRAPHICS OPTION REQUIREMENTS:

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

12 units from Art 633, 635, 639, 641.

### Certificate Program

#### Computer Graphics Certificate

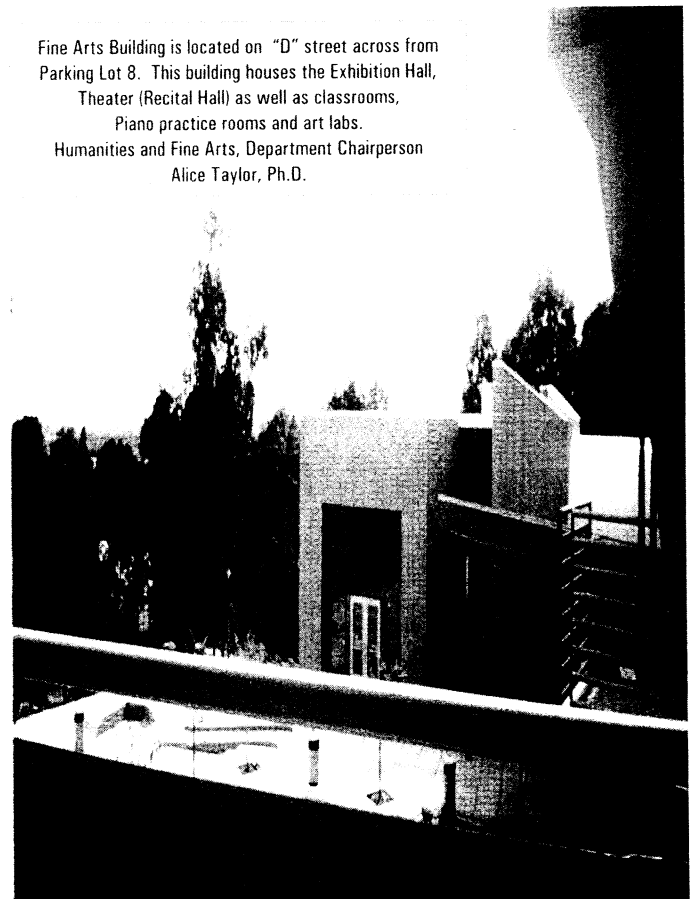
#### 12 UNITS

ART 633	Introduction to Computer Graphics.....	3
ART 635	Desk Top Publishing Design.....	3
ART 639	Introduction to Digital Imaging.....	3
ART 641	Advanced Desk Top Publishing.....	3

#### ADDITIONAL 3 UNITS FROM THE FOLLOWING:

ART 201	Drawing I.....	3
ART 501	Beginning Two-Dimensional Design .....	3

Fine Arts Building is located on "D" street across from Parking Lot 8. This building houses the Exhibition Hall, Theater (Recital Hall) as well as classrooms, Piano practice rooms and art labs.  
Humanities and Fine Arts, Department Chairperson  
Alice Taylor, Ph.D.



# MAJOR REQUIREMENTS

## AVIATION MAINTENANCE TECHNICIAN

Major Code - 0950.00

"PLAN B"

ASSOCIATE IN SCIENCE DEGREE

CERTIFICATE PROGRAM

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

Note: Aviation Maintenance Technician Classes 1-24 must be completed with a grade of C or better.

Note: The Aircraft Maintenance Program is a continuing program with classes starting every 8 weeks, with full-time year round schedules.

### Credit for FAA Licenses:

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

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

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

### Airframe And Power Plant Technician Degree or Certificate

Major Code - 0950.20

REQUIRED COURSES	UNITS
AVIATEK 1 Maintenance Procedures .....	3
AVIATEK 2 Maintenance. Procedures Lab .....	2
AVIATEK 3 Basic Aircraft Science .....	3
AVIATEK 4 Basic Aircraft Science Lab .....	2
AVIATEK 5 Basic Electricity and Auxiliary Systems .....	3
AVIATEK 6 Basic Electricity and Auxiliary Systems Lab .....	2
AVIATEK 7 Electrical and Instrument Systems .....	3
AVIATEK 8 Electrical and Instrument Systems Lab .....	2
AVIATEK 9 Assembly, Rigging and Inspection .....	3
AVIATEK 10 Assembly, Rigging and Inspection Lab .....	2
AVIATEK 11 Aircraft Metal Assembly .....	3
AVIATEK 12 Aircraft Metal Assembly Lab .....	2
AVIATEK 13 Hydraulic, Landing Gear and Fuel Systems .....	3
AVIATEK 14 Hydraulic, Landing Gear and Fuel Systems Lab .....	2
AVIATEK 15 Propeller and Powerplant Systems .....	3
AVIATEK 16 Propeller and Powerplant Systems Lab .....	2
AVIATEK 17 Ignition and Fuel Metering Systems .....	3
AVIATEK 18 Ignition and Fuel Metering Systems Lab .....	2
AVIATEK 19 Reciprocating Powerplant Overhaul .....	3
AVIATEK 20 Reciprocating Powerplant Overhaul Lab .....	2
AVIATEK 21 Powerplant Trouble Shooting and Testing .....	3
AVIATEK 22 Powerplant Trouble Shooting and Testing Lab .....	2
AVIATEK 23 Inspection and Evaluation .....	3

40

AVIATEK 24 Inspection and Evaluation Lab .....

2

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

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

### Airframe Maintenance Technician Certificate

Major Code - 0950.10

	UNITS
AVIATEK 1 Maintenance Procedures .....	3
AVIATEK 2 Maintenance Procedures Lab .....	2
AVIATEK 3 Basic Aircraft Science .....	3
AVIATEK 4 Basic Aircraft Science Lab .....	2
AVIATEK 5 Basic Electricity and Auxiliary Systems ...	3
AVIATEK 6 Basic Electricity and Auxiliary Systems Lab .....	2
AVIATEK 7 Electrical and Instrument Systems .....	3
AVIATEK 8 Electrical and instrument Systems Lab .....	2
AVIATEK 9 Assembly, Rigging and Inspection .....	3
AVIATEK 10 Assembly, Rigging and Inspection Lab .....	2
AVIATEK 11 Aircraft Metal Assembly .....	3
AVIATEK 12 Aircraft Metal Assembly Lab .....	2
AVIATEK 13 Hydraulic, Landing Gear, & Fuel Systems .....	3
AVIATEK 14 Hydraulic, Landing Gear, & Fuel Systems Lab .....	2
AVIATEK 23 Inspection and Evaluation .....	3
AVIATEK 24 Inspection and Evaluation Lab .....	2

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

### Aircraft Powerplant Technician Certificate

REQUIRED COURSES .....	UNITS
AVIATEK 1 Maintenance Procedures .....	3
AVIATEK 2 Maintenance Procedures Lab .....	2
AVIATEK 3 Basic Aircraft Science .....	3
AVIATEK 4 Basic Aircraft Science Lab .....	2
AVIATEK 5 Basic Electricity and Auxiliary Systems ...	3
AVIATEK 6 Basic Electricity and Auxiliary Systems Lab .....	2
AVIATEK 7 Electrical and instrument Systems .....	3
AVIATEK 8 Electrical and instrument Systems Lab .....	2
AVIATEK 15 Propeller and Powerplant Systems .....	3
AVIATEK 16 Propeller and Powerplant Systems Lab .....	2
AVIATEK 17 Ignition and Fuel Metering Systems .....	3
AVIATEK 18 Ignition and Fuel Metering Systems Lab .....	2
AVIATEK 19 Reciprocating Powerplant Overhaul .....	3
AVIATEK 20 Reciprocating Powerplant Overhaul Lab .....	2
AVIATEK 21 Powerplant Trouble Shooting and Testing .....	3
AVIATEK 22 Powerplant Trouble Shooting and Testing Lab .....	2
AVIATEK 23 Inspection and Evaluation .....	3
AVIATEK 24 Inspection and Evaluation Lab .....	2

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

## MAJOR REQUIREMENTS

### BIOLOGY

#### (GENERAL)

Major Code - 1260.00

#### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

#### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
BIOLOGY 6 General Biology I.....	5
BIOLOGY 7 General Biology II.....	5

#### AND COMPLETE THE COURSES IN THREE OF THE FOLLOWING FOUR GROUPS

##### GROUP 1

CHEM 101 General Chemistry I.....	5
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AND

CHEM 102 General Chemistry II.....	5
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##### GROUP 2

PHYSICS 6 General Physics I.....	4
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AND

PHYSICS 7 General Physics II.....	4
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OR

PHYSICS 37 Physics for Engineers and Scientists I.....	5
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AND

PHYSICS 38 Physics for Engineers and Scientists.....	5
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##### GROUP 3

CHEM 211 Organic Chemistry for Science Majors I.....	5
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CHEM 221 Biochemistry for Science Majors.....	5
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##### GROUP 4

MATH 260 Introduction to Analysis.....	5
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MATH 261 Calculus I.....	5
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### BIOLOGY

#### (HEALTH SCIENCE OPTION)

Major Code - 0401.10

#### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

The Health Science option of the Biology Associate in Arts 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.

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

#### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
ANATOMY 1 Introduction to Human Anatomy.....	4
BIOLOGY 3 or 5 Introduction to Human Biology.....	4
CHEM 51 Fundamentals of Chemistry I.....	5
OR	
CHEM 60 Introduction to General Chemistry.....	5
MICRO 20 General Microbiology.....	4
PHYSIOL 1 Introduction to Human Physiology.....	4

RECOMMENDED COURSES	UNITS
CHEM 101 General Chemistry I.....	5
CHEM 70 Introductory Organic and Biochemistry..	4
PSYCH 1 General Psychology I.....	3
SOC 1 Introduction to Sociology.....	3
OR	
SOC 2 American Social Problems.....	3
OR	
ANTHRO 102 Human Ways of Life: Cultural Anthropology.....	3

NOTE: Always review requirements of institution to which you plan to transfer. For instance, Cal State Northridge requires Math 261 for Cellular and Molecular Option and Chemistry 5 for Medical Technology Option.



## MAJOR REQUIREMENTS

### BUSINESS

Major Code -0501.00

"PLAN B"

ASSOCIATE IN ARTS DEGREE

CERTIFICATE PROGRAM

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

ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
ACCTG 1	Introductory Accounting I.....5
	OR
ACCTG 21	Bookkeeping & Accounting I.....3
	AND
ACCTG 22	Bookkeeping & Accounting II.....3
CSIT 901	Introduction to Computers and Their Uses.....3
BUS 1	Introduction to Business.....3
BUS 31	Business English.....3
BUS 32	Business Communications.....3
BUS 38	Business Computations.....3
LAW 1	Business Law I.....3
MGMT 1	Principles of Management.....3
MGMT 13	Small Business Management I.....3
MKTG 1	Principles of Selling.....3
MKTG 21	Principles of Marketing.....3
REAL ES 1	Principles of Real Estate.....3

RECOMMENDED	UNITS
MGMT 2	Organization and Management Theory....3
REAL ES 18	Real Estate Investments.....3
CAOT 101	Hands-on Internet.....1

CERTIFICATE PROGRAM

REQUIRED COURSES	UNITS
ACCTG 1	Introductory Accounting.....5
	OR
ACCTG 21	Bookkeeping & Accounting I.....3
	AND
ACCTG 22	Bookkeeping & Accounting II.....3
CSIT 901	Introduction to Computers and Their Uses.....3
BUS 1	Introduction to Business.....3
BUS 38	Business Computations.....3
LAW 1	Business Law I.....3
MGMT 1	Principles of Management.....3
MGMT 2	Organization and Management Theory....3
	OR
BUS 32	Business Communications.....3
MKTG 1	Principles of Selling.....3
MKTG 21	Principles of Marketing.....3
REAL ES 1	Principles of Real Estate.....3

### BUSINESS ADMINISTRATION

Major Code -0501.01

"PLAN A"

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, a prospective professor of business may get a start in the Associate and baccalaureate programs in business administration.

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

ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
ACCTG 1	Introductory Accounting I.....5
ACCTG 2	Introductory Accounting II.....5
CSIT 901	Introduction to Computers and Their Uses.....3
ECON 1	Principles of Economics I.....3
ECON 2	Principles of Economics II.....3
LAW 1	Business Law I.....3
MGMT 1	Principles of Management.....3
MATH 236	Mathematical Analysis for Business and Social Science II.....5
BUS 1	Introduction To Business.....3

RECOMMENDED	UNITS
CSIT 934	Operating Systems.....3
LAW 2	Business Law II.....3
MGMT 2	Organization and Management Theory....3
MKTG 21	Principles of Marketing.....3
BUS 31	Business English.....3

Foreign language through level 2 is recommended.



**CHEMISTRY**

Major Code - 1905.00

"PLAN B"

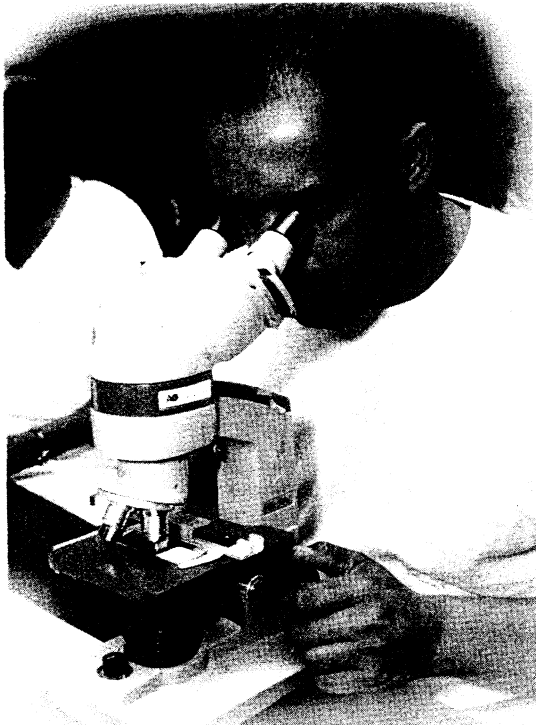
**ASSOCIATE IN ARTS DEGREE**

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

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

**ASSOCIATE DEGREE**

<b>REQUIRED COURSES</b>		<b>UNITS</b>
CHEM 101	General Chemistry I.....	5
CHEM 102	General Chemistry II.....	5
CHEM 211	Organic Chemistry for Science Majors I..	5
CHEM 212	Organic Chemistry for Science Majors II..	5
MATH 262	Calculus II.....	5
MATH 263	Calculus III.....	5
PHYSICS 37	Physics for Engineers and Scientists I.....	5
PHYSICS 38	Physics for Engineers and Scientists II and Nuclear Physics .....	5



**CHILD DEVELOPMENT**

Major Code - 1305.10

"PLAN B"

**ASSOCIATE IN ARTS DEGREE**

**CERTIFICATE PROGRAM**

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

The Child Development Program is designed for students who are interested in working with young children. The program centers on continuing experiences in a wide variety of pre-school settings. The CDC program will also meet the needs of persons who are currently employed in pre-school centers, but who wish to increase their professional skills. Young children are society's most valuable resource, and they must be nurtured with this judgment clearly in view. Students of the CDC Program strive to gain a deep understanding into the total development and potential of young children. The field is expanding with excellent job opportunities existing throughout the nation.

Students desiring to acquire only an Associate Degree in Child Development should follow the course requirements listed below.

Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

Transfer students who wish to also obtain an Associate Degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for the Associate Degree).

**ASSOCIATE DEGREE**

<b>REQUIRED COURSES</b>		<b>UNITS</b>
CH DEV 1	Child Growth and Development .....	3
CH DEV 2	Early Childhood: Principles and Practices .....	3
CH DEV 3	Creative Experience for Children 1.....	3
CH DEV 4	Creative Experience for Children 2.....	3
CH DEV 10	Child Health .....	3
CH DEV 11	Home, School and Community Relations .....	3

## MAJOR REQUIREMENTS

CH DEV 12	Parent-Teacher-Child Interaction.....	3
	Observation.....	3
CH DEV 22	Laboratory in Child Development 1.....	4
CH DEV 23	Practicum in Child Development 2.....	4
CH DEV 30	Infant Studies.....	3
CH DEV 38	Administration and Supervision of Early Childhood Programs 1.....	3

CH DEV 39	Administration and Supervision of Early Childhood Programs 2.....	3
FAM & CS 21	Nutrition.....	3

### RECOMMENDED UNITS

CH DEV 34	Observing and Recording Children's Behavior.....	3
	<b>OR</b>	
ANTHRO 102	Cultural Anthropology.....	3
	<b>OR</b>	
CH DEV 45	Programs for Exceptional Children.....	3
	<b>OR</b>	
CH DEV 65	Adult Administration /Early Childhood Mentoring.....	2

### CERTIFICATE PROGRAM

		UNITS
CH DEV 1	Child Growth and Development.....	3
CH DEV 2	Early Childhood: Principles and Practices.....	3
CH DEV 3	Creative Experience for Children I.....	3
CH DEV 4	Creative Experiences for Children II.....	3
CH DEV 10	Child Health.....	3
CH DEV 11	Home, School and Community Relations.....	3
CH DEV 12	Parent-Teacher-Child Interaction.....	3
CH DEV 22	Laboratory in Child Development.....	4
CH DEV 38	Administration and Supervision of Early Childhood Programs.....	3
CH DEV 65	Adult Administration /Early Childhood Mentoring.....	2
	Childhood Programs.....	3
FAM & CS 21	Nutrition.....	3

### TEACHER-PRIVATE PRE-SCHOOL

CH DEV 1	Child Growth and Development.....	3
CH DEV 2	Early Childhood: Principles and Practices.....	3
CH DEV 3	Creative Experience for Children I.....	3
	<b>OR</b>	
CH DEV 4	Creative Experiences for Children II.....	3
CH DEV 11	Home, School and Community Relations.....	3

### DIRECTOR-PRIVATE PRE-SCHOOL

CH DEV 1	Child Growth and Development.....	3
CH DEV 2	Early Childhood: Principles and Practices.....	3
CH DEV 3	Creative Experience for Children I.....	3
	<b>OR</b>	
CH DEV 4	Creative Experiences for Children II.....	3
CH DEV 11	Home, School and Community Relations.....	3
CH DEV 38	Administration and Supervision of Early Childhood Programs 1.....	3
	<b>OR</b>	
CH DEV 39	Administration and Supervision of Early Childhood Programs 2.....	3

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

### (GENERAL OFFICE)

Major Code -0514.01

### ASSOCIATE IN ARTS DEGREE

### CERTIFICATE PROGRAM

The Computer Applications and Office Technologies (CAOT) curriculum prepares students for office occupations such as receptionist and administrative assistant. Emphasis is placed on training and skills for entry-level positions leading to promotions and advanced positions in general office occupations.

### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS	
ACCTG 21	Bookkeeping and Accounting I.....	3
BUS 1	Introduction to Business.....	3
BUS 38	Business Computations.....	3
CAOT 1A,B,C	Typewriting/Keyboarding I.....	3
CAOT 2A,B,C	Keyboarding/ Document Processing II.....	3
CAOT 6	Adding and Calculating Machines.....	1
CAOT 31	Business English.....	3
CAOT 32	Business Communications.....	3
CAOT 34	Business Terminologies.....	2
CAOT 35	Word Processing: Concepts in Information Systems.....	3
CAOT 39	Word Processing: Keyboarding and Operations.....	3
CAOT 47	Applied Office Practice.....	2
<b>Also recommended:</b>		
CAOT 101	Hands on Internet.....	1
CAOT 107	Introduction to Presentation Programs (PowerPoint).....	1

### CERTIFICATE

CAOT 1 A,B,C	Typewriting/Keyboarding I A.....	3
CAOT 9	Keyboarding Improvement.....	1
CAOT 31	Business English.....	3
CAOT 32	Business Communications.....	3
CAOT 34	Business Terminologies.....	2
CAOT 35	Word Processing: Concepts in Information Systems.....	3
CAOT 39	Word Processing: Keyboarding and Operations.....	3
CAOT 47	Applied Office Practice.....	2
BUS 1	Introduction to Business.....	3
BUS 38	Business Computations.....	3
<b>Also recommended:</b>		
CAOT 101	Hands on Internet.....	1
CAOT 107	Introduction to Presentation Programs (PowerPoint).....	1

## MAJOR REQUIREMENTS

### COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

#### WORDPROCESSING

Major Code -0514.02

(Formerly Office Administration)

Major Code -0514.02

#### ASSOCIATE IN ARTS DEGREE

#### CERTIFICATE PROGRAM

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

#### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
BUS 1 Introduction to Business .....	3
BUS 38 Business Computations .....	3
ACCTG 21 Bookkeeping & Accounting .....	3
ACCTG 25 Automated Accounting Methods and Procedures .....	3
CAOT 2 ABC Keyboarding/Document Processing II .....	3
CSIT 901 Introduction to Computer Science .....	3
CAOT 6 Adding and Calculating Machines .....	1
CAOT 31 Business English .....	3
CAOT 32 Business Communications .....	3
CAOT 34 Business Terminology .....	2
CAOT 35 Word Processing: Concepts in Information Systems .....	3
CAOT 39 Word Processing: Keyboarding and Operations .....	3
CAOT 79 Word Processing Applications .....	3
CAOT 88 Microcomputer Office Applications: Desk Top Publishing .....	3

#### Also recommended:

CAOT 101 Hands on Internet .....	1
CAOT 107 Introduction to Presentation Programs (PowerPoint) .....	1

RECOMMENDED ELECTIVES	UNITS
LAW 1 Business Law 1 .....	3
CSIT 934 Operating Systems .....	3

#### CERTIFICATE

RECOMMENDED ELECTIVES	UNITS
CAOT 1 ABC Keyboarding/Document Processing I .....	3
CAOT 2 ABC Keyboarding/Document Processing II .....	3
CAOT 6 Adding and Calculating Machines .....	1
CAOT 31 Business English .....	3
CAOT 32 Business Communications .....	3
CAOT 34 Business Terminology's .....	2
CAOT 35 Word Processing Concepts in Information Systems .....	3
CAOT 39 Word Processing: Keyboarding and Operations .....	3
CAOT 79 Word Processing Applications .....	3
ACCTG 21 Bookkeeping & Accounting .....	3
ACCTG 25 Automated Accounting methods and Procedures .....	3

#### Also recommended:

CAOT 107 Introduction to Presentation Programs (PowerPoint) .....	1
CAOT 101 Hands on Internet .....	1

### MEDICAL/DENTAL OFFICE ADMINISTRATION COMPUTING CERTIFICATE

This program will prepare students to work in the medical/dental office. The student will be able to use common computer programs to plan, manage and collect on insurance plans, records and file reports needed by the State or Federal Agencies. Communication skills and office personnel relations will be emphasized.

CAOT 1A Typewriting/Keyboarding I A .....	3
CAOT 31 Business English .....	3
CAOT 44A Medical Terminology A .....	1
CAOT 64 Office Administration Laboratory .....	1
CAOT 75A Word Processing/Equip. Operations A .....	1
CAOT 116 Medical & Dental Insurance Forms .....	1
CAOT 117 Computer 64 .....	1
CAOT 118 Workplace Skills Development .....	1
CAOT 119 Medical & Dental Office Procedures .....	1
CAOT 921 Cooperative Education .....	1
LRNSKIL 49 LRN SKIL: Introduction to Computer Assisted Instruction .....	1

### COMPUTER SCIENCE INFORMATION TECHNOLOGY

Major Code -0701.00

#### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

#### CERTIFICATE PROGRAM

This curriculum offers instruction to students interested in careers in computing. A computer science option and an application software option are offered. Regardless of option chosen, a student may obtain either an Associate in Arts degree or a professional Certificate by completing the appropriate course requirements listed below.

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

## MAJOR REQUIREMENTS

### COMPUTER SCIENCE OPTION

#### ASSOCIATE DEGREE

OR

#### CERTIFICATE PROGRAM

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

#### ELECTIVES

Choose any three of the following elective classes.

CS-IT 930 Microcomputer Application Software.....	4
CS-IT 933 Data Base Design & Programming .....	3
CS-IT 938 Visual BASIC programming.....	3
CS-IT 948 Advanced Spreadsheet Applications.....	3
CS-IT 967 Micro-computer Operating .....	3
Environments .....	3
Local Area Networks .....	3
CS-IT 987 Introduction to Microsoft Networks.....	3
CS-IT 965 Introduction to Microsoft Windows NT .....	3
CS-IT 981 Workstation.....	3

### APPLICATION SOFTWARE OPTION

#### ASSOCIATE DEGREE OR CERTIFICATE PROGRAM

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

#### ELECTIVES

Choose any three of the following elective classes

CS-IT 948 Advanced Spreadsheet Applications.....	3
CS-IT 965 Introduction to Microsoft Networks.....	3
CS-IT 981 Introduction to Microsoft Windows NT .....	3
Workstation.....	3
CAOT 79 Word Processing Applications .....	3
CAOT 88 Microcomputer Office Applications: Desktop Publishing.....	3
ACCTG 1 Introductory Accounting I.....	5

## CORRECTIONS

"PLAN B"

#### CERTIFICATE PROGRAM

REQUIRED COURSES	UNITS
CORR 1* Introduction to Corrections.....	3
CORR 2 Correctional Institutions.....	3
CORR 3 Field Work I.....	3
CORR 4 Field Work II.....	3
CORR 5 Legal Aspects of Corrections .....	3
ADM JUS 1 Introduction to Administration of Justice.....	3
ADM JUS 2 Concepts of Criminal Law .....	3
ADM JUS 4 Principles & Procedures - Justice System.....	3
ADM JUS 8 Juvenile Procedures.....	3
ADM JUS 39 Probation and Parole.....	3
ADM JUS Elective.....	3
ADM JUS Elective.....	3

Note: Administration of Justice 385 can substitute for Corrections 3 and 4.

Note: \*Corrections 1 = Administration of Justice 75 Veterans and law enforcement personnel may have Physical Education exemption.

## CRIMINAL JUSTICE

(See Administration of Justice)  
Major Code -2105.00



## MAJOR REQUIREMENTS

### DENTAL HYGIENE

Major Code - 1204.20

"PLAN B"

ASSOCIATE IN SCIENCE DEGREE

*(Admission by Special Selection)*

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

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

The program in dental hygiene is accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the Commission on Recognition of Post Secondary Accreditation and by the United States Department of Education. Admission to the dental hygiene program is highly selective and by special selection. 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. All required courses in each semester are co-requisites and prerequisites for the subsequent semester. 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

PROGRAM ENTRANCE REQUIREMENTS	UNITS
Chemistry 60 or .....	5
Chemistry 51 .....	5
Microbiology 20 .....	4
Anatomy 1 .....	4
Physiology 1 .....	4
English 101 .....	3
Psychology 1 .....	3
Sociology 1 .....	3
Speech 101 .....	3

ASSOCIATE DEGREE

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

FIRST SEMESTER - Fall	UNITS
DEN HY 100 Principles of Clinical Dental Hygiene .....	2
DEN HY 101 Intro to Clinical Dental Hygiene A, B .....	2
DEN HY 102 Radiology I - Introduction to Radiology ....	1
DEN HY 103 Radiology I - Laboratory .....	1
DEN HY 104 Dental Morphology .....	2

DEN HY 105 General Pathology .....	2
DEN HY 106 Anatomy of the Head and Neck .....	2
DEN HY 109 Infection Control .....	1
DEN HY 152 Special Patient Care .....	1

SECOND SEMESTER - Spring	UNITS
DEN HY 88 Dental Hygiene Developmental Clinic .....	1
DEN HY 108 Introduction to Periodontics .....	2
DEN HY 150 Preventive Dentistry .....	1
DEN HY 151 Clinical Dental Hygiene IIA, B .....	3
DEN HY 153 Radiology II - Interpretation .....	1
DEN HY 154 Oral Pathology .....	2
DEN HY 156 Histology & Embryology of Oral tissues ...	2
DEN HY 207 Pain Control .....	1
DEN HY 256 Biochemical Nutrition .....	3

SUMMER	UNITS
DEN HY 160 Clinical Dental Hygiene .....	2

THIRD SEMESTER - Fall	UNITS
DEN HY 155 Dental Materials .....	2
DEN HY 200 Cariology and Occlusion .....	1
DEN HY 201 Clinical Dental Hygiene IIIA, B .....	4
DEN HY 203 Expanded Functions - Lab .....	1
DEN HY 204 Dental Health Education .....	1
DEN HY 205 Dental Health Education - Practicum .....	1
DEN HY 206 Periodontics .....	1
DEN HY 208 Pharmacology .....	3
DEN HY 88 Development Clinic .....	1

FOURTH SEMESTER - Spring	UNITS
DEN HY 210 Emergencies in Dental Practice .....	1
DEN HY 250 Advanced Periodontal Seminar .....	1
DEN HY 251 Clinical Dental Hygiene IVA, B .....	5
DEN HY 252 Essentials of Dental Hygiene Practice .....	2
DEN HY 253 Community Dental Health .....	1
DEN HY 254 Community Dental Health - Practicum ....	1
DEN HY 88 Dental Hygiene Developmental Clinic .....	1

### ECONOMICS

Major Code - 2204.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

## MAJOR REQUIREMENTS

### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting I.....	5
ECON 1 Principles of Economics I.....	3
ECON 2 Principles of Economics II.....	3
MATH 225 Introductory Statics.....	3
MATH 235 Mathematical Analysis for Business and Social Sciences I.....	5
(if Math 235 is elected, add ECON 10)	

#### Recommended Courses:

Social Science courses beyond the general education requirement;

Additional mathematical courses;

#### AND

Computer Science-Information Technology 912

### ENGINEERING, GENERAL

Major Code -0901.00

#### "PLAN B"

### ASSOCIATE IN ARTS DEGREE

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

### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
CHEM 101 General Chemistry I.....	5
CHEM 10 2* General Chemistry II.....	5
ENG GEN 2 Introduction to Engineering Drafting.....	3
ENG GEN 4 Engineering Descriptive Geometry.....	3
ENGR 7 Statistics.....	3
MATH 261 Calculus I.....	5
MATH 262 Calculus II.....	5
MATH 263 Calculus III.....	5
PHYSICS 37 Physics for Engineers and Scientists I.....	5
PHYSICS 38 Physics for Engineers and Scientists II.....	5
PHYSICS 39 Physics for Engineers and Scientists III.....	5

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

### ENGLISH

Major Code -1102.00

#### "PLAN A"

### ASSOCIATE IN ARTS DEGREE

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

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

### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
ENGLISH 101 College Reading & Composition I.....	3
ENGLISH 102 College Reading & Composition II.....	3
Or	
ENGLISH 103 Composition and Critical Thinking.....	3

#### AND 12 UNITS FROM THE FOLLOWING:

Broadcasting 1

Cinema 18, 107

English 127, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 218, 219, 233, 234, 239, 240, 250

Journalism 105

Theater 100, 110, 200, 240, 205

### ENTERTAINMENT STUDIES: THEATER ARTS

The Language Arts Division's Theater Arts Certificate is offered in Entertainment Studies to meet the current demand in the industry. Topics included are listed below.

#### "PLAN A"

### CERTIFICATE PROGRAM

REQUIRED COURSES	UNITS
THEATER 100 Introduction to the Theater.....	3
THEATER 110 History of the World Theater.....	3
THEATER 200 Introduction to Acting.....	3

6 units may be selected from among the following courses:

THEATER 240 Voice and Articulation for the Theater....	3
(Same as Speech 111)	
THEATER 285 Directed Study - Theater.....	2
THEATER 505 History of Motion Pictures and TV.....	3
(Same as Cinema 3)	

## MAJOR REQUIREMENTS

THEATER 911	Cooperative Education - Theater .....	1
THEATER 921	Cooperative Education - Theater .....	2
THEATER 931	Cooperative Education - Theater .....	3
THEATER 941	Cooperative Education - Theater .....	4
SPEECH 130	Introduction to Oral Interpretation.....	3
	(Same as Theater 210)	
SPEECH 135	Storytelling .....	3

**Note:** Also, see Theater Arts Listing.

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### FRENCH

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Major Code -1102.00

"PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

#### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS	
FRENCH 1	Elementary French I.....	5
FRENCH 2	Elementary French 2 .....	5
FRENCH 3	Intermediate French I.....	5
FRENCH 4	Intermediate French 2.....	5
FRENCH 101	French Language Lab .....	1

RECOMMENDED	UNITS	
ENG 203	World Literature I.....	3
FRENCH 10	French Civilization.....	3
HUMAN 31	Man in Contemporary Society.....	3

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### GEOGRAPHY

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Major Code -2206.00

"PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

Students desiring to acquire only an Associate Degree in Geography should follow the course requirements listed below. Transfer students should consult the Counseling

Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an Associate Degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for the Associate Degree).

#### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS	
GEOG 1	Physical Geography .....	3
GEOG 2	Cultural Elements of Geography.....	3
GEOG 7	World Regional Geography.....	3
GEOG 15	Physical Geography Laboratory .....	2
MATH 225	Introductory Statistics .....	3
MATH 226	Elementary Statistics Problem Solving ...	1
	Foreign Language (2 courses) .....	10

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### GEOLOGY

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Major Code -1914.00

"PLAN B"

#### ASSOCIATE IN ARTS DEGREE

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

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

## MAJOR REQUIREMENTS

### ASSOCIATE DEGREE

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

### HEALTH PROFESSIONS

Pre-Chiropractic  
Pre-Dentistry  
Pre-Dental Hygiene  
Pre-Medicine  
Pre-Nursing  
Pre-Optometry  
Pre-Osteopathy  
Pre-Pharmacy  
Pre-Physical & Occupational Therapy  
Pre-Veterinarian

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

### HISTORY

Major Code -2205.00

#### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

#### ASSOCIATE DEGREE

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

AND

AT LEAST 6 UNITS FROM THE FOLLOWING: UNITS

ANTHRO 101 Human Biological Evolution.....	3
OR	
ANTHRO 102 Human Ways of Life: Cultural Anthropology.....	3
ECON 1 Principles of Economics I.....	3
GEOG 1 Physical Geography.....	3

POL SCI 1	Government of the United States and California.....	3
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\*For those transferring to UCLA, History 41 and 42 may be substituted for History 11 and 12 respectively.

### LAW

(LEGAL ASSISTANT/PARALEGAL STUDIES)

Major Code -1402.00

#### ASSOCIATE IN ARTS DEGREE

#### CERTIFICATE PROGRAM

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

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

#### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
LAW 1 Business Law I.....	3
LAW 2 Business Law II.....	3
LAW 3 Civil Rights and the Law.....	3
PALEGAL 4 Field Practice In Law Office.....	3
PALEGAL 10 Intro to Legal Assistant I.....	3
LAW 11 Intro to Legal Assistant II.....	3
PALEGAL 12 Tort Law and Claims Investigation.....	3
PALEGAL 13 Wills, Trusts and Probate Administration.....	3
PALEGAL 14 Law Office Management.....	3
PALEGAL 15 Property, Bankruptcy and Family Law.....	3
PALEGAL 16 Civil and Criminal Evidence.....	3
PALEGAL 17 Legal Writing.....	3
ENGLISH 28 Intermediate Reading and Composition ..	3
CAOT 39 Word Processing, Keyboarding and Operations.....	3

RECOMMENDED COURSES	UNITS
PALEGAL 18* Marriage and Family Law.....	3
PALEGAL 19* Property and Creditor Rights.....	3
LAW 20 Basic Probate Procedures.....	3
LAW 33 Law and the Media.....	3
LAW 35 Immigration Law for Paralegals.....	3
LAW 385 Directed Studies.....	3
LRN SKIL 17 On-line Legal Research.....	1
CAOT 35 Word Processing: Concepts in Information Systems.....	3
REAL ES 5 Legal Aspects of Real Estate I.....	3

\*PALEGAL 18 and 19 may be substituted for PALEGAL 15. For specific substitution of classes, see Program Director.

## MAJOR REQUIREMENTS

### CERTIFICATE

		UNITS
LAW 1	Business Law I.....	3
LAW 2	Business Law II.....	3
LAW 3	Civil Rights and the Law.....	3
PALEGAL 4	Field Practice in Law Office.....	3
PALEGAL 10	Introduction to Legal Assistant I.....	3
PALEGAL 11	Introduction to Legal Assistant II.....	3
PALEGAL 12	Tort Law and Claims Investigation.....	3
PALEGAL 13	Wills, Trusts, and Probate Administration.....	3
PALEGAL 14	Law Office Managements.....	3
PALEGAL 15	Property, Bankruptcy and Family Law.....	3
PALEGAL 16	Civil and Criminal Evidence.....	3
PALEGAL 17	Legal Writing.....	3
ENGLISH 101	College Reading and Composition I.....	3
CAOT 39	Word Processing, Keyboarding and Operations.....	3

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

*Students must complete English 101 with a grade of C or better.*

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### PRE-LAW

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

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### LIBERAL ARTS

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Major Code -4901.01

#### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

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

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

#### PATTERN A

Major Code -4901.01

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

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

In addition to the above, select an additional 9 units from Plan A in Areas A, B, C, D.

#### PATTERN B

Major Code -4901.02

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

#### PATTERN C

Major Code -4901.03

For career students, 18 units in any discipline in which West Los Angeles College is authorized to offer a career certificate. 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 chairperson.

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### MANAGEMENT

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Major Code -0506.00

#### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

#### CERTIFICATE PROGRAM

These programs concentrate on managing human and fiscal resources within the structure, culture, and mission of any organization with detailed analysis on planning, organizing, leading, and controlling. Emphasis is placed on elements of change, effective communication, workforce diversity, and performance systems. The student will leave with a solid grounding in the nature and work of management and its role in the new millennium.

#### ASSOCIATE DEGREE

#### REQUIRED COURSES

	UNITS
ACCTG 1	Introductory Accounting I..... 5
BUS 1	Introduction to Business..... 3
BUS 38	Business Computations..... 3
ECON 1	Principles of Economics I..... 3
BUS 32	Business Communications..... 3
LAW 1	Business Law I..... 3
MGMT 1	Principles of Management..... 3
MGMT 2	Organization & Management Theory..... 3
MGMT 6	Public Relations..... 3

Select 3 units from: Business Cooperative Education, Economics, Law, Management, or CSIT 901.

## MAJOR REQUIREMENTS

### CERTIFICATE

ACCTG 1	Introductory Accounting I.....	5
BUS 1	Introduction to Business .....	3
ECON 1	Principles of Economics I .....	3
LAW 1	Business Law I.....	3
MGMT 1	Principles of Management.....	3
MGMT 2	Organization & Management Theory .....	3
BUS 31	Business English .....	3

Select 3 units from: Business Cooperative Education, Economics, Law, Management Supervision, or CSIT 901.

\*Please consult English Department for substitutions.

### MANAGEMENT

(SMALL BUSINESS)

Major Code -0506.01

"PLAN A"

ASSOCIATE IN ARTS DEGREE

CERTIFICATE PROGRAM

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

ASSOCIATE DEGREE

REQUIRED COURSES	UNITS	
ACCTG 1	Introductory Accounting I.....	5
BUS 1	Introduction to Business .....	3
CSIT 901	Introduction to Computers and Their Uses.....	3
BUS 38	Business Computations.....	3
LAW 1	Business Law I.....	3
MGMT 1	Principles of Management.....	3
	OR	
MGMT 13	Small Business Management.....	3
MGMT 2	Organization and Management Theory .....	3
MKTG 1	Principles of Selling.....	3
MKTG 21	Principles of Marketing.....	3

Select 3 units from: Business Cooperative Education, Economics, Law, or CSIT 901.

RECOMMENDED	UNITS	
CSIT 933	Micro Data Base Programming.....	3
BUS 32	Business Communications.....	3

### CERTIFICATE

UNITS REQUIRED	UNITS	
ACCTG 1	Introductory Accounting I.....	5
BUS 1	Introduction to Business .....	3
BUS 31	Business English.....	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 6	Public Relations.....	3
MGMT 13	Small Business Management I.....	3
MKTG 1	Principles of Selling .....	3
MKTG 21	Principles of Marketing.....	3

#### Recommended

BUS 32	Business Communications .....	3
CSIT 901	Introduction to Computers and Their Uses.....	3

### MARKETING

Major Code -0509.50

"PLAN A"

ASSOCIATE IN ARTS DEGREE

CERTIFICATE PROGRAM

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

ASSOCIATE DEGREE

REQUIRED COURSES	UNITS	
ACCTG 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
CSIT 901	Introduction to Computers and Their Uses .....	3
LAW 1	Business Law I.....	3
MGMT 1	Principles of Management .....	3
MGMT 6	Public Relations.....	3
MKTG 1	Principles of Selling .....	3
MKTG 21	Principles of Marketing.....	3

RECOMMENDED	UNITS	
MGMT 13	Small Business Management I.....	3
MGMT 11	Management Practice.....	3

## MAJOR REQUIREMENTS

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### MATHEMATICS

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#### "PLAN B"

#### ASSOCIATE IN ARTS DEGREE

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

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

#### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
CHEM 101 General Chemistry I.....	5
CHEM 102 General Chemistry II.....	5
MATH 260 Pre Calculus.....	5
MATH 261 Calculus I.....	5
MATH 262 Calculus II.....	5
MATH 263 Calculus III.....	5
MATH 270 Linear Algebra.....	3
PHYSICS 37 Physics for Engineers and Scientists I.....	5
PHYSICS 38 Physics for Engineers and Scientists II.....	5

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### MUSIC

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Major Code -1004.00

#### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

#### ASSOCIATE DEGREE

MUSIC 101 Fundamentals of Music.....	3
MUSIC 121 Music History & Literature I.....	3
OR	
MUSIC 122 Music History and Literature II.....	3
MUSIC 201 Harmony I.....	3

MUSIC 202 Harmony II.....	3
MUSIC 203 Harmony III.....	3
MUSIC 211 Musicianship I.....	2
MUSIC 212 Musicianship II.....	2
MUSIC 213 Musicianship III.....	2
MUSIC 321 Elementary Piano I.....	2
MUSIC 322 Elementary Piano II.....	2
MUSIC 411 Elementary Voice I.....	2

The piano proficiency requirement may be met by examination if the student has had previous training. Enrollment in the elementary voice sequence (MUSIC 411, 412, 413, 414), and/or the elementary piano sequence (MUSIC 321, 322, 323, 324) is recommended for music majors who are preparing for performance or music education careers.

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### OFFICE ADMINISTRATION

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#### (WORD PROCESSING)

(See Computer Applications and Office Technologies)

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### PACE

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*Program for Accelerated College Education (PACE) is a two-year college Associate of Arts degree program designed with the full-time worker in mind.*

**PACE** is one option for satisfying the requirements for the Liberal Arts Major pattern A.

**PACE** is both fast and convenient. Students are able to finish an AA degree in Liberal Arts and complete most of the lower division requirements for transfer to the California State University System and to many private universities in four semesters and two summers. During each semester, students attend one evening a week for four hours, four Saturdays from 8:00 a.m. to 5:00 p.m. and watch two hours of instructional television per week. Twelve units of college credits are completed each semester and six units each Summer.

There are two eight-week sessions per semester and one session per summer. The PACE format is based upon a two-year semester cycle. Students may enter in any eight-week session. 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 in two eight-week sessions per semester and one in summer.

Contact the PACE Office for additional information, orientation dates and course offerings in Business, Liberal Arts and Future Teacher Tracks.

# MAJOR REQUIREMENTS

## PHILOSOPHY

Major Code -1509.00

### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

#### ASSOCIATE DEGREE

REQUIRED COURSES		UNITS
PHILOS 1	Introduction to Philosophy.....	3
PHILOS 20	Ethics.....	3

PHILOS 8	Deductive Logic .....	3
	<b>OR</b>	
PHILOS 9	Symbolic Logic I.....	3
	<b>AND</b>	

#### AT LEAST 9 UNITS FROM THE

FOLLOWING:		UNITS
ANTHRO 102	Human Ways of Life; Cultural Anthropology .....	3
ECON 1	Principles of Economics I .....	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
PHILOS 3	History of Greek Thought.....	3

Note: For those transferring to CSUN, Philosophy 3 may be substituted for Philosophy 1.

## PHYSICAL EDUCATION

Major Code -0835.00

### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

#### ASSOCIATE DEGREE

REQUIRED COURSES		UNITS
ANATOMY 1	Introduction to Human Anatomy.....	4
PHYSIOL 1	Elementary Physiology.....	4

#### AND

SELECT A MAXIMUM OF 4 UNITS FROM THE FOLLOWING:		UNITS
PHYS ED 102	Swimming Skills .....	1
PHYS ED 665	Basketball Skills.....	1
	667 Flag, Touch, Football Skills.....	1
	684 Volleyball Skills.....	1
PHYS ED 460	Ballet Techniques .....	1
	463 Modern Jazz Dance .....	1
PHYS ED 503	Baseball.....	2
	516 Inter-collegiate Sports.....	2

#### AND

SELECT A MAXIMUM OF 8 UNITS FROM THE FOLLOWING:		UNITS
PHYS ED 652	Professional and Sports Skills .....	1
PHYS ED 712	Introduction to Physical Education.....	3
PHYS ED 716	Games & Rhythms for the Elementary School I.....	3
PHYS ED 717	Games & Rhythms for the Elementary School II.....	3
PHYS ED 801	Modern Dance I.....	3
	802 Modern Dance II.....	3
	803 Modern Dance III.....	3
PHYS ED 805	Ballet I.....	2
	806 Ballet II.....	2
PHYS ED 814	Dance Production .....	2

# MAJOR REQUIREMENTS

## PHYSICS

Major Code - 1903

"PLAN A"

### ASSOCIATE IN ARTS DEGREE

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

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

### ASSOCIATE DEGREE

REQUIRED COURSES		UNITS
CHEM 101	General Chemistry I.....	5
CHEM 102	General Chemistry II.....	5
MATH 262	Calculus II.....	5
MATH 263	Calculus III.....	5
PHYSICS 37	Physics for Engineers and Scientists I.....	5
PHYSICS 38	Physics for Engineers and Scientists II.....	5
PHYSICS 39	Physics for Engineers and Scientists III.....	5

## POLITICAL SCIENCE

Major Code - 2207.00

"PLAN A"

### ASSOCIATE IN ARTS DEGREE

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

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

### ASSOCIATE DEGREE

REQUIRED COURSES		UNITS
HISTORY 11	Political and Social History of the United States I.....	3
<b>OR</b>		
HISTORY 12	Political and Social History of the United States II.....	3
POL SCI 1	The Government of the United States and California.....	3
POL SCI 2	Modern World Governments.....	3
POL SCI 7	Contemporary World Affairs.....	3

**AND**

### AT LEAST 6 ADDITIONAL FROM

THE FOLLOWING:		UNITS
ANTHRO 101	Human Biological Evolution.....	3
<b>OR</b>		
SOC 1	Introduction to Sociology.....	3
ECON 1	Principles of Economics I.....	3
HISTORY 1	Introduction to Western Civilization I.....	3
<b>OR</b>		
HISTORY 2	Introduction to Western Civilization II.....	3
HISTORY 13	The United States in the Twentieth Century.....	3
<b>OR</b>		
HISTORY 14	Selected Issues of United States History.....	3
<b>OR</b>		
POL SCI 8	The Modern Far East.....	3
(see catalog for History course limitations)		
<b>OR</b>		
POL SCI 4	Introduction to State and Local Governments	3

## PSYCHOLOGY

Major Code - 2001.00

"PLAN A"

### ASSOCIATE IN ARTS DEGREE

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

Students desiring to acquire only an Associate Degree in Psychology should follow the course requirements listed below. Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who wish to also obtain an Associate Degree may do so by completing all

# MAJOR REQUIREMENTS

WLAC general education requirements plus at least 21 units in the major as required by the transfer institution (a total of 60 units for Associate Degree).

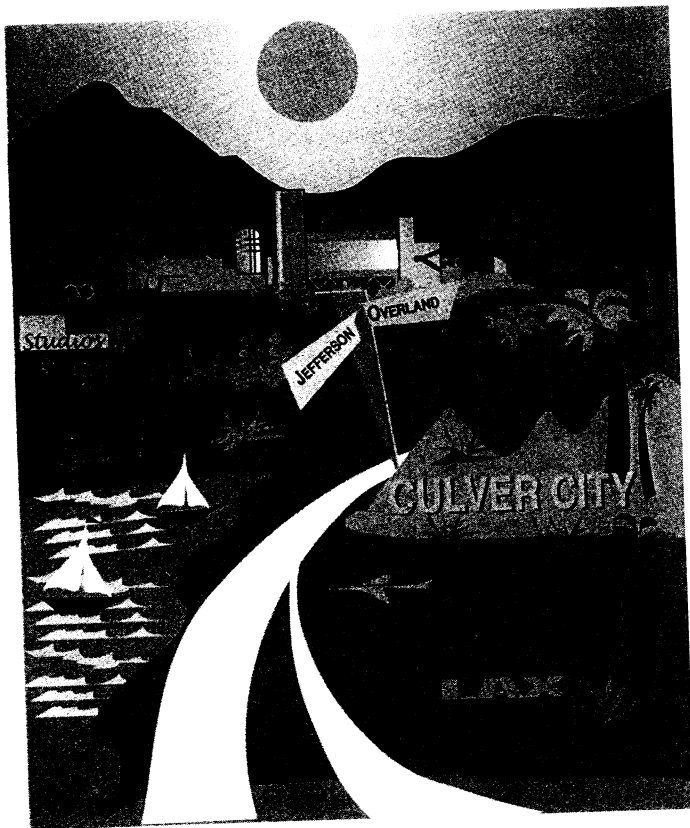
## ASSOCIATE DEGREE

REQUIRED COURSES		UNITS
PSYCH 1	General Psychology I.....	3
PSYCH 2	General Psychology II.....	3
MATH 225	Introductory Statistics.....	3

AT LEAST 9 UNITS FROM THE FOLLOWING:		UNITS
PSYCH 14	Abnormal Psychology.....	3
PSYCH 16	Love and Marriage.....	3
PSYCH 41	Life Span Psychology.....	3
PSYCH 52	Psychological Aspects of Human Sexuality.....	3

AT LEAST 13 UNITS FROM THE FOLLOWING:		UNITS
ANTHRO 101	Human Biological Evolution.....	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3

PHILOS 1	Introduction to Philosophy.....	3
SOC 1	Introduction to Sociology.....	3



# REAL ESTATE

Major Code -0511.00

"PLAN A"

## ASSOCIATE IN ARTS DEGREE

### CERTIFICATE PROGRAM

The Associate in Arts Degree in Real Estate is designed for the serious student who seeks a rewarding career as a real estate professional. The degree offers a vigorous academic program exploring all facets of the real estate profession. Completion of the degree program fulfills the education requirements for the California Real Estate Broker's License.

*(Students should verify broker's license requirements with state Department of Real Estate.)*

## ASSOCIATE DEGREE

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

ELECTIVES (Select specialization desired)		UNITS
REAL ES 14	Property Management.....	3
REAL ES 16	Income Tax Aspects of Real Estate.....	3
REAL ES 18	Real Estate Investments.....	3
MGMT 2	Organization & Management Theory.....	3
MKTG 1	Principles of Selling.....	3
ACCTG 1*	Introductory Accounting I.....	3
LAW 1	Business Law I.....	3

\* or ACCTG 21 and ACCTG 22

## CERTIFICATE - REAL ESTATE

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

*(Students should verify broker's license requirements with state Department of Real Estate.)*

REAL ES 1	Real Estate Principles.....	3
REAL ES 3	Real Estate practices.....	3
REAL ES 5	Legal Aspects of Real Estate I.....	3
REAL ES 7	Real Estate Finance I.....	3
REAL ES 9	Real Estate Appraisal I.....	3
REAL ES 21	Real Estate Economics.....	3
Electives	.....	6

ELECTIVES		UNITS
REAL ES 10	Real Estate Appraisal II.....	3
REAL ES 14	Real Estate Property Management.....	3
ACCTG 1	Introductory Accounting I.....	3
LAW 1	Business Law I.....	3

# MAJOR REQUIREMENTS

## SOCIOLOGY

Major Code -220B.00

### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

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

#### ASSOCIATE DEGREE

REQUIRED COURSES	UNITS
SOC 1 Introduction to Sociology .....	3
SOC 2 American Social Problems .....	3
SOC 11 Ethnic and Racial Minorities in the U.S. ...	3

#### AND

AT LEAST ONE FROM EACH OF THE FOLLOWING GROUPS:

- BIOLOGY 4, 5, PSYCH 2, ANTH 101
- ECON 1, 2, POL SCI 1
- HISTORY 12, 13, 41, 42, 44
- PHILOS 1, 20, 23
- PSYCH 1, 16, 41

#### AND

AT LEAST ONE OF THE FOLLOWING:

	UNITS
CSIT 901 Introduction to Computers and Their Uses .....	3
MATH 225 Introductory Statistics .....	3
PHILOS 6 Logic in Practice .....	3
PHILOS 8 Deductive Logic .....	3
PHILOS 9 Symbolic Logic I .....	3

RECOMMENDED	UNITS
ANTHRO 102 Human Ways of Life: Cultural Anthropology .....	3
GEOG 2 Cultural Elements of Geography .....	3

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

## SPANISH

Major Code -1105.00

### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

#### ASSOCIATE DEGREE

REQUIRED		UNITS
SPANISH 1	Elementary Spanish I .....	5
SPANISH 2	Elementary Spanish II .....	5
SPANISH 3	Intermediate Spanish I .....	5
SPANISH 8	Conversational Spanish .....	2
SPANISH 101	Language Lab .....	1

RECOMMENDED		UNITS
ENGLISH 204	World Literature II .....	3

## SPEECH

Major Code - 1506.01

### "PLAN A"

#### ASSOCIATE IN ARTS DEGREE

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

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

## MAJOR REQUIREMENTS

### ASSOCIATE DEGREE

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

AND

A MINIMUM OF NINE UNITS FROM THE FOLLOWING:		UNITS
SPEECH 102	Public Speaking II.....	3
SPEECH 111	Voice & Articulation.....	3
SPEECH 135	Storytelling .....	3
THEATRE 200	Introduction to Acting.....	3

## THEATER ARTS

### "PLAN A"

Degree or Certificate

The Language Arts Division is offering a certificate in Entertainment Studies: Theater Arts, created to meet the current demand in the industry. Topics included are listed below.

### CERTIFICATE PROGRAM

REQUIRED COURSES		UNITS
THEATER 100	Introduction to the Theater .....	3
THEATER 110	History of the World Theater.....	3
THEATER 200	Introduction to Acting .....	3

6 units may be selected from among the following courses:

THEATER 240	Voice and Articulation for the Theater ....	3
	(Same as Speech 111)	
THEATER 285	Directed Study - Theater.....	2
THEATER 505	History of Motion Pictures and TV .....	3
	(Same as Cinema 3)	
THEATER 911	Cooperative Education - Theater .....	1
THEATER 921	Cooperative Education - Theater .....	2
THEATER 931	Cooperative Education - Theater .....	3
THEATER 941	Cooperative Education - Theater .....	4
SPEECH 130	Introduction to Oral Interpretation.....	3
	(Same as Theater 210)	
SPEECH 135	Storytelling .....	3

**Note:** Also see Entertainment Studies: Theater Arts

## TRAVEL

Major Code -3009.00

### "PLAN B"

ASSOCIATE IN ARTS DEGREE

### CERTIFICATE PROGRAM

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

The number of travel agencies in the United States has grown to some 40,000, in 1999. Today, the travel industry offers more challenging opportunities than ever before to the person who is prepared to meet the requirements of this interesting field. Instruction is offered for persons wishing to enter the travel industry, and for persons already in the travel industry who wish to develop greater competency in their profession. Effective course selection can prepare a student for a career in one of the many travel-related businesses.

### ASSOCIATE DEGREE

Students completing this curriculum should be prepared and available for opportunities for employment, and/or advancement in present employment, in various areas of the travel industry. The Degree requirements will be fulfilled by completing any 12 of the 17 3-unit travel classes listed below, plus 24 semester units of general education subjects, as described in this catalog, for a total of 60 semester units.

REQUIRED COURSES		UNITS
TRAVEL 100	Introduction to the Travel Industry .....	3
TRAVEL 105	Domestic Airline Reservations and Ticketing .....	3
TRAVEL 110	Airline Computer Reservations APOLLO.....	3
TRAVEL 115	Airline Computer Reservations SABRE .....	3
TRAVEL 120	Airline Computer Reservations Advanced SABRE .....	3
TRAVEL 125	Airline Computer Reservations Advanced APOLLO.....	3
TRAVEL 130	Travel Destination Geography I.....	3
TRAVEL 135	Travel Destination Geography II.....	3
TRAVEL 137	Travel Destination Geography III.....	3
TRAVEL 140	Travel Industry Marketing & Sales .....	3
TRAVEL 145	International Airline Reservations and Ticketing .....	3
TRAVEL 155	Tour Escorting, Planning & Operations ...	3
TRAVEL 160	Opening, Operating and Managing a Travel Agency .....	3
TRAVEL 165	Travel Agency Accounting & Profit making.....	3
TRAVEL 180	Cruise Sales Specialization .....	3
TRAVEL 200	Introduction to the Airline Industry .....	3
TRAVEL 300	Introduction to the Hospitality Industry..	3

### CERTIFICATE

The Basic Certificate serves newcomers in the field preparing for entry-level positions. To earn this Certificate, students must complete Travel 100 and any three additional 3 unit courses from the above, for a total of 15 units.

RECOMMENDED FIRST SEMESTER COURSES		UNITS
TRAVEL 100	Introduction to the Travel Industry.....	3
TRAVEL 105	Domestic Reservations and Ticketing.....	3
TRAVEL 110	Airline Computer Reservations APOLLO.....	3
	<b>OR</b>	
TRAVEL 115	Airline Computer Reservations SABRE .....	3
TRAVEL 130	Travel Destination Geography I.....	3
	<b>OR</b>	
TRAVEL 135	Travel Destination Geography II.....	3
	<b>OR</b>	
TRAVEL 137	Travel Destination Geography III.....	3
TRAVEL 140	Travel Industry Marketing & Sales .....	3

### ADVANCED CERTIFICATE

The Advanced Certificate is designed for students who have completed the Basic Certificate program and then complete any four of the remaining courses.

To obtain the Advanced Certificate, students may not apply any course, which was previously used to obtain their Basic Certificate.

In order to receive a basic or advanced Certificate of Completion or a Degree in Travel, students must submit a petition to the Admissions Office during the semester in which the requirements will be completed. All courses must be completed with a grade of C or better.

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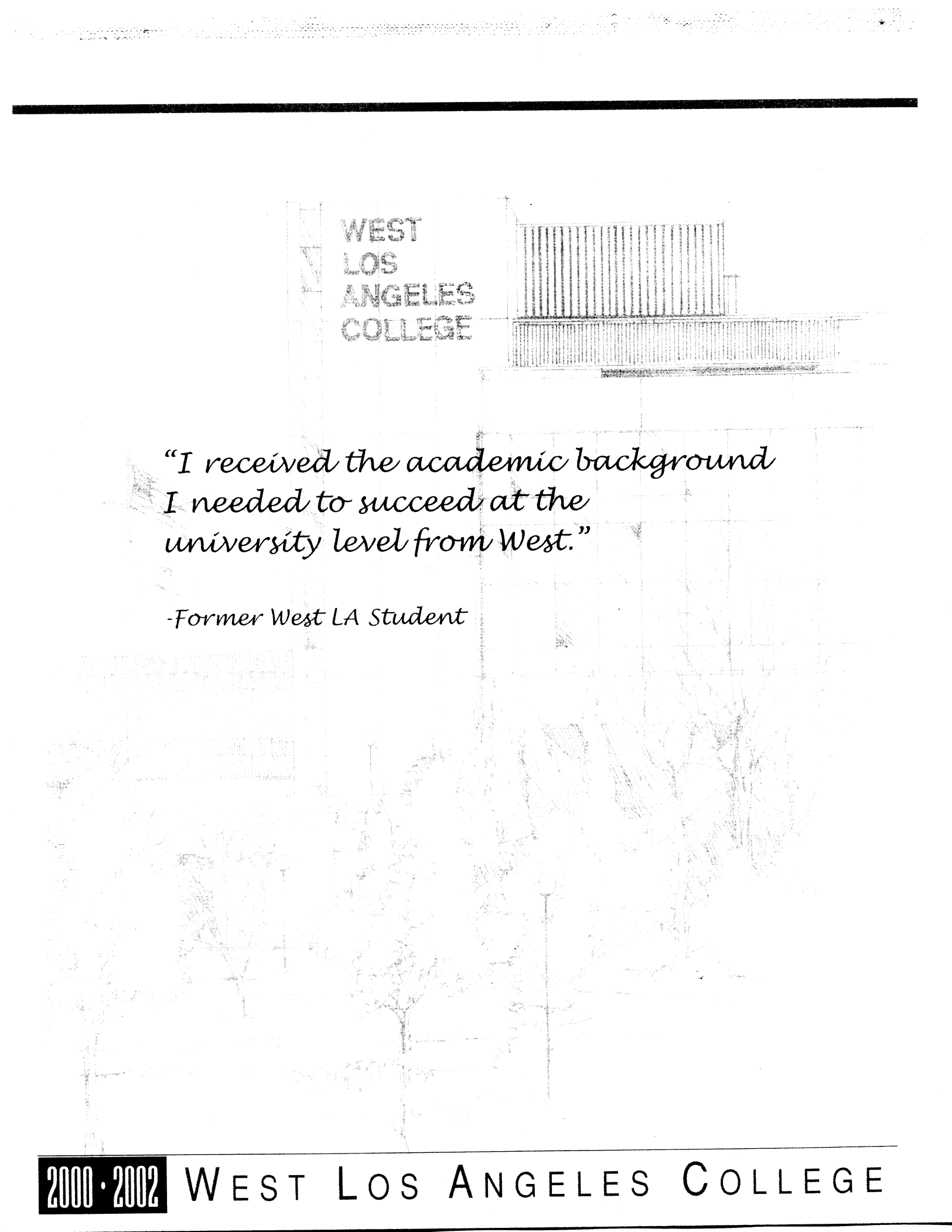
### WEEKEND COLLEGE

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A Saturday-only format, of instructional classes which meets for six week sessions of six hours per meeting. Students study three hours of educational videos per week, at home or on campus.

Students may earn six units per 16-week semester, and three units during the summer session and three units during the winter intersession, for a total of 18 units per academic year. Additional courses may be taken on weeknights.

All courses offered may be applied toward achievement of an Associate in Arts Degree and Transfer to a four-year university.



WEST  
LOS  
ANGELES  
COLLEGE

*"I received the academic background  
I needed to succeed at the  
university level from West."*

*-Former West LA Student*

2000 • 2002

WEST LOS ANGELES COLLEGE



# Course Descriptions

WEST LOS ANGELES COLLEGE

2000 • 2002

# COURSE DESCRIPTIONS

The courses offered are listed alphabetically with brief course descriptions. The number in parentheses following the course title indicates the credit value of each course in semester units. 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 courses that meet the major requirement of the educational programs listed in this catalog may be applied towards graduation requirements for the Associate Degree. All transfer courses may be applied to the Associate Degree. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree are designated by the code NDA, non-degree applicable. Transfer courses are acceptable for credit at the University of California and at the California State University according to the following codes:

## University of California

**UC** - Courses so designated are acceptable for credit at all campuses of the University of California.

## California State University

**CSU** - Courses so designated are acceptable for credit at all campuses of the California State University. Courses designated CSU are certified as being appropriate for baccalaureate degree credit for determining admission eligibility as an undergraduate transfer.

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

## California Articulation Numbering System (CAN)

Courses listed with a "CAN" designate those that are identically listed in the California State University and University of California higher education systems. The basic premise of the CAN numbering system is that identically numbered CAN courses are acceptable "in lieu of" each other and will assist students and counselors in decisions concerning transfer to those systems. While the courses are comparable, they are not necessarily identical. The numbering system was recently implemented and additional courses with the CAN designation will be added on an ongoing basis.

## Course Repeatability for Credit

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

## Course Prerequisite Policy

To help students succeed in classes, many courses in this catalog list either "required" or "recommended" prerequisites or co-requisites. (Anything listed after "Prerequisite:" is required; recommended prerequisites simply say

"Recommended.") Prerequisite means the preparation or previous course work considered necessary for success in the course. Co-requisite refers to concurrent enrollment in another

course, and unless indicated as "recommended" is required. Although it is not absolutely mandatory for a student to have met the recommended prerequisites to be successful, ***The college strongly advises students to complete such prerequisites as pre-enrollment preparation.*** Every effort has been made in this catalog to list only required or recommended prerequisites that have been established or reviewed in accordance with current Title 5 regulations.

### Required Prerequisites include:

1. Courses for which specific prerequisites have been validated in accordance with Title 5 regulations.
2. Sequential course work in a degree program
3. Courses in which a prerequisite is necessary for transfer to a four-year college.

Students who have questions about prerequisites should consult a college counselor or an instructor before registration.

### Required Prerequisite Challenge Procedure

Students may petition to challenge a prerequisite. A waiver requires written explanation of alternative course work, background, or abilities, which adequately prepare students for the course. Prerequisite challenge petitions are available in the Admissions Office, Student Entry Center, Assessment Office, or the Office of the Dean of Categorical Programs.

Reasons for seeking a prerequisite challenge must include one or more of the following:

1. The prerequisite course is not available
2. The student has reason to believe prerequisite has not been validly established and is in violation of Title 5 regulations
3. The student has the knowledge or ability to succeed in the course without meeting the prerequisite
4. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.

## ACCOUNTING

(See Also Business)

### 1 Introductory Accounting I (5) UC:CSU

This course emphasizes basic accounting theory and practices which include an analysis of records of original entry and their relationship to the general ledger, controlling accounts and their subsidiary ledgers, voucher system, periodic adjustments, worksheet, financial statements and closing the ledger.

*Note: Same as Accounting 21 with Accounting 22*

### 2 Introductory Accounting II (5) UC:CSU

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

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

*Acceptable for Management 1B credit, UCLA*

### 15 Tax Accounting I (3) CSU

*Prerequisite: Accounting 1 or equivalent.*

Credit allowed for only one either Accounting 15 or Business 10. Tax laws, accounting procedures, and preparation of returns required for federal and California State individual income taxes are covered.

### 16 Tax Accounting II (3) CSU

*Prerequisite: Successful completion of Accounting 15.*

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

### 17 Payroll Accounting (2)

This course presents methods and procedures of compiling payroll records and preparation of payroll tax

returns required by state and federal laws, including state and federal unemployment and social security, insurance and worker's compensation reports.

### 20 Managerial Accounting (3) CSU

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

### 21 Bookkeeping and Accounting I (3) UC:CSU

Fundamentals of double entry bookkeeping, preparation of the trial balance, work sheets and simple financial statements, use of controlling accounts, the control of cash and bank reconciliation statements are presented. Credit allowed only for either Accounting 1 or 21.

*Accounting 21 and 22 together equal Accounting 1.*

*Note: UC Transfer Credit Limit: A maximum of 5 units from Accounting 1, 21 and 22 will be acceptable for UC credit.*

### 22 Bookkeeping and Accounting II (3) UC:CSU

*Prerequisite: Accounting 21 or equivalent.*

The voucher system; payroll accounting; accounting of notes, bad debts, inventories, cost of goods sold, fixed assets, depreciation, adjustments and interim statements are presented. Together with Accounting 21, equals Accounting 1.

*Note: UC Transfer Credit Limit: A maximum of 5 units from Accounting 1, 21 and 22 will be acceptable for UC credit.*

### 25 Automated Accounting Methods and Procedures (3)

*Prerequisite: Completion of one semester of Accounting Principles (or equivalent), through and including material on payroll accounting with a grade of C or better.*

This introduction to accounting, using the microcomputer, will provide information and practice in the basic machine operations, plus instruction in the following areas: general ledger, depreciation, accounts receivable, accounts payable, and payroll. Real-world applications will be stressed throughout the course.

## COURSE DESCRIPTIONS ADMINISTRATION OF JUSTICE

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

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

*Note: UC Transfer Credit Limit: A maximum of one course from Administration of Justice 1 or 4 will be acceptable for UC credit.*

### 2 Concepts of Criminal Law (3) UC:CSU

Structure, definitions, and the most frequently used sections of the Penal Code and other criminal statutes 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 Systems (3) UC:CSU

*(Pending UC approval)*

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

*Note: UC Transfer Credit Limit: A maximum of one course from Administration of Justice 1 or 4 will be acceptable for UC credit. No UC credit if taken after summer 1995*

### 5 Criminal Investigation (3) CSU

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

## COURSE DESCRIPTIONS

### **6 Patrol Procedures (3) CSU**

*Prerequisite: Administration of Justice 1.*

This course is a study of the responsibility, techniques and methods of police patrol. Topics include patrol distribution, selective enforcement, pullover 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 control and collision investigation. The major violations of the California Vehicle Codes are examined with an emphasis on traffic safety. Basic vehicle operations and driving tactics are reviewed. Special note: This course prepares the student for the written portion of Driver's Education when taught by an instructor with DMV certification.

### **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.

### **9 Defensive Tactics (1)**

This is a weaponless self-defense course originally designed for law enforcement personnel as a protection against persons attacking them. Special emphasis will be placed on demonstrating a limited number of restraint and control techniques. Physical fitness and upper body strength exercises will be emphasized as well.

### **11 First Aid in Law Enforcement (1)**

*This course covers the basic structure and responsibilities of security organizations in the retail field. Special emphasis will be placed on external and internal theft, crime prevention, shoplifting, security management, inventory control, and employee background checks.*

### **14 Report Writing for Peace Officers (3) CSU**

Lecture 3 hours.

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

### **15 Police Supervision (3) CSU**

*Prerequisite: Employment in law enforcement.*

This course is specifically designed to prepare law enforcement officers for the duties and responsibilities of the police supervisor. It is primarily concerned with supervisory functions, techniques and the underlying principles governing their applications.

### **16 Recruitment and Selection Process (3) CSU**

An in-depth coverage of the legal selection process designed to assist students with employment into a law enforcement agency. Course includes written exam techniques, agility exam, and explanation of background investigation, psychology test, medical exam, and practical ways to assist the candidate through the academy.

### **39 Probation and Parole (3)**

This course provides the student with the history and development of probation and parole. Special emphasis will be placed on the relationships with the police, courts and corrections.

### **42 Advanced Criminal Law (3) CSU**

*Prerequisite: Administration of Justice 2.*

This course is the study of criminal law with special emphasis on major crimes of particular interest to peace officers and examines penal provisions in state codes and leading case law.

### **49 Narcotics and Vice Control (3)**

This is a survey course that will examine the various types of drugs and narcotics found in society today and a study of vice violations. Special consideration will be given to the identification of street drugs, enforcement procedures, and a look at the common vice violations such as gambling, prostitution, liquor violations, and loan sharking.

### **60 Arrest, Search and Seizure (3) CSU**

This course covers information regarding powers of arrest, search and seizure for peace officers with limited police powers. The main topics for this course are laws of arrest, arrest and control methods, and communication. This course meets the curriculum requirements for the Commission on Peace Officer Standards and Training P.C. 832 Laws of Arrest when certified.

### **62 Fingerprint Classification (3) CSU**

A practical course, which covers the technical terminology of fingerprinting, pattern interpretation, classification of fingerprinting, searching and filing procedures. Time will also be devoted to laboratory work in the classroom. A certificate will be awarded on completion.

### **67 Community Relations I (3) UC:CSU**

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

### **75 Introduction to Corrections**

#### **(3) CSU**

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

### **86 Issues in Law Enforcement (3)**

Lecture 3 hours.

This course surveys literature and media presenting the issues, problems and perceived image of law enforcement.

### **101 Extended Academy (18)**

*Prerequisite: AJ 102 Police Academy Orientation*

This course meets the minimum training requirements established by the Peace Officer Standards and Training (P.O.S.T.) Commission for individuals entering the career of law enforcement. All students must meet the minimum requirements for a police officer as established by the P.O.S.T. Commission and be eligible to carry a firearm in California.

## COURSE DESCRIPTIONS

### 102 Police Academy Orientation (1)

This course will detail the curricula and requirements of the public service training academy courses and prepare the student for a successful completion of the academy courses. This course is required as a prerequisite for all academy courses as established by the Peace Officer Standards and Training (P.O.S.T) Commission from individuals entering the career for law enforcement. *Document processing fee of \$50. required of all students.*

### 160 Police Organization and Administration (3)

The effects of the organizational structure and administrative procedure on the implementation of police functions. Special topics will include assessment of the recruitment and hiring processes, career advancement and leadership; administrative problems of staffing and morale as a law enforcement employer.

### 185 Directed Study (1)

Conference 1-Hour Per Unit  
Allows a student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

### 201 Police Academy, Level III Technical Reserve (1)

*Prerequisite: A.J. 102 Police Academy Orientation*

This course meets the minimum training standards established by the Peace Officers and Training (P.O.S.T) Commission for individuals entering the career of law enforcement as a Reserve Officer Level I, Technical Reserve. All students must meet the minimum requirements for a police reserve officer as established by the P.O.S.T. Commission.

### 260 Juvenile Corrections Officer Core (8) CSU

*Prerequisite: Administration of Justice 102 or Law Enforcement Agency sponsored.*

This course is for recently appointed juvenile counselors and juvenile custody officers. Topics include handling emergencies, housing,

dealing with assaultive clients, diversity, and the juvenile justice system. May be approved by Standards and Training for Corrections.

### 261 Probation Officer Core (12) CSU

*Prerequisite: Administration of Justice 102*

This is a basic training course for entry-level probation officers. Subject areas include the criminal justice system, roles and responsibilities of the officer, classification and housing, casework, visitation, report writing, handling disputes, tactics and procedures. May have STC approval.

### 285 Directed Study (2)

Conference 1-Hour Per Unit  
Allows a student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

### 310 Field Work (3)

This is a service learning class. Students will participate, under supervision, in a law enforcement or correctional facility such as a probation/parole field office, jail, detention center, juvenile institution, or a similar agency. Students must meet the minimum entry-level requirements of the sponsoring agency and will be fingerprinted, take an oath, and TB test. The class meets once a week for one hour and then the student will have a volunteer assignment for a minimum of five hours per week with a sponsoring agency.

### 311 Field Work II (3)

This is a service learning class. Students will participate, under supervision, in a law enforcement or correction facility such as a probation/parole field office, jail, detention center, juvenile camp, juvenile institution, or a similar agency. Students must meet the minimum entry-level requirements of the sponsoring agency and will be fingerprinted, take an oath, and TB test. The class meets once a week for one hour and then the student will have a volunteer assignment for a

minimum of five hours per week a sponsoring agency.

### 385 Directed Study - (3)

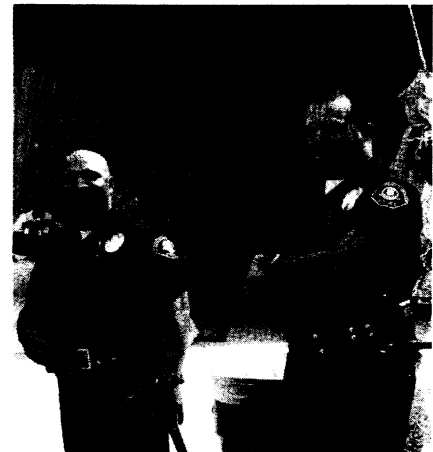
Conference 1-Hour Per Unit  
Allows a student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

### 911 Cooperative Education Administration(1) CSU

### 921 Cooperative Education Administration (2) CSU

### 931 Cooperative Education Administration(3) CSU

### 941 Cooperative Education Administration (4) CSU



ΣΑΠ  
Sigma Alpha Pi

**West Los Angeles College  
Criminal Justice Club**

Contact Charles Stapleton,  
Department Chairperson for  
further information.  
310.287.4221

**Students meet  
every Wednesday in  
CE-219 @ 12:35pm**

## COURSE DESCRIPTIONS

### AFRICAN-AMERICAN STUDIES

#### 2 The African-American in Contemporary Urban Society (3) UC:CSU

A survey of the urbanization of African-Americans with emphasis on social and political contemporary problems, proposed solutions to civil rights, and equality of opportunity.

#### 4 The African-American in the History of US I (3) UC:CSU (Pending UC approval)

This course provides a survey of United States History from early Colonial Era through the Civil War, with special emphasis on the contributions of the African-Americans. (Same as History 41)

#### 5 The African-American in the History of US II (3) UC:CSU (Pending UC approval)

A survey of United States History from the end of the Civil War to the present, with emphasis on the contributions of African-Americans in the social, political, and economic development of the United States.

### ANATOMY

#### 1 Introduction to Human Anatomy (4) UC:CSU

*Recommended: College Biology.*  
Lecture 3 hours; laboratory 3 hours.  
This course presents the structure of the human body by subdividing it into individual body systems. The functional anatomy of each level of organization is then studied from the microscopic level of organization to the gross level. In addition, the embryological development of each body system and selected pathologies will be examined. Laboratory exercises include the study of histological slides, photomicrographs, x-rays, human skeleton and the dissection of a cat. This course is intended to meet the requirements of students majoring in nursing, dental hygiene, occupational therapy, psychology, physical education and life sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introductory biology.

### ANTHROPOLOGY

#### 101 Human Biological Evolution (3) UC:CSU (CAN ANTH 2)

The course focuses on the relationship between human biology, culture and the physical environment, as interpreted within the framework of evolutionary theory and the science of genetics. It traces man's place in the animal kingdom, with special emphasis on primates. Archeological evidence, associated with human fossils, is examined and human physical variability is probed within the context of Mendelian and population genetics.

#### 102 Human Ways of Life: Cultural Anthropology (3) UC:CSU (CAN ANTH 4)

The course presents an anthropological understanding of the varieties of life styles in human societies throughout the world, from nomadic hunting-gathering tribes to highly technologically developed societies such as ours. The varied forms of marriage and the family, economic, political, and legal arrangements; religious expressions; and art forms are examined in their own contexts and compared with others. Extensive use is made of audio-visual materials.

#### 103 Archaeology: Reconstructing the Human Past (3) UC:CSU (CAN ANTH 6)

The course focuses on the discovery and reconstruction of the ways of life of extinct societies through the excavation, analysis and interpretation of their material remains, including refuse, stone tools, pottery, burials, housing. By examining these remains within the context of their environments and changes over time, students acquire a means of understanding the human past. Extensive use is made of audio-visual materials.

#### 121 Anthropology of Religion, Magic, and Witchcraft (3) UC:CSU

This course provides a socio-cultural understanding of religious behaviors. It deals with the components, function and symbolism of religious behavior, as manifested through practices such as magic, witchcraft, totemism, divination, shamanism, ancestor worship and cults. 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.

### ART

*(Outstanding works of students' art may be retained for a maximum of two years by the college art gallery.)*

*UC Transfer Credit Limit: A maximum of 12 units of the following courses will be acceptable for credit: Art 501, 502, 503, 708, 709, 710, 711. A maximum of 16 units of the following courses will be acceptable for credit: Art 201, 202, 203, 204, 205, 206, 300, 301, 302, 304, 305.*

#### 101 Survey Of Art History I (3) UC:CSU (CAN ART 2)

This course introduces the student to some of the great civilizations of the world. By studying the visual arts which they created, the student will come to understand the beliefs and aspirations of such cultures as Ancient Egypt, Greece and Rome, as well as Africa, India, and Pre-Conquest Central America.

#### 102 Survey of Art History II (3) UC:CSU (CAN ART 4)

NOTE: Art 101 is not a prerequisite to Art 102. This course introduces the student to the visual arts of Western Europe and the U.S. beginning with the Renaissance and ending in the late 20th century. The constantly changing worldview of this period will be studied in the works of such artists as Michael Angelo and Rembrandt and also through such movements as Romanticism, Impressionism, Expressionism and Cubism.

#### 103 Art Appreciation I (3) UC:CSU

This broad introduction to the nature, vocabulary, media, and history of art, with selections from western and non-western cultures, is designed to expand awareness and understanding of the visual arts as a unique medium for human inter-relationship.

#### 107 Mexican Art-Modern (3) UC:CSU

This course surveys the pictorial arts of Mexico from the Pre-Revolutionary years of 1900 to the present day. It includes the Renaissance of Indigenous Mexican Art, the contemporary popular and fine arts, and investigates the development of Mexican-American Art. Among the artists discussed are Rivera, Tamayo, and Barragan.

## COURSE DESCRIPTIONS

### **109 Arts of Africa, Oceania, and Ancient America (3) UC:CSU**

This course introduces the student to some of the great cultures of the world. The Ife and Benin kingdoms of Africa, as well as the Maya and Aztec kingdoms of Central America are just some of civilizations, which are brought to life once more through a study of their visual arts.

### **111 History of Contemporary Art (3) UC:CSU**

This course traces the development of 20th century European and U.S. painting, sculpture and architecture. Beginning with the late 19th century art movements of Impressionism and Post-Impressionism, this course attempts to reveal the meaning behind such visually challenging "isms" as Cubism, Expressionism, Dadaism, and Surrealism. Artists discussed will include Monet, Picasso, Matisse, Dali, and Warhol.

### **185 Directed Study Art (1) UC:CSU**

Conference 1-Hour Per Unit  
Allows a student to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

### **201 Drawing I (3) UC:CSU (CAN ART 8)**

Lecture 2 hours; studio 2 hours.  
This course can teach you how to draw. Students learn to draw the world around them while developing their personal expressive visions. Various media, including pencil, ink and charcoal are used. Students are expected to complete an additional 2 hours per week of studio homework.

### **202 Drawing II (3) UC:CSU**

*Recommended: 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**

*Recommended: Art 202 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.  
Working primarily from the nude model, the student learns to render the human figure in expressive and aesthetic way. A variety of media are used. Students are expected to complete an additional 2 hours per week of studio homework.

### **204 Life Drawing I (3) UC:CSU**

*Recommended: 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**

*Recommended: 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**

*Recommended: 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.

### **285 Directed Study Art (2) UC:CSU**

Conference 1-Hour Per Unit  
Allows a student to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a

review of the course outline by a UC campus.

### **300 Introduction to Painting (3) UC:CSU**

*Recommended: Art 201 or 501 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.  
This course provides a solid foundation or success in painting. Using a variety of media and techniques, the student learns to paint aesthetically and expressively. Students are expected to complete an additional 2 hours per week of studio homework.

### **301 Watercolor Painting I (3) UC:CSU**

*Recommended: 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**

*Recommended: Art 301 with a grade of C or better or equivalent.*

Lecture 2 hours; studio 2 hours.  
This is a continuation of Art 301. Students are expected to complete an additional 2 hours per week of studio homework.

### **304 Acrylic Painting I (3) UC:CSU**

*Recommended: 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**

*Recommended: 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.

## COURSE DESCRIPTIONS

### 385 Directed Study Art (3) UC:CSU

Conference 1-Hour Per Unit  
Allows a student to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

### 501 Beginning Two-Dimensional Design (3) UC:CSU (CAN ART 14)

Lecture 2 hours; studio 2 hours.  
This course lays the foundation for all the arts. By learning how to organize two-dimensional space, the student will be prepared to successfully work in such other areas as painting, drawing, and graphic design. Students are expected to complete an additional 2 hours per week of studio homework.

### 502 Beginning Three-Dimensional Design (3) UC:CSU

*Recommended: 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

*Recommended: Art 501 with a grade of C or better.*

Lecture 2 hours; studio 2 hours.  
This course teaches the student how to organize three-dimensional space, and lays the foundation for such other areas as sculpture, ceramics, and architecture. Students are expected to complete an additional 2 hours per week of studio homework.

*See new and exciting  
Graphics Art Design Certification  
listed under the heading of  
Instructional Programs – "Art"*

### 604 Graphic Design 1 (3)

This is an introductory course in graphic design. The student learns to create thumbnail, rough and comprehensive layouts while exploring a variety of formats used to create graphic designs. Selecting appropriate typestyles and sizes for headings and body copy, crop marks and presentation of the layout will also be covered. Students will prepare a camera-ready mechanical and have it printed in one color.

### 605 Graphic Designs II (3)

This is a course in graphic design concentrating on full color applications of graphic art. The student learns to develop ad campaigns for print media, and to develop a series for advertising. The students will also create a mechanical for color printing.

### 633 Introduction to Computer Graphics (3)

This is an introductory course in computer graphics designed to introduce students to the microcomputer, its operating system and applications used as a tool by artists and graphic designers.

### 635 Desktop Publishing Design (3)

This is an introductory course in desktop publishing design. The course is designed for students of design, fine art, computer graphics and journalism. Emphasis will be on computer layout and composition. Basic concept relating to type fonts, typestyles, page design, readability, digital output, laser printers, and typesetters will be explored.

### 639 Introduction to Digital Imaging (3)

This is an introductory course in computer still image manipulation. The topics presented include image editing application of filters, integration of text, and the combination of scanned images.

### 641 Advanced Desk Top Publishing (3)

This course present the advanced use of "Grids" in desktop publishing design. Emphasis will be placed on advanced computer layout, composition techniques, and team projects. Current issues regarding printing methods, prepress and image setters will be explored.

### 708 Introduction to Ceramics (3) UC: CSU

Lecture 1 hour; studio 5 hours.  
This course provides a general introduction to the materials and processes of ceramic art. Instruction in basic hand construction methods of vessel forms is provided. Analysis of form, function and decoration emphasizing the proper use of materials and tools is emphasized.

### 709 Ceramics I (3) UC:CSU

*Recommended: Art 708 with a grade of C or better or equivalent.*  
Lecture 1 hour; studio 5 hours.  
Continued utilization of an expansion upon skills developed in Art 708. Increased emphasis upon individual growth in creative design abilities. Introduction to use of the potter's wheel.

### 710 Ceramics II (3) UC:CSU

*Recommended: Art 709 with a grade of C or better or equivalent.*

Continued utilization of an expansion upon skills developed in Art 709. Increased emphasis upon individual growth in creative design abilities. Introduction to use of the potter's wheel.

### 711 Ceramics III (3) UC:CSU

*Recommended: Art 710 with a grade of C or better or equivalent.*

Lecture 1 hour; studio 5 hours,  
Continued utilization of an expansion upon skills developed in Art 710. Increased emphasis upon individual growth in creative design abilities. Increased skill building on the potter's wheel.

### 712 Ceramics Workshop (2)

This course provides a studio experience for beginning and advanced students. A variety of construction methods are undertaken simultaneously, including hand-building and wheel-thrown objects. Techniques for surface enrichment, glazing and firing are explored at various levels of ability.

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## ASTRONOMY

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### 1 Elementary Astronomy (3) UC:CSU

All areas of modern astronomy are discussed in this introductory course. Major topics include: the sun, moon and planets; stars and galaxies; telescopes and other instruments; constellations; and the history of astronomy.

## AVIATION MAINTENANCE TECHNICIAN

Note: Subject credit for courses in this program may be obtained at California State University, San Jose and at National University after transfer.

Program entrance requirement: All new and re-entering students must have appropriate placement level demonstrated through the assessment process.

### 1 Maintenance Procedures (3)

*Co-requisite: 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)

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 1*  
Laboratory 6 hours.

Instruction and practice is offered in the ground operations and servicing of airplanes. Maintenance publications, forms, and records are used in conjunction with inspection and repair procedures. Materials are identified and inspected to specifications.

### 3 Basic Aircraft Science (3)

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 4*  
Lecture 3 hours

Instruction is offered in applied mathematics, physics, aircraft drawing, and application of aircraft coverings, doping, and corrosion control composites.

### 4 Basic Aircraft Science Laboratory (2)

*Co-requisite: 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)

*Co-requisite: 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, and ice and rain control systems are also covered.

### 6 Basic Electricity and Auxiliary System Laboratory (2)

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 5*  
Laboratory 6 hours.

This course describes relationships between voltage, current and power and explains how to use testing and measuring equipment in the inspection, checking, servicing and repair of the following systems: air-conditioning, communication and navigation, and ice and rain control.

### 7 Electrical and Instrument Systems (3)

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 8 and satisfactory completion of AMT 5*  
Lecture 3 hours.

Instruction is offered in the function of aircraft electrical systems and components, generators, and aircraft instruments, including flight, navigation, engine instruments, and position and warning systems.

### 8 Electrical and Instrument Systems Laboratory (2)

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 7 and satisfactory completion of AMT 6*  
Laboratory 6 hours.

An analysis is made of series, parallel and complex electrical circuitry in D.C. and in A.C., supplemented by discussion of testing and measuring equipment. Description, operation, and maintenance procedures for aircraft instrumentation are also explained, plus position and warning systems.

### 9 Assembly, Rigging and Inspection (3)

*Co-requisite: 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)

*Co-requisite: 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)

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 12.*  
Lecture 3 hours.

This course offers a study of metal and non-metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.

## COURSE DESCRIPTIONS

### **12 Aircraft Metal Assembly Laboratory (2)**

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 11.* Laboratory 6 hours.

Instruction and practice is offered in cutting, bending, forming, welding and fastening metal structures. Plastic enclosures, honeycomb and composites are evaluated. Structural repairs using various fastening and bonding techniques are emphasized.

### **13 Hydraulic, Landing Gear, and Fuel Systems (3)**

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 14.* Lecture 3 hours.

Instruction is offered in the study of hydraulic landing gear, and aircraft fuel systems. Emphasis is placed on component design, operation, relationships, and system troubleshooting.

### **14 Hydraulic, Landing Gear, & Fuel Systems Laboratory (2)**

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 13.* Laboratory 6 hours.

Hydraulic, landing gear, and fuel systems are studied and operated, with components removed and reinstalled. Emphasis is placed on procedure and techniques, troubleshooting, and diagnosis.

### **15 Propeller and Powerplant Systems (3)**

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 16.* Lecture 3 hours.

Instruction is offered in propellers, powerplant lubrication, and cooling, induction, and exhaust systems. Fire protection, including fire detection and extinguishing systems, is included.

### **16 Propeller and Powerplant Systems Laboratory (2)**

*Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 15.*

Instruction and practice is offered in identifying lubrication; troubleshooting engine lubricating systems; servicing and repairing propellers and control systems; troubleshooting and repairing powerplant cooling, induction and exhaust systems; and inspecting and servicing powerplant fire protection systems.

### **17 Ignition and Fuel Metering Systems (3)**

*Co-requisite: 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)**

*Co-requisite: 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. Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 20.* Instruction is offered in maintenance, publications, basic engine theory and overhaul procedures of reciprocating engines.

### **20 Reciprocating Powerplant Overhaul Laboratory (2)**

*Prerequisite: Aviation Maintenance Technician 16 and 18. Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 19.* Laboratory 6 hours.

Instruction and practice is offered is use of maintenance publication records relative to overhaul procedure. Complete engine overhaul procedures and methods and practice are presented.

### **21 Powerplant Trouble Shooting and Testing (3)**

*Prerequisite: Aviation Maintenance Technician 19.*

*Co-requisite: 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.*

*Co-requisite: Must be taken concurrently with Aviation*

*Maintenance Technician 21.* Laboratory 6 hours. Instruction and practice is offered in the installation, operation, and troubleshooting of aircraft powerplants.

### **23 Inspection and Evaluation (3)**

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

*Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams. Must be taken concurrently with Aviation Maintenance Technician 24.* Lecture 3 hours.

Instruction is offered in conducting 100-hour inspections. General airframe and powerplant subjects for the Airframe and/or Powerplant License are reviewed. Emphasis is placed on preparation for Federal Aviation Administration written examinations.

### **24 Inspection and Evaluation Laboratory (2)**

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

*Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams. Co-requisite: Must be taken concurrently with Aviation Maintenance Technician 23.* Laboratory 6 hours.

Instruction and practice is offered in conducting a 100-hour inspection on an airframe and powerplant using the appropriate reference material and correct procedures to determine airworthiness of an airframe or powerplant. Students perform general, airframe, and powerplant practical projects.

### **31 Inspection Authorization for Aviation Mechanics (3) NDA**

*Prerequisite: FAA Mechanic Certificate with Airframe and Powerplant ratings.* Lecture 3 hours.

Instruction is offered on the Certificated Aviation Mechanic reviewing regulations, inspection procedures and preparation for the Federal Aviation Administration Mechanic Inspection Authorization.

## COURSE DESCRIPTIONS

**32 Aviation Management (3) NDA**  
This course surveys general aviation management principles and practices, including airport and airline management. Among specific topics are repair station requirements, flight operations, aircraft maintenance, safety, regulations, personnel management, marketing, office administration, and trends.

## BIOLOGY

(See also: Anatomy, Environmental Science, Microbiology, and Physiology)

### **3 Introduction to Biology (4) UC:CSU**

Lecture 3 hours; laboratory 3 hours. This is a course in general biology designed to fulfill a laboratory science requirement for students not majoring in biology. Students must be enrolled concurrently in a lecture and a lab section. The lecture portion of the course (Biology 3A) emphasizes the basic principles in biology and the fundamental characteristics of all living organisms. Lecture topics include the scientific method, cell structure and function, levels of organization of living organisms, heredity, and the genetic control of cellular processes, evolution, and ecology. The laboratory portion of the course (Biology 3B) emphasizes the diversity of living organisms. Laboratory topics include an introduction to the microscope, study of the cell, a survey of the microorganisms, plants, and animals that comprise the kingdoms of life, and the anatomic study of the earthworm, grasshopper, and fetal pig.

*Note: UC Transfer Credit Limit: A maximum of one course from Biology 3, 5 will be accepted for credit. No credit will be given for Biology 3 or 5 if taken after Biology 6, 7.*

### **3A Introduction to Biology A (3) UC:CSU**

### **3B Introduction to Biology B (1) UC:CSU**

### **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. This course fulfills a non-laboratory science requirement.

### **5 Introduction to Human Biology (4) UC:CSU**

Lecture 3 hours; laboratory 3 hours. This is a course in biology, emphasizing the human. It is designed to fulfill a laboratory science requirement and will also provide a foundation for advanced courses in biology, including human anatomy, physiology, and microbiology. Students must be enrolled concurrently in a lecture and a lab section. The lecture portion of the course (Biology 5A) emphasizes the fundamental principles in biology, cell structure and function, and the levels of organization in the human body. Lecture topics include the scientific method, an introduction to biological chemistry, heredity, the genetic control of cellular processes, and the organ systems of the body. The laboratory portion of the course (Biology 5B) includes an introduction to the microscope, detailed study of cells and tissues, and the dissection of the fetal pig.

*Note: UC Transfer Credit Limit: A maximum of one course from Biology 3, 5 will be accepted for credit. No credit will be given for Biology 3 or 5 if taken after Biology 6, 7.*

### **5A Introduction to Human Biology A (3) UC:CSU**

### **5B Introduction to Human Biology B (1) UC:CSU**

### **6 General Biology I (5) UC:CSU (Biology 6 & 7 equal CAN BIO I SEQ A)**

*Prerequisite: Chemistry 101 with a grade of C or better.*

Lecture 3 hours; laboratory 6 hours. The principles of molecular biology, cell structure and function, genetics, evolution and organization at the tissue level in plants and animals are studied. Biology 6 and 7 satisfy requirements of lower division zoology and botany for biological science majors, pre-medical, pre-dental and pre-pharmacy majors.

### **7 General Biology II (5) UC:CSU (Biology 6 & 7 equal CAN BIO I SEQ A)**

*(Biology 7 may be taken before Biology 6.)*

Lecture 3 hours; laboratory 6 hours.

This course covers the principles of organ and organ system physiology in plants and animals, ecology and the course of evolution. A survey of the various plant and animal groups is included.

*Many four-year institutions recommend the completion of both Biology 6 and 7 as a core program.*

### **185 Directed Study - Biology (1) UC:CSU**

### **285 Directed Study - Biology (2) UC:CSU**

### **385 Directed Study - Biology (3) UC:CSU**

Conference 1 hour per unit. Allows a student to pursue Directed Study in Biology on a contract basis under the direction of a supervising instructor.

*Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.*

## BROADCASTING

### **1 Fundamentals of Radio and Television Broadcasting (3) CSU**

*Required of all Broadcasting majors. Open to others.*

This is a survey course, which introduces the student to the technical, historical organizational aspects of the telecommunication industry. Areas explored may also include legal aspects, international systems, emerging media technologies, and relationship and influence advertising and finance have upon the industry.

### **46 Fundamental of Television Production (4) CSU**

This course combines academic work with hands on training using the facilities of the WLAC television studio. Production aspects which are emphasized include camera techniques, lighting and sound.

## COURSE DESCRIPTIONS

### 83 Broadcasting, Field Work III (3) CSU

*Prerequisite: Broadcasting 1 or 46; Enrollment in Broadcasting Program or consent of instructor.*

A fieldwork program designed to acquaint the student with the career field of broadcasting. Emphasis is on the student working in the industry, radio, television, or cable TV, and observing and reporting what is learned in the programs of internship offered by virtually all of the major production/broadcasting corporations.

### 911 Cooperative Education - Broadcasting (1) CSU

### 921 Cooperative Education - Broadcasting (2) CSU

### 931 Cooperative Education - Broadcasting (3) CSU

### 941 Cooperative Education - Broadcasting (4) CSU

See "Cooperative Education" section for complete details on the requirements.

## BUSINESS

Also listed alphabetically in this catalog: Accounting, Business, Computer Science, Finance, Law, Management, Marketing, Computer Applications and Office Technologies, and Real Estate.

### 1 Introduction to Business (3) UC: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, and 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, bailment, sales and real property in their application to everyday problems pertaining to business and to the individual. Elementary safeguards regarding sales and sales contracts. Case discussion and lecture method.

### 31 Business English (3)

This course offers intensive review of grammar (function and application of the parts of speech) sentence structure, punctuation, capitalization, proofreading concepts and letter style formats. These principles are applied to the writing of concise sentences and paragraphs that will contribute to success and advancement of careers requiring good communication skills.

### 32 Business Communications (3) CSU

*Prerequisite: Business 31 with a grade of C or better.*

Business 32 develops the ability to use techniques of expository and argumentative writing when composing business letters, memos, and reports. Emphasis is placed on the fundamentals of clear, direct expression, correct English usage, and the psychology of business letter composition and communication.

### 38 Business Computations (3) CSU

This course provides a brief review of the fundamentals of computations followed by applications of non-algebraic mathematics to wage payment methods and payroll preparations; percentage, mark on, 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

## CHEMISTRY

### 12 Environmental Chemistry (3) UC:CSU

*Co-requisite: Chemistry 13.*

*Recommended: one year of high school algebra or mathematics 115.*

Lecture 3 hours.

This course introduces the fundamentals of chemistry governing the forms of matter and their chemical transformations within the context of environmental issues. Specific topics include inorganic and organic reaction and equations, atmospheric pollutants, photochemical smog, acidic deposition (acid rain) and the complex of chemical reactions that result in

acidification. Chemistry 12 and Chemistry 13, taken together, can be used to meet CSU general education requirements.

### 13 Environmental Chemistry Laboratory (1) UC:CSU

(Same as Environmental Sciences 13) Laboratory 3 hours.

The associated experiments for this laboratory course will compliment Chemistry 12. Areas to be explored will include laboratory techniques for safe handling, storage, and transformation of hazardous materials, quality assurance/control, and chemical instrumentation. Physical and chemical property measurements of aqueous, non-aqueous, and solid samples of environmental importance.

### 51 Fundamentals of Chemistry (5) UC:CSU

*(Formerly Chem. 3) Recommended: One year of high school algebra or Mathematics 115.*

Lecture 3 hours; laboratory and/or discussion and quiz, 4 hours.

A descriptive course in inorganic and organic chemistry. Topics include the metric system of measurement; chemical symbols; formulas and nomenclature systems; chemical equations; physical properties including density, solubility and states of matter; chemical properties; acids, bases, buffer and pH; basic principles of equilibrium and an introduction to radioactivity. Organic topics focus on functional group identification including hydrocarbons, organic halides, alcohol, ketones, acids, esters, amines, carbohydrates, lipids and proteins. This course is designed for nursing and other allied health majors, students in environmental hazardous materials, elementary education or liberal arts who do not intend to take Chemistry 101.



## COURSE DESCRIPTIONS

### **60 Introduction to General Chemistry (5) UC:CSU**

(Formerly Chem. 10)

*Prerequisite: One year of high school algebra or Mathematics 115.*

Lecture and conference 5 hours; laboratory 2 hours.

This basic chemistry course presents elementary principles of general chemistry, including nomenclature and problem solving. Students whose previous chemistry background is inadequate for Chemistry 101 should take this course in preparation for Chemistry 101. Chemistry 60 is also recommended for students who have been away from high school chemistry for more than two years. *UC transfer credit limit maximum of one course from Chemistry 51 or 60. No credit for Chemistry 51 or 60 if taken after Chemistry 101.*

### **70 Introductory Organic and Biochemistry (4) UC:CSU**

(Formerly Chem. 9)

*Prerequisite: Chemistry 101, 51 or 60, with a grade of C or better.*

Lecture 3 hours; laboratory 3 hours. This course is designed for students who are majoring in dental hygiene, home economics or nursing. Emphasis is placed on organic chemistry and the processes that occur in living tissues. The relationship between organic and biochemistry is presented at the molecular as well as the cellular level.

*Note: UC Transfer Credit Limit: A maximum of two courses from Chemistry 70, 211, 221 or 212 will be accepted for UC credit.*

### **101 General Chemistry I (5) UC:CSU (CAN CHEM 2)**

(Formerly Chem. 1)

*Prerequisites: 1. Either high school chemistry or Chemistry 60 with a grade of C or better. 2. A minimum of two years of high school mathematics or completion of Mathematics 125 or its equivalent. Lecture and conference 5 hours; laboratory 4 hours.*

This is a basic course emphasizing principles and theories. It includes discussions of chemical stoichiometry, atomic and molecular structure and the periodic table, gases, liquid solids, solutions, oxidation-reduction, acid and bases, and an introduction to chemical

thermodynamics. The laboratory emphasizes basic laboratory skills, chemical principles, and quantitative relationships.

*No UC credit for Chemistry 51 or 60 if taken after Chemistry 101. One course maximum credit for 51 or 60.*

### **102 General Chemistry II (5) UC:CSU (CAN CHEM 4)**

(Formerly Chem. 2)

*Prerequisite: Chemistry 101 with a grade of C or better.*

Lecture and conference 5 hours; laboratory 4 hours.

This course is a continuation of Chemistry 101, with an introduction to chemical kinetics, chemical equilibrium with emphasis on aqueous equilibria, electrochemistry, nuclear chemistry, organic chemistry, and descriptive inorganic chemistry. The laboratory includes both quantitative experiments and qualitative analysis.

*No UC credit for Chemistry 51 or 60 if taken after Chemistry 101.*

### **211 Organic Chemistry for Science Majors I (5) UC:CSU**

(Formerly Chem. 14)

*Prerequisite: Chemistry 102 with a grade of C or better.*

Lecture 3 hours; laboratory 6 hours.

The student is introduced to structure, bonding, naming, stereochemistry and functional group chemistry with emphasis on reactions and reaction mechanisms. In the laboratory, the essential skills of preparation, isolation, purification and identification of organic compounds are presented.

*Note: UC Transfer Credit Limit: A maximum of two courses from Chemistry 70, 211, 221 will be accepted for UC credit.*

### **212 Organic Chemistry for Science Majors II (5) UC:CSU**

(Formerly Chem. 18)

*Prerequisite: Chemistry 211)*

Lecture 3 hours; Laboratory 5 hours.

Chemistry 212 is a continuation of Chemistry 211 with additional emphasis on the remaining functional groups as well as on multi-step synthesis and reaction mechanisms in stereochemistry and modern instrumental and analytical methods. Special attention is given to reactions and organic compounds of biochemical importance. Significant laboratory time is devoted to

synthesis of complex organic compounds.

*Note: UC Transfer Credit Limit: A maximum of two courses from Chemistry 70, 211, 212, 221 will be accepted for UC credit.*

### **221 Biochemistry for Science Majors (5) UC:CSU**

(Formerly Chem. 15)

*Prerequisite: Chemistry 211 with a grade of C or better.*

Lecture 3 hours; laboratory 6 hours.

An introduction to the structure, properties, and metabolism of carbohydrates, fats, proteins, nucleic acids, vitamins and hormones. Relationships between metabolism and energy are presented. In the laboratory, the preparation and reactions of biologically important compounds, both chemical and enzymatic, are investigated.

*Note: UC Transfer Credit Limit: A maximum of two courses from Chemistry 212, 70, 211, 221 will be accepted for UC credit.*

### **185 Directed Study - Chemistry (1) UC:CSU**

### **285 Directed Study - Chemistry (2) UC:CSU**

### **385 Directed Study - Chemistry (3) UC:CSU**

Conference 1 hour per unit.

Allows a student to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor.

*Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.*

# COURSE DESCRIPTIONS

## CHILD DEVELOPMENT

### 1 Child Growth and Development (3) UC:CSU

Lecture 3 hours.

The process of human development from pre-birth to adolescence is studied. Emphasis is placed on development that enables children to reach physical, mental, emotional and social maturity.

### 2 Early Childhood: Principles and Practices (3) CSU

*Prerequisite: Verification of annual tuberculosis test.*

Lecture 3 hours.

This is a survey course of preschool education. The student becomes aware of various types of schools offering experiences to children between 2 and 5 years of age. The personal characteristics of preschool teachers and opportunities for careers in the field are studied. Curriculum suitable for preschool children is included.

### 3 Creative Experiences for Children I (3) CSU

*Recommended: Child Development 1 and 2.*

Lecture 3 hours.

Many types of creative experiences for young children are explored including painting, clay, music, drama, art materials and language development. The student has an opportunity to learn to set up, control and evaluate children's experiences in a classroom setting.

### 4 Creative Experiences for Children II (3) CSU

*Recommended: Child Development 1 & 2. Lecture 3 hours.*

Creative experiences for children in language arts, mathematics, social studies, science, perceptual motor development and cooking. Curriculum planning, evaluation of the child's experience, and environmental design of the classroom and its impact on learning will be covered.

### 10 Child Health (3) CSU

*Recommended: Child Development 1 and 2.*

Lecture 3 hours.

This course includes information on the nutritional needs and physical and mental well being of children from birth to adolescence. Information dealing with special problems/ handicaps is included. Habits and attitudes toward health are discussed. Community resources, which are available to assist in the physical and mental well being of the child, are explored.

### 11 Home, School and Community Relations (3) CSU

*Recommended: Child Development 1 and 2*

Lecture 3 hours.

A study is made on the effect of children's homes, schools and communities on children's development. Special emphasis is placed on the dynamics of human relations in the multicultural urban setting. The cooperation between all agencies connected with the young child is studied in depth.

### 12 Parent-Teacher-Child Interaction (3) CSU

*Recommended: Child Development 1 and 2*

Lecture 3 hours.

Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences to enable them to relate better to the families of the children in their classrooms. Techniques such as role-playing and personal interviews are utilized to give students confidence in working with parents and their specific problems.

### 21 Child Development Practices and Observation (3) CSU

*Recommended: Child Development 1 and 2. Verification of annual tuberculosis test and fingerprinting required.*

Lecture 2 hours; laboratory 3 hours.

Teaching methods and program planning for preschool students are examined along with the use of materials and equipment in the classroom. Observation and limited participation in the preschool classroom are included as well as discussions on the development of well-adjusted personality during the preschool years.

### 22 Laboratory in Child Development I (4) CSU

*Recommended: 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.

### 23 Practicum In Child Development II (4) CSU

*Recommended: Child Development 1,2,3,4, & 22 with a grade of "C" or better. TB test and finger print clearance required.*

Lecture 2 hours; Laboratory 6 hours  
The second semester of practicum teaching experience in a different setting under the supervision of a master teacher and college instructor. This course provides the practical application of theories covered in prerequisite courses.

### 30 Infant Studies (3) CSU

*Recommended: Child Development 1.*

Lecture 3 hours.

A survey of infant-toddler development and current educational programs is provided. Principles of infant-toddler care and environmental and curricular design are studied. An opportunity for observation and participation in field and clinical work is offered.

### 34 Observing and Recording Children's Behavior (3) CSU

Lecture 2 hours; laboratory 1 hour.

This course includes observing, recording and interpreting children's behavior in a variety of settings. Diaries, anecdotes and other forms of written and oral records are explored and used.

### 38 Administration and Supervision of Early Childhood Programs (3) CSU

*Recommended: Child Development 1, 2 and 11.*

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.

### 39 Administration and Supervising of Early Childhood Education Programs II (3) CSU

*Recommended: Child Development 38.*

Lecture 3 hours.

An in-depth study of the budget and staffing, including the use of computers. Will include proposal writing, advocacy, staff relations, in-service training, working with parents, dealing with supervising agencies or boards, professional activities, current research in the field, as well as changes in the laws.



## 45 Programs for Exceptional Children (3)

*Prerequisite: None.*

this class is designed for those students who are interested in working with exceptional children or plan a career in special education. It will include characteristics or different types or exceptionally and integration or those children into a regular classroom.

## 65 Adult Supervision and Early Childhood Mentoring (2)

This course is a study of the methods and principles of supervising student teachers in early childhood classrooms. The course emphasizes the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff.

## 911 Cooperative Education – Child Development (1) CSU

## 921 Cooperative Education – Child Development (2) CSU

## 931 Cooperative Education – Child Development (3) CSU

## 941 Cooperative Education – Child Development (4) CSU

(See Cooperative Education Section for guidelines.)

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## CINEMA

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(Also See Theater)

## 1 Introduction to Motion Picture Production (3) UC:CSU (Pending UC approval)

A comprehensive introduction to basic film production techniques and equipment. Proper procedures are explained for the use of cameras, lenses, filters, film stocks, lights, microphones, tape recorders, editors, and other motion picture equipment.

## 3 History of Motion Pictures and Television (3) CSU

This course covers the history of motion pictures and television. Films and shows from the beginning to present times are screened in class. Both American and foreign productions are discussed.

## 18 Main Currents in Motion Pictures (3) UC:CSU

Overview of film types and genres, including science fiction, comedy, adventure, horror, documentary, and the western via screenings, lectures, and readings.

## 107 Understanding Motion Pictures (3) CSU

Analysis of the motion picture as an art form, including such topics as color, editing, music, lighting, story, acting, symbolism, sound effects, special effects, and other aesthetic principles involved in the construction of motion pictures.

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## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

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(Formerly Office Administration)

## 1 Keyboarding/Document Processing I (3)

*Students with ability to type 35 words per minute (w.p.m.) and ability to create basic documents in Microsoft Word should enroll in Computer Applications and Office Technologies (CAOT) 2.*

Five hours weekly.

Mastery of the keyboard and the operations of computers are developed. Emphasis is placed on formatting and producing letters, tables and using a popular word processing program. The student should achieve a minimum keyboarding speed of 30 w.p.m.

## 2 Keyboarding/ Document Processing II (3) CSU

*Prerequisites: CAOT 1, or ability to type 35 w.p.m. and ability to create specialized documents in Microsoft Word.*

Five hours weekly.

Skills developed include correct techniques in producing specialized documents using a popular word processing software program. The student should achieve a minimum keyboarding speed of 40 w.p.m.

## 3 Document Processing III (3) CSU

*Prerequisite: CAOT 2, or the ability to type 50 w.p.m. and create specialized documents in Microsoft Word.*

Five hours weekly.

Skills developed include correct techniques and speed and accuracy in typing business letters and memorandums, special business forms, rough drafts, statistical and business reports. The student should achieve a minimum typing speed of 50 w.p.m.

## 6 Adding and Calculating Machines (1)

This course offers instruction in ten-key operation of computers by touch. Basic accounting problems will be solved.

## 9 Keyboarding/Typing Improvement (1) RPT 1 NDA

*Prerequisite: Completion of beginning keyboarding course with grade of C or better, or ability to type 25 w.p.m. Three hours weekly.*

Speed and accuracy are improved through timed writings and corrective drills. Students may enroll for two semesters. This course may be taken in addition to CAOT 2 or CAOT 3 if the student needs additional speed and/or accuracy building. Students use computers.

## 31 Business English (3)

*(Same as Business 31)*

This course is required for CAOT majors. This course offers intensive review of grammar (function and application of the parts of speech) sentence structure, punctuation, capitalization, proofreading concepts and letter style formats. These principles are applied to the writing of concise sentences and paragraphs that will contribute to success and advancement of careers requiring good communication skills.



## COURSE DESCRIPTIONS

### **32 Business Communications (3) CSU**

*(Same as Business 32)*

*Prerequisite: CAOT 31 with a grade of C or better.*

This course is required for CAOT majors. Lecture 3 hours. Business 32 develops the ability to use techniques of expository and argumentative writing when composing business letters, memos, and reports. Emphasis is placed on the fundamentals of clear, direct expression, correct English usage, and the psychology of business letter composition and communication.

### **34 Business Terminology (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**

*Recommended: Ability to type 30 w.p.m.*

Three hours weekly.

Word processing vocabulary and features found on Microsoft Word for Windows software. The occupation of Word Processing is also examined.

### **39 Word Processing, Keyboarding and Operations (3) RPT 2**

*Recommended: Ability to type 35 w.p.m.; completion of, or concurrent enrollment in, CAOT 35 or other computer class.*

Five hours weekly.

This course teaches word processing skills such as inputting, editing, formatting, and printing using WordPerfect software on IBM compatible computers.

### **44 Medical Terminology (3)**

Three hours weekly.

The student develops a comprehensive medical vocabulary applicable to all specialties of medicine through the learning of Greek and Latin prefixes, suffixes, word roots, etc. A basic understanding of anatomy and physiology is provided. Training in the spelling, pronunciation and definition of medical terms is given as well as training in the use of a medical dictionary.

### **47 Applied Office Practice (2) RPT 3**

*Corequisite: Enrollment in at least one other CAOT course.* Performance, 5 hours.

The student will work 5 hours a week on campus. The course provides an opportunity to gain practical experience in many areas of office work.

Placements are made according to the skills possessed by the student and the requirements of the assigned office.

### **64 CAOT Laboratory (1) NDA**

*Corequisite: Enrollment in at least one other CAOT course.*

This course provides laboratory time for CAOT students who need additional time and practice to increase their skills in any CAOT subject area.

Note: Graded on credit/no credit basis only.

### **75 Word Processing: Equipment Operations (2) CSU**

### **75A Word Processing: Equipment Operations A (1) CSU**

*Recommended: Ability to type 25 w.p.m.*

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.

### **75B Word Processing: Equipment Operations B (1) CSU**

### **79 Word Processing Applications (3)**

*Prerequisite: Ability to type 40 w.p.m. Completion of CAOT 35 or CAOT 39.*

Five hours weekly.

Basic word processing skills, such as inputting, editing, formatting, and outputting are taught utilizing the WordPerfect word processing programs on IBM compatible computers.

### **88 Microcomputer Office Applications: Desktop Publishing (3) RPT 2**

*Prerequisite: One of the following: CAOT 35, 39, Computer Science 901, 902 or equivalent experience.* This course provides information and

hands-on training in using IBM or compatible microcomputers, laser printers, and an up-to-date desktop publishing software package. Students will learn to produce camera-ready, near typeset quality reports, newsletters, flyers and business forms. PageMaker software is used.

### **101 Hands-on Internet (1) CSU**

This course introduces students to the Internet and E-mail for business applications. Students will develop competency in use of computers to access the Internet for business research and applications.

### **107 Introduction to Presentation Programs (1)**

The use of computers for group presentations is practiced in this class. PowerPoint software is used.

### **115 Human Relations for Career**

#### **Success (1.5)**

This course is designed to help develop an understanding of one's self; and how one relates to others in the workplace, including employers, supervisors, co-workers and customers. It focuses on relationships with customers, teamwork, organizational effectiveness, communications, and self-development.

### **116 Medical and Dental Insurance Forms (1)**

This course will describe how the medical and dental insurance documents are processed. The students will use the computer to file claims for various insurance companies.

### **117 Computers in Health Occupations (1)**

This course includes a survey of currently available software for medical and dental offices and hospitals with a focus on evaluation and selection. It also provides hands-on experience for students with no prior computer experience. Medical records, reports, and computer ergonomics will also be discussed.

## COURSE DESCRIPTIONS

### 118 Workplace Skills (1)

This course examines specific office skills. It includes hands-on work with computers performing typical office document processing. Personal and office productivity, communications, records management, meeting support, financial transactions, presentations, and medical/dental career choices will also be covered.

### 119 Medical and Dental Office Procedures (2)

This course will cover in detail the operation of the medical and dental office. It will include opening and closing the office, answering the telephone, appointment scheduling, ordering supplies and managing patient flow.

### 120 Introduction to Presentation Programs (2)

Students will learn to create professional-looking multi-media presentations using PowerPoint software. Inclusion of clip art, photos, sound, motion, tables and charts will be covered.

### 185 Directed Studies - CAOT (1)

### 285 Directed Study - CAOT (2)

### 385 Directed Study - CAOT (3)

*Prerequisite: Ability to type 50 w.p.m., CAOT 2, 39, or 79,*

Students will work on independent projects as discussed and approved by instructor.

### 911 Cooperative Education - CAOT (1)

### 921 Cooperative Education - CAOT (2)

### 931 Cooperative Education - CAOT (3)

### 941 Cooperative Education - CAOT (4)

(See "Cooperative Education" for requirements.)

## COMPUTER SCIENCE INFORMATION TECHNOLOGY

*For all Computer Science-Information Technology courses, a maximum of 6 courses regardless of department, is acceptable for transfer to UC campuses.*

### 870 Supporting Wide Area Networks (3)

*Prerequisite: CSIT981, CSIT982, CSIT871, or equivalent certification.*

This course provides a 4.0 based enterprise environment. It is assumed that students have experienced supporting a Windows NT Server-based network. The goal of the course is for support professionals to be able to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment. The course content is organized into four units, each covering support in different areas of a Window NT Server based enterprise environment. This course is one of the required courses for the WLAC's Microsoft Certified Systems Engineer (MCSE) training program and has a limited enrollment of 24 students.

### 871 Introduction to Transmission Control Protocol/Internet Protocol (TCP/IP) (3)

*Prerequisite: CSIT981 or CSIT982 or equivalent Microsoft certification.*

This course provides students with the knowledge and skills required to set up, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating systems in a networked environment. This course is one of the elective courses for the WLAC'S Microsoft Certified Systems Engineer (MCSE) training program and has a limited enrollment of 24 students.

### 901 Introduction to Computers and Their Use (3) CSU Lecture 3 hours.

This course is a "computer literacy" course intended for students with little or no prior experience with computers. The course covers computers concepts and terminology as well as use of Windows, Word, and Excel. Students will learn how to use a Browser to search the World Wide Web.

### 902 Introduction to Computer Science (3) CSU Lecture 3 hours.

Note: Students who have completed CSIT-901 may also take this course. This course introduces students to fundamental concepts of computer science and programming. Applications will NOT be taught. Programming will be introduced with the Pascal language. Pentium computers will be used to develop students' skills. This class is intended for Computer Science, Engineering, Math and Science Majors. It is a prerequisite for all CSIT programming classes and is acceptable as a prerequisite for application classes.

### 911 Cooperative Education - CSIT (1) (CSU)

### 917 Beginning Micro Assembly Language (3) UC:CSU

*Prerequisite: CSIT-902 or equivalent experience*

Lecture 3 hours.

This course will teach the student how to use the assembly language for PC's. Topics to be covered include hardware architecture and software concepts, program design and debugging, and use of operating system calls.

# COURSE DESCRIPTIONS

## 921 Cooperative Education – CSIT (2) (CSU)

### 930 Micro-computer Application Software (4) CSU

*Prerequisite: CSIT-901, or equivalent experience.*

Lecture 3 hours. Lab 2-hours.

This course illustrates how the Microsoft Office Suite can be used to solve typical business problems. Students will use Word, EXCEL, Access, and PowerPoint to prepare documents, workbooks, databases, and presentations typical in today's business environment. Students will learn how to incorporate documents produced by one application in another application. Disk organization will be illustrated and emphasized. This class will prepare students for the Microsoft Mouse certification test.

## 931 Cooperative Education – CSIT (3) (CSU)

### 933 Data Base Design and Programming (3) CSU

*Prerequisite: CSIT-930 or equivalent experience.*

Lecture 3 hours.

This class explains the concept of relational databases. It illustrates how the Microsoft Access data base management system may be used in common business applications such as report and screen design, database design, and computer-aided decision making. This course covers advanced Access features including SQL programming

## 934 Operating Systems (3) NDA

*Prerequisite: CSIT-901 or CSIT-902 or equivalent experience.*

Lecture 3 hours.

This course covers the structure and features of operating systems using the most common microcomputer operating system: MS-DOS. Topics covered will include Common DOS commands, disk structure, file systems creation, organization and maintenance and Batch files. Operating systems theory and design will be reviewed. Significant features of Windows, UNIX and Norton Utilities will be discussed.

## 936 Introduction to Data Structures (3) UC:CSU

*Prerequisite: CSIT-939 or equivalent experience with the C++ programming language.*

Lecture 2 hours. Laboratory 2 hours.

This course introduces the student to the concept of "software engineering", a disciplined approach to the design, production, and maintenance of computer programs. Concepts of data structures such as stacks, queues, linked lists, binary search trees, sorting algorithms, and recursive programming techniques will be covered. The course will give students experience in using C++ objects to create abstract data structures.

## 937 Teleprocessing Systems (3) CSU

*Prerequisite: Computer Science CSIT-901 or CSIT-902 or equivalent experience*

Lecture 3 hours.

This course introduces students to basic concepts of telecommunications. Modems, Serial I/O, Protocols, security and telecommunications software will be covered. Students will use telecommunications software to communicate with other computers. They will learn how to access the World Wide Web and gain practical experience creating web sites.

## 938 Basic Programming (3) CSU

*Prerequisite: CSIT 902 and familiarity with WINDOWS.* This course explains how to use the visual BASIC language in order to develop applications for Microsoft Windows.

## 939 Programming in C (3) UC: CSU

*Prerequisite: CSIT-902 or equivalent experience.*

Lecture 2 hours; Laboratory 2 hours.

This course introduces object-oriented programming using the C++ language. Students will learn the syntax of the C++ language as well as the underlying concepts of object-oriented programming. Programming assignments will illustrate the use of the language use well as the use of the C++ function library.

## 941 Cooperative Education – CSIT (4) (CSU)

See "Cooperative Education" section.

## 948 Advanced Spreadsheet (3) CSU

*Prerequisite: CSIT-930 or equivalent experience with spreadsheet programs.*

Lecture 4 hours.

This course will teach the student how to use advanced features of the EXCEL spreadsheet program in order to perform typical business and financial analysis. Topics to be covered include financial functions, conditional functions, macros, template design, three dimensional spreadsheet models, and presentation quality graphics.

## 967 Introduction to Microsoft Windows (4)

*Prerequisite: CSIT90, CSIT934, or equivalent experience.*

This course helps students gain the knowledge and skills needed to support Microsoft Windows95, the current major release of Windows operating system. These skills include setup, configuration, and optimization network integration using Windows NT Server, administration, troubleshooting, messaging, and other support issues. This course is one of required core courses for the WLAC's Microsoft Certified System Engineer certification program and has a limited enrollment of 24 students. A brief examination will be given at the first class meeting which will test the student's knowledge of personal computer terminology and DOS 6.2 concepts, such as subdirectories, batch files, file and memory management commands, and optimization.

## 987 Introduction to Local Area Networks (3) CSU

*Prerequisite: CSIT-934 and CSIT-937 or equivalent experience.*

Lecture 2 hours. Laboratory 2 hours.

This course will introduce students to the fundamental concepts of local area networks (LANs) as well as provide practical experience implementing a LAN. Network topology, network operating system configuration and installation, network administration, and installation of software on a Novell network will be covered.

## 965 Introduction to Microsoft Networks (3)

This course is designed to provide students with background necessary to understand the local area networking information in Microsoft courses on workstations and networking. The course serves as a general introduction for students who need a foundation in current Microsoft networking technology for local area networks (LANs), wide area networks (WANs) using Windows NT Server. IT includes text base study material, simulation LAN exercises, and demonstrations so students can do networking tasks that reinforce the information in the text. This course is one of the required core courses for the WLAC's Microsoft Certified Systems Engineer certification program and has a limited enrollment of 24 students. A brief examination will be given at the first class meeting which will test the student's knowledge of personal computer terminology and DOS 6.2 concepts, such as subdirectories, batch file, file and memory management commands, and optimization.

## 981 Introduction to Windows NT Workstation (3)

*Prerequisites: CSIT991, CSIT967, or equivalent Microsoft certification.*  
This course is intended for those who administer MS Windows NT Server and Windows NT Workstation, for those who are on the Microsoft Certified Systems Engineer Windows NT 4.0 Track, and for those who plan to take (NT Server 4.0) Class. This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Microsoft Windows NT-based network. It also provides students with the prerequisite knowledge and skills required for the course; (Introduction to Microsoft Windows NT Server). This course is one of the required core courses for the WLAC's Microsoft Certified Systems Engineer

certification program and has a limited enrollment of 24 students.

## 991 Programming Laboratory (1) RPT 3 Credit/No-Credit Laboratory 2 hours.

This class provides access to modern networked micro-computers for any student at West Los Angeles College. Students enrolled in this class will be provided with a "user-ID" which will allow them to use word processing, spreadsheet, and desktop publishing software as well as computer programming languages. Written instructions will be provided in the use of the computer facilities.

## 992 Programming Laboratory (1) RPT 3 Credit/No-Credit Laboratory 3 hours.

## 993 Programming Laboratory (1) RPT 3 Credit/No-Credit Laboratory 2 hours.

## 994 Programming Laboratory (1) RPT 3 Credit/No-Credit Laboratory 3 hours.

*Any or all of the above UC transferable courses combined: Maximum UC credit allowed, 6 courses total*

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## COOPERATIVE WORK EXPERIENCE EDUCATION

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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 in incorporating related education and work experience. These structured experiences in business, industry, government and human services bring 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 or coordinators and employers.
4. Have 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 Objective (MBO).
8. May refer to work experience education on future job applications.
9. Benefits financially while learning.
10. Can begin a career earlier.

# COURSE DESCRIPTIONS

## Student Qualifications

11. Pursue a planned program based on measurable learning objectives agreed to, with CWEE instructor or coordinator.
12. Be enrolled in no less an 7 units (including CWEE units.)
13. During summer sessions be enrolled in at least 1 other class in addition to CWEE.

## CORRECTIONS

### 2 Correctional Institutions (3) (CSU)

*(Same as Administration of Justice 75)*

The student will become aware of cultural diversity during the presentation of the various course topics, e.g., community relations, race relations and cultural awareness.

### 3 Field Work I (3)

*Prerequisite: Corrections 1 and 2. Administration of Justice 1 can substitute for Corrections 1.*

Students will participate, under supervision, in a correctional facility such as a probation/parole field office, jail, detention center, juvenile camp, juvenile institution, or a similar agency. Students must meet the minimum entry level requirements of the participating agency and will be fingerprinted, take an oath, and TB test. The class meets once a week and then the student will have a volunteer assignment for a minimum of six hours per week with a sponsoring agency.

### 4 Field Work II (3)

*Prerequisite: Corrections 1, 2, and 3. Administration of Justice 1 can substitute for Corrections 1.*

Students will participate, under supervision, in a correctional facility such as a probation/parole field office, jail, detention center, juvenile camp, juvenile institution, or a similar agency. Students must meet the minimum entry level requirements of the participating agency and will be

fingerprinted, take an oath, and TB test. The class meets once a week and then the student will have a volunteer assignment for a minimum of six hours per week with a sponsoring agency.

### 5 Legal Aspects of Corrections (3)

This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners, and responsibilities and liabilities of correctional employees.

## DENTAL HYGIENE

*Courses are open to enrolled*

**Dental Hygiene Majors only.**

### 87 Dental Hygiene - Orientation To Dental Hygiene Application (1) (CR/NCR)

This class will discuss the educational program, the process and an overview of the dental hygiene profession.

### 88 Dental Hygiene Development Clinic RPT 2 (1) NDA

*Open to enrolled students in Dental Hygiene Lecture 1 hour.* Discussions and exercises presented will center on case reasoning for Clinical Dental Hygiene. Accumulated theoretical knowledge will be related to practical clinical applications.

### 90 Special Project in Dental Hygiene (2) NDA

*Prerequisite: Permission of the instructor, enrolled dental hygiene student or graduate of an approved dental hygiene program.* Laboratory 6 hours.

This course allows dental hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

### 91 Special Project in Dental Hygiene (4) NDA

*Prerequisite: Permission of the instructor, enrolled dental hygiene student or graduate of an approved dental hygiene program.* Laboratory 12 hours.

This course allows dental hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

### 92 Special Project in Dental Hygiene (6) NDA

*Prerequisite: Permission of the instructor, enrolled dental hygiene student or graduate of an approved dental hygiene program.* Laboratory 18 hours.

This course allows dental hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

### 100 Principles of Clinical Dental Hygiene (2)

*Open to enrolled students in Dental Hygiene (First Semester)* Lecture 2 hours.

This course will provide beginning dental hygiene students with the scientific knowledge and understanding of the basic principles of dental techniques and procedures for applying comprehensive dental hygiene services.

### 101 Clinical Dental Hygiene (2)

*Open to enrolled students in Dental Hygiene (First Semester)* Laboratory 6 hours.

This pre-clinical dental hygiene services course is designed to develop the skills and technique required for performing dental hygiene services and orienting the student to the role of the clinical dental hygienist.

### 101A Clinical Dental Hygiene (1)

Modularized Class

### 101B Clinical Dental Hygiene (1)

Modularized Class

### 102 Radiology I - Introduction to Radiology (1)

*Open to enrolled students in Dental Hygiene (First Semester)* Lecture 1 hour.

A study of the principals and techniques of exposing and processing dental radiographs. Emphasis is placed on radiation safety and protection.

## COURSE DESCRIPTIONS

### **103 Radiology I - Laboratory (1)** *Open to enrolled students in Dental Hygiene (First Semester)*

Laboratory 3 hours.

This laboratory course is designed to provide experience in exposing, processing, mounting charting and interpreting dental radiographs on a mannequin.

### **104 Dental Morphology (2)**

*Open to enrolled students in Dental Hygiene (First Semester)*

Lecture 2 hours.

Through lecture and demonstration, the morphological characteristics and development of the teeth and oral structures are presented. Emphasis is on comparative crown and root anatomy. Some drawing and wax carving of teeth may be required.

### **105 General Pathology (2)**

*Open to enrolled students in Dental Hygiene (First Semester)*

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 of the Head and Neck (2)**

*Open to enrolled students in Dental Hygiene (First Semester)*

Lecture 2 hours.

A detailed study of the anatomy of the human head, neck, face and jaw is presented through lecture and demonstration.

### **108 Introduction to Periodontics (2)**

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of C or better. (Second Semester)*

Lecture 2 hours.

This course is designed to provide the dental hygiene student with an introduction to periodontics. Etiology, prevention, diagnosis and Phase I therapy will be discussed histologically and clinically.

### **109 Infection Control In Dentistry (1)**

*Open to enrolled students in Dental Hygiene (First Semester)*

This course is designed to provide the Dental Health Care Worker with the principle and practical application concepts of infection control in dentistry. Occupational Safety and Health Administration (OSHA), environmental Protection Agency (EPA), Center for Disease Control (CDC) and other governmental agency standards will be presented and discussed.

### **150 Preventive Dentistry (1)**

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene 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 first semester Dental Hygiene courses attempted with a grade of C or better. (Second Semester)*

Clinic 9 hours

At UCLA School of Dentistry, students apply knowledge and basic clinical skills learned in DH 101 and other related classes toward competency in performing dental hygiene service. Emphasis will be on the periodontal maintenance and recall patient, and the patient with mild to moderate active periodontal involvement.

### **151A Clinical Dental Hygiene II (1)**

Modularized Class

### **151B Clinical Dental Hygiene II (2)**

Modularized Class

### **152 Special Patient Care (1)**

*Open to enrolled students in Dental Hygiene (First Semester)*

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 first semester Dental Hygiene courses attempted with a grade of C or better. (Second Semester)*

Lecture 1 hour

The clinical discipline of radiographic interpretation of oral and maxillofacial disease is presented for the dental hygienist. Techniques in extraoral and specialized radiography are discussed.

### **154 Oral Pathology (2)**

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of C or better. (Second Semester)*

Lecture 2 hours.

Interpretation of pathological conditions is presented with emphasis on clinical signs and symptoms. Oral abnormalities are presented through the use of color slides and case histories.

### **155 Dental Materials (2)**

*Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of C or better. (Third Semester)*

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.

## COURSE DESCRIPTIONS

### 156 Histology and Embryology of Oral Tissues (2)

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of C or better. (Second Semester)*

Lecture 2 hours.

Through lecture and demonstration, the histological structure of oral tissues is presented.

### 160 Clinical Dental Hygiene (2B)

*Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of C or better. (Summer)*

Students will apply knowledge and basic clinical skills learned in DH 101 and DH 151 and other related classes toward proficiency in performing dental hygiene services. Emphasis will be on supportive periodontal treatment and the patient mild to moderate active periodontal involvement.

### 200 Cariology and Occlusion (1)

*Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of C or better. (Third Semester)*

Lecture 1 hour.

This course provides understanding, recognition and proper treatment of cariology and occlusion. Lectures and discussion cover the aspects of temporomandibular 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 second semester Dental Hygiene courses attempted with a grade of C or better. (Third Semester)*

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.

### 201A Clinical Dental Hygiene III (2)

Modularized Class

### 201B Clinical Dental Hygiene III (2)

Modularized Class

### 203 Expanded Functions - Laboratory (1)

*Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of C or better. (Third Semester)*

Laboratory 3 hours.  
This laboratory course is designed to provide experience in selected functions and manipulations of various dental materials with emphasis on the role of the dental hygienist as a member of the team. Procedures include: Placement and removal of rubber dam; sizing of stainless steel crowns; sizing, placement and removal of temporary crowns and restorations; mouth-guard construction placement and removal of anterior and posterior matrices; finishing of amalgam restoration; intro-oral photographs; placement of pit fissure sealant, placement and removal of periodontal dressings, placement and removal of sutures; vitality testing, placement of temporary wire ligation and taking amalgam impressions.

### 204 Dental Health Education (1)

*Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of C or better. (Third Semester)*

Lecture 1 hour.  
This course in dental health education is designed to orient dental hygiene students in the role of dental health educator. The course focuses on the concepts of school program planning, development of evaluation mechanisms and coordinating efforts with educational and community systems in teaching elementary and pre-school aged children and those with special handicaps.

### 205 Dental Health Education - Practicum (1)

*Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of C or better. (Third Semester)*

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 second semester Dental Hygiene courses attempted with a grade of C or better. (Third Semester)*

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 gingival curettage will be discussed.

### 207 Pain Control (1)

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of C or better. (Second Semester)*

Laboratory 3 hours  
Management of pain control through the use of local anesthetics and nitrous oxide and oxygen sedation is studied through lectures and laboratory exercises.

### 208 Pharmacology (3)

*Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of C or better. (Third Semester)*

Lecture 3 hours.  
This course presents the general principles of pharmacology including the pharmacodynamics, pharmacokinetic 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, anti-inflammatory drugs and antibiotics.



## 210 Emergencies in Dental Practice (1)

*Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of C or better. (Fourth Semester)*

Lecture 1 hour.

This course is designed to provide the student with the background and skill to recognize and manage any medical emergency situation. 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 third semester Dental Hygiene courses attempted with a grade of C or better. (Fourth Semester)*

Lecture 1 hour.

This course is designed to provide the dental hygienist with an advanced understanding 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 (5)

*Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of C or better. (Fourth Semester)*

Clinic 15 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 are required to prepare the student for licensure. Rotating assignments into dental specialty clinics at UCLA provide the opportunity to learn of the role of the dental hygienist in these areas.

## 251A Clinical Dental Hygiene IV (3)

Modularized Class

## 251B Clinical Dental Hygiene IV (2)

Modularized Class

## 252 Essentials of Dental Hygiene Practice (2)

*Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of C or better. (Fourth Semester)*

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 (1)

*Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of C or better. (Fourth Semester)*

Lecture 1 hour.

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 recognition of abuse health policy are discussed.

## 254 Community Dental Health - Practicum (1)

*Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of C or better. (Fourth Semester)*

Practicum 3 hours.

The purpose of this practicum is to provide experiences in program planning and implementation at various governmental and voluntary community agencies.

## 256 Biochemical Nutrition (3)

*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of C or better. (Second Semester)*

Lecture 3 hours.

The relationship of diet and nutrition to various diseases such as periodontal disease, cancer, diabetes, and obesity will be considered as will the nutritional considerations of patients with special needs. Each major nutrient group will be covered along with its biological role.

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## EARTH SCIENCE

(See also: Environmental Science, Geography, and Oceanography)

### 1 Earth Science (3) UC:CSU

Lecture 3 hours.

This course provides a broad-based, integrated introduction to the geosciences. The course content includes a survey of topics from geology, geography, oceanography, meteorology, and astronomy. This course is designed to fulfill a natural science requirement.

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## ECONOMICS

### 1 Principles of Economics I (3) UC:CSU

(CAN ECON 4)

This introductory microeconomics course provides the student with an understanding of the basic economic principles and forces, which govern the production, and distribution of goods and services. Topics include: forms of business organizations, the role of government in the economic system, value and price in a free enterprise system, labor-management relations, and contemporary economic developments.

## COURSE DESCRIPTIONS

### 2 Principles of Economics II (3) UC:CSU (CAN ECON 2)

This is an introductory course in the principles of macroeconomics. Topics considered include: the national income, business fluctuations, the financial system, public finance, international economics and application of economic principles to contemporary economic developments.

## EDUCATION

### 1 Introduction to Teaching (3) CSU

This course introduces students to the field of professional education and a teaching career. Students are assigned to schools to observe current teaching practices and trends to assist a master teacher in the operation of a modern classroom.

### 6 Methods and Materials of Tutoring (1) (NDA)

*Prerequisite: None*  
*3 Hours of Lab*

Students preparing to be peer tutors will learn strategies for teaching grammar, mechanics, organization, and the writing process.

### 911 – Cooperative Education – Education (1) CSU

### 921 – Cooperative Education – Education (2) CSU

### 931 – Cooperative Education – Education (3) CSU

### 941 – Cooperative Education – Education (4) CSU

Education is approved for Cooperative Work Experience credit. See Cooperative Education section for prerequisite, course description and credit limits.

## ENGINEERING, GENERAL

### 2 Introduction to Engineering Drafting (3) UC:CSU

*Prerequisite: High school drafting, college drafting or General Engineering 52.*

Lecture 1 hour; laboratory 5 hours. Intermediate level multi-view and pictorial drawings are covered. Introduction to Descriptive Geometry. Sketching, auxiliary views, developments, intersection and linear tolerancing are included.

### 4 Engineering Descriptive Geometry (3) UC:CSU

*Prerequisite: General Engineering 2*  
Lecture 1 hour; laboratory 5 hours. This course presents the fundamental principles of engineering descriptive geometry and their application to engineering problems; orthographic projection, including auxiliary views and oblique views; point, line and plane problems; and intersections and developments.

### 7 Statics (3) UC:CSU

*Prerequisite: Mathematics 261*  
Lecture 2 hours; laboratory 3 hours. Force systems and equilibrium conditions are studied, with emphasis on engineering problems covering structures, machines, distributed forces and friction. This course is required of all engineering majors.

### 52 Elementary Engineering Drafting (3)

Lecture 1 hour; laboratory 5 hours. Instruction is provided in the proper use and care of drawing instruments, in technical lettering, geometric construction, orthographic and pictorial views, sectional views, developments, fasteners and dimensioning.

## ENGLISH

### 21 English Fundamentals (3) NDA

*Prerequisite: Appropriate placement level demonstrated through English assessment process.*

English Fundamentals is a course in beginning critical reading and writing of short essays.

### 22 Technical English (3)

Technical English is designed for students in the business, industrial and technical fields. Instruction covers writing, reading and speaking. Emphasis is placed upon the writing of business and technical correspondence, procedures and a variety of reports; the summarizing of trade reports, technical reports and other technical data and the preparation and presentation of oral reports.

### 23 Advanced Vocabulary (3) NDA

This beginning course in the technique of enlarging and enriching the individual's vocabulary looks toward a more adequate understanding and use of words. It includes the history of language and a survey of the varied elements, which make up our individual vocabularies. The student is

given an introduction to the laws of word formation, derivatives from Latin, Greek and Old English and the application of prefixes and suffixes to the roots of words.

### 28 Intermediate Reading and Composition (3)

*Prerequisite: Completion of English 21 with a grade of C or better or appropriate placement level demonstrated through English assessment process.*

This is a course in writing composition and critical reading. It is a prerequisite for English 101. The emphasis is on writing based on primarily critical reading and secondarily life experiences. Required: nine to ten a composition, including at least four to five essays of at least 500 words each.

### 33 Basic Vocabulary (3) NDA

This course familiarizes students with the wealth of information contained in dictionaries, and instructs them in their usage as a tool for communication. The student's vocabulary is increased through a systematic study of word structure, prefixes, suffixes and combining forms. The student becomes aware of the utility and beauty of language.

### 46 Reading and Study Improvement (3) NDA

This course is designed to aid the student in increasing reading and study efficiency. Each student is assisted in analyzing reading skills and, by means of intensive practice with a variety of reading equipment, learns how to read more effectively for a variety of purposes: textbook reading, on-the-job reading tasks and other situations where rapid reading and high retention are desirable.

### 69 Writing and Revising on the Computer (1) RPT 3

*Credit/No Credit*

Students use computers to improve their writing skills, including organizing, spelling, punctuating, grammar and mechanics.

### 75 Methods for Tutoring Writing (1) RPT 0 NDA

Students preparing to be peer tutors in the Learning Resource Center will learn strategies for teaching grammar, mechanics, organization, and writing as a process.

## 85 College English as a Second Language II (5) CSU

*Prerequisite: Appropriate placement level demonstrated through English assessment process.*

This course introduces ESL students to the English writing sequence by giving practice in writing short academic essays in response to readings in non-fiction and literature. Attention will be given to sentence structure, vocabulary, grammar and critical reading.

## 86 College English as a Second Language III (5) UC:CSU

*Prerequisite: Appropriate placement level demonstrated through English assessment process.*

This course prepares advanced ESL students for English 101 with intensive practice in essay writing and critical reading skills.

## 94 Intensive Grammar Review (3) NDA

*Advisory: Eligibility for English 21*

An intensive review of grammar and sentence structure for students who want extra help before taking English 28 or 102

## 101 College Reading and Composition I (3) UC:CSU (CAN ENGL 2)

*Prerequisite: Appropriate placement level demonstrated through English assessment process or a grade of "C" or better in English 28.*

This course teaches students to write college-level essays as a result of and in response to reading and analyzing college level texts. This course focuses equally on writing and critical reading of a diverse variety of authors. Texts may include full length works and literature of all kinds. Students will learn to prepare a research paper in which they accurately, clearly, and coherently synthesize ideas and information from a variety of sources and points of view. English 101 students must complete a term paper and concurrent enrollment in Library Science 101 which provides instruction in basic library research methods is strongly recommended.

Acceptable for English 3 credit, UCLA.

## 102 College Reading and Composition II (3) UC:CSU (CAN ENGL 4)

*Prerequisite: English 101 with a grade of C or better.*

This course extends the reading and writing skills obtained in English 101. Critical reading and interpretation of literary works in the genres of the novel, the short story, the play and the poem are emphasized. Students are required to write critical essays about these literary forms.

Acceptable for English 4 credit, UCLA.

## 103 Composition and Critical Thinking (3) UC:CSU

*Prerequisite: English 101 with grade of C or better.*

This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 101. The course will focus on the development of logical reasoning and analytical and argumentation writing skills.

## 127 Creative Writing (3) UC:CSU RPT 2

*Prerequisite: English 101 or equivalent.*

This course 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.

## 130 Report Writing for Law Enforcement (3) CSU

This course has been designed to provide the basic written skills for the law enforcement professional. Emphasis will be placed on correct sentence structure, spelling, punctuation and grammar. (Also listed as Administration of Justice 14)

## 185 Directed Study - English (1) UC:CSU

## 203 World Literature 1 (3) UC:CSU

*Prerequisite: English 101*

This survey of world literature in translation begins with works of the Near and Far East, continues with the Greek epic and drama, follows with Latin and Italian literature and closes with

major writings from Spain, France and Germany through the sixteenth century. Critical papers are required.

## 204 World Literature II (3) UC:CSU

*Prerequisite: English 101*

This course surveys continental and oriental literature, which has been translated, from the seventeenth century to the present and emphasizes works from France, Germany, Scandinavia, Russia, Japan and China. Critical papers are required.

## 205 English Literature I (3) UC:CSU (CAN ENGL 8)

*Prerequisite: English 102*

This survey of English literature begins with Beowulf and continues to the decline of neoclassicism in the 18th century, with special emphasis on the major figures and works. The writing of critical papers is required.

## 206 English Literature II (3) UC:CSU (ENGL 205 + 206 = I CAN ENGL SEQ B)

*Prerequisite: English 102*

This survey of English literature includes writings from the Romantic Age to the English writers of the present. The writing of critical papers is required.

## 207 American Literature I (3) UC:CSU

*Prerequisite: English 101.*

This survey of American literature, from the earliest period through the Civil War, includes major literary works, which express the social and political concerns of a pluralistic society. The writing of critical papers is required.

## 208 American Literature II (3) UC:CSU

*Prerequisite: English 101.*

This survey of the United States' literature, from the Civil War to the present, places special emphasis upon those writers who significantly treat the social, political and philosophical problems of the period. The writing of critical papers is required.



See West Los Angeles Class Schedule for English Courses offered On-Line, and other off-campus

## COURSE DESCRIPTIONS

### 209 California Literature (3) UC:CSU

This course surveys literary works by and about Californians, ranging from Indian myths to poems to short stories and novels. The course introduces students to writing critical essays about literature and explores - through reading, writing, and class discussion - the archetypal patterns reflected in the literature of California.

### 210 The Twentieth Century Novel (3) UC:CSU

*Prerequisite: English 101*

This course is a study of the Twentieth Century novel from 1910 to the present. Landmark European, British and American novels are read and discussed, with written critical papers required.

### 211 Fiction (3) UC:CSU

*Prerequisite: English 101*

This course offers an analysis of selected novels and short stories from different nations and cultures. Students will write critical papers in response to these works of literature. Note: UC transfer credit limit: one course from English 211, 212, 240

### 212 Poetry (3) UC:CSU

*Prerequisite: English 101*

In this course, students read and analyze selected poems as they consider the range of poetic forms and explore the nature of poetry. Note: UC transfer credit limit: one course from English 211, 212, 240

### 213 Dramatic Literature (3) UC:CSU

*Prerequisite: English 101*

This survey of drama analyzes plays by important and influential playwrights. These may include Sophocles, Shakespeare, Ibsen, Beckett, Williams, Hansberry and Shepard.

### 215 Shakespeare I (3) UC:CSU

*Prerequisite: English 101.*

Poems and plays selected from the works of Shakespeare are studied. Some attention is paid to the background of his times and to the Renaissance Theater. The writing of critical papers is required.

Acceptable for English 90 credit, UCLA.

### 218 Children's Literature (3) CSU

*Prerequisite: English 101*

This course is a survey of the literature suitable for children of different age levels and is recommended for prospective nursery,

kindergarten and elementary teachers. Parents will also find the course material helpful in discovering what reading material is available for a child's home library.

### 219 The Literature of American Ethnic Groups (3) UC:CSU

*Prerequisite: English 28.*

This course considers noteworthy fiction and other literature arising from the traditions and contemporary problems of several ethnic groups, each of which offers a unique contribution to American life.

### 233 American-Jewish Literature (3) UC:CSU

*(Same as Jewish Studies 6)*

*Prerequisite: None.*

This course explores writing by Jewish American authors. Topics include European and Middle Eastern traditions, the American dream creativity and art, the family, and images of women. This is an off-campus class.

### 234 African-American Literature (3) UC:CSU

*Prerequisite: English 101.*

This course surveys the literary, social and historical aspects of essays, novels, dramas, short stories and poetry written by African-Americans. Critical papers are required. (Same as African American Studies 20)

### 239 Women in Literature (3) UC:CSU

*Prerequisite: English 101.*

This course is a survey of literature by and about women from early times to the present. Poetry, autobiographical writings, short stories and novels will be analyzed from the viewpoint of women's roles and images. Critical writing is required.

### 240 Literature and the Motion Picture I (3) UC:CSU

*Prerequisite: English 28.*

Lecture 3 hours.

This course is designed to develop skills in analyzing and evaluating the comparative arts of literature and the motion picture. The student will be given the opportunity to view feature length films of cultural and artistic significance and read related works of literature including novels, short stories, plays, and film scripts.

Note: UC transfer credit limit: one course from English 211, 212, 240.

### 250 Mythology and Literature (3) UC:CSU

*Prerequisite: English 101.*

An introduction to the mythology of Western and Middle Eastern civilizations. The course treats these Western and Middle Eastern myths as they appear in epics, plays, and other literature, both ancient and modern, and shows how myths relate to folk stories, dreams, and fantasy through powerful symbols shared by people all over the world.

### 285 Directed Study - English (2) UC:CSU

### 385 Directed Study - English (3) UC:CSU

*Prerequisite: A grade of C or better in English 101.*

Conference 1 hour per unit.

Allows a student to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

*Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.*

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## ENGLISH AS A SECOND LANGUAGE

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### 1 College English As A Second Language I: Integrated Skills (12) NDA

For beginning ESL students. Emphasis is on development of basic reading and writing preparation for college work.

### 1A Integrated Skills (6) NDA

### 1B Integrated Skills (6) NDA

### 2 College English As A Second Language II (12) NDA

Prerequisite: Appropriate placement by the ESL assessment. A beginning course for students to learn and practice basic grammar, sentence structure, vocabulary and reading skills. Emphasis is on oral and written language for success in school, work and everyday life.

## **2A College English As A Second Language I (6) NDA**

## **2B College English As A Second Language II (6) NDA**

## **3 College English as a Second Language (12) NDA**

*Prerequisite: Appropriate placement level demonstrated through ESL assessment process.*

Level 3 is divided into modules 3A, 3B and 3C.

### **3A Writing/Grammar (6) NDA**

*Co-requisite: ESL 3B and 3C are recommended.*

This is a high beginning course in academic English as a Second Language for non-native speakers of English. It emphasizes basic sentence patterns and the development of writing through guided and free composition. Reading, speaking and listening activities reinforce writing and grammar-in-context lessons.

### **3B Reading/Vocabulary (3) NDA**

*Co-requisite: ESL 3A and 3C are recommended.*

This is a high beginning course in academic English as a Second Language for non-native speakers of English. It emphasizes the development of reading and vocabulary skills leading to college-level proficiency.

### **3C Listening/Speaking (3) NDA**

*Co-requisite: ESL 3A and 3B are recommended.*

This is a high beginning course in academic English as a Second Language for non-native speakers of English. It emphasizes the pronunciation principles, listening strategies and conversational skills.

## **4 College English as a Second Language (12) NDA**

*Prerequisite: Completion of ESL 3 with a C or better or appropriate placement level demonstrated through English assessment process. Level 4 is divided into modules 4A, 4B and 4C.*

### **4A Writing/Grammar (6) NDA**

*Co-requisite: ESL 4B and 4C are recommended.*

This is an intermediate course in academic English as a Second Language for non-native speakers of English..

Through the presentation and reinforcement of essentials grammar patterns and rules, it emphasizes the development of skills leading to college-level writing proficiency, and effective speaking competencies.

### **4B Reading/Vocabulary (3) NDA**

*Co-requisite: ESL 4A and 4C are recommended.*

This is an intermediate course in academic English as a Second Language for non-native speakers of English. It emphasizes the development of skills leading to college-level proficiency in reading and vocabulary.

### **4C Listening/Speaking (3) NDA**

*Co-requisite: ESL 4A and 4B are recommended.*

This is an intermediate course in English as a Second Language for non-native speakers of English. It emphasizes the development of listening comprehension and conversational skills and pronunciation to improve communication.

## **5 College English as a Second Language (12)**

*Prerequisite: Completion of ESL 4 with a C or better and appropriate placement level demonstrated through English assessment process. Level 5 is divided into modules 5A, 5B and 5C.*

### **5A Writing/Grammar (6) UC:CSU**

*Co-requisite: ESL 5B and 5C are recommended.*

This is a high intermediate course in English as a Second Language for non-native speakers of English. It emphasizes the development of grammar and writing skills leading to college-level writing, and speaking proficiency. Course work includes paragraph and short essay writing.

### **5B Reading/Vocabulary (3) NDA**

*Co-requisite: ESL 5A and 5C are recommended.*

This is a high intermediate course in English as a Second Language for non-native speakers of English. It emphasizes the development of skills leading to vocabulary expansion and college-level reading proficiency.

### **5C Listening/Speaking (3) NDA**

*Co-requisite: ESL 5A and 5B are recommended.*

This is a high intermediate course in English as a Second Language for non-native speakers of English. Students will improve listening comprehension, and speaking in group situations and brief formal presentations. Accent acquisition instruction and practice is incorporated into communicative tasks.

## **6 College English as a Second Language (12) NDA**

*Prerequisite: Completion of ESL 5 with a C or better and appropriate placement level demonstrated through English assessment process. Level 6 is divided into modules 6A, 6B and 6C.*

### **6A Writing/Grammar (6) UC:CSU**

*Co-requisite: ESL 6B and 6C are recommended.*

This is an advanced course in English as a Second Language for non-native speakers of English. It emphasizes the development of writing and grammar skills necessary for college-level writing. Course work includes paragraph and essay writing.

### **6B Reading/Vocabulary (3) NDA**

*Co-requisite: ESL 6A and 6C are recommended.*

This is an advanced course in English as a Second Language for non-native speakers of English. It emphasizes the development of college-level reading and vocabulary skills.

### **6C Listening/Speaking (3) NDA**

*Co-requisite: ESL 6A and 6B are recommended.*

This is an advanced course in English as a Second Language for non-native speakers of English. Students will improve listening comprehension skills, oral skills and pronunciation within a wide range of communication tasks.

## **7 College English as a Second Language**

*Prerequisite: Completion of ESL 6 with C or better an appropriate placement level demonstrated through English assessment process*

## COURSE DESCRIPTIONS

### **7B College English as a Second Language - Reading/ Vocabulary (NDA)**

This is designed for second language students who wish 1) to develop college reading versatility and efficiency and 2) to use critical reading skills in analyzing difficult material.

## ENVIRONMENTAL SCIENCE

See also: Earth Science, Environmental Hazardous Materials Technology.

### **1 The Human Environment: Physical Processes (3) UC:CSU**

This introductory course discusses the effects of humans on their physical environment. Particular emphasis is placed upon modifications of physical processes due to industrialization and urbanization. Energy and pollution are stressed. Topics include energy sources and the environment, air pollution, climatic change, solid waste and water pollution as well as topics of current interest.

### **2 The Human Environment: Biological Process (3) UC:CSU**

This is a course in basic ecology and natural history that fulfills a nonlaboratory science requirement. Topics to be covered include ecosystem structure and function, use of natural resources, and survival of plant and animal species. Environmental problems such as population and pollution will be discussed as well as local plant and animal species.

### **12 Environmental Chemistry (3) UC:CSU**

This is an introductory course in chemistry emphasizing those inorganic and organic substances released into the environment that are hazardous to human and environmental health. Topics will include an introduction into chemical symbols and formulas; physical properties of chemicals including density, solubility, and states of matter; chemical properties including reactivity, ignitability and chemical compatibility; energy in chemical

reactions; acids, bases and pH; the naming of organic groups of chemicals, including alcohols, aldehydes, ketenes and esters, and their physical and chemical properties.

### **13 Environmental Chemistry Laboratory (1) UC:CSU**

This laboratory course is designed to complement Environmental Sciences 12. It will provide an introduction to laboratory techniques, analytical methodologies, quality assurance/quality control, and "hands-on" use of analytic instruments. Laboratory control, and "hands-on" use of analytic instruments. Laboratory topics will include detection and measurement of radioactivity, methods of water analysis, isolation and separation techniques, air pollutant monitoring, and physical and chemical properties of organic compounds.

## FAMILY AND CONSUMER STUDIES

### **21 Nutrition (3) UC:CSU (CAN HEC 2)**

Lecture 3 hours.

This basic survey course is important to all those interested in nutrition. The fundamentals of nutrition, which affect human growth and health maintenance, including weight control and dietary requirements, throughout the life cycle, are studied. Food compositions and the nutritional aspects of food preparation are explored.

## FINANCE

### **2 Investments (3) CSU**

Analysis of stocks and bonds, mutual funds, real estate trusts, commodities and related investments. Functions and operations of the investment market.

### **8 Personal Finance and Investments (3) CSU**

Consists of lectures, discussions and practice with regard to one's personal financial activities. Particular attention is given to consumer credit, life and property insurance, savings plans, taxes, retirement plans, estate transfer, securities and miscellaneous investments.

## FRENCH

### **1 Elementary French I (5) UC:CSU (French 1 and 2 equal CAN FREN SEQ A)**

*Co-requisite: French 101*

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France.

### **2 Elementary French II (5) UC:CSU (French 1 and 2 equal CAN FREN SEQ A)**

*Prerequisite: French 1 with a grade of C or better, two years of high school French or equivalent.*

*Co-requisite: French 101*

This course completes the basic grammar of the French language. Films and filmstrips are employed to develop an understanding of French culture and history, as well as to improve comprehension, to enrich vocabulary, and to serve as topics for oral discussion and written composition. Same as French 52 with French 62.

### **3 Intermediate French 1 (5) UC:CSU (CAN FREN 8)**

*Prerequisite: French 2 with a grade of C or better, three years of high schools French or equivalent.*

This course provides a review of the fine points of grammar and seeks to perfect fluency, comprehension and cultural knowledge through dramatic films, short novels, poetry, plays, music and magazines.

*Acceptable for French 4 credit, UCLA.*

### **4 Intermediate French II (5) UC:CSU (CAN FREN 10)**

*Prerequisite: French 3 or four years of high school French.*

This course continues to refine speaking, reading and writing comprehension skills through the literary and visual media.

**5 Advanced French I (5) UC:CSU**

*Prerequisite: French 4*

This course continues the study of advanced composition and grammar through literature, film and music. The readings are the basis for regular composition work and student discussion in French.

**6 Advanced French II (5) UC:CSU**

*Prerequisite: French 5*

This course completes the study of advanced composition and grammar through literature, film, and music. The readings are the basis for regular composition work and student discussion in French.

**10 French Civilization (3) UC:CSU**

Same as History 22

This course consists of lectures and discussions in English on the geography, history, government and institutions of France; the life and customs of its people; its literature, arts and sciences and its contributions to civilization. It is especially recommended to all students of French.

**101 French Language Lab (1) CSU RPT2**

A mediated, independent study course, which allows students to enhance their French language skills through audio, video, and computer, work in the language lab.

**185 Directed Study - French (1) UC:CSU**

**285 Directed Study - French (2) UC:CSU**

**385 Directed Study - French (3) UC:CSU**

Conference 1 hour per unit.

Allows a student to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

*Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.*

**GEOGRAPHY**

See also: Earth Science, Environmental Science, and Oceanography

**1 Physical Geography (3) UC:CSU (CAN GEOG 2)**

A systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation) and an analysis of their interrelationships and patterns of world distribution are considered.

**2 Cultural Elements of Geography (3) UC:CSU (CAN GEOG 4)**

Geography 1 is not a prerequisite for Geography 2.

The cultural elements of geography and their correlation with the physical environment are introduced. Population patterns, cultural diversity, livelihood, settlement, environmental modification and perception are emphasized.

**3 Introduction to Weather and Climate (3) UC:CSU**

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

**7 World Regional Geography (3) UC:CSU**

This introductory course provides information about the major regions of the world including their occupancy and modification by man. It is especially recommended for teaching majors and anyone desiring a general understanding of contemporary world conditions.

**15 Physical Geography Laboratory (2) UC:CSU**

*Prerequisite: Geography 1 or concurrent enrollment in Geography 1.*

This course will introduce the student to the description, analysis, explanation and representation of natural phenomena such as: earth-sun relations; earth representation on maps and air photos; temperature, moisture, and pressure; air masses, fronts, and storms; land form evolution by tectonic, erosion, and depositional forces.

**GEOLOGY**

See also: Earth Science and Oceanography

**1 Physical Geology (3) UC:CSU (Geol 1 & 6 equal CAN GEOL 2)**

This course surveys the materials and structures of the earth and the agents and processes that modify it. A study of rocks and their mineral composition; the work of rivers, winds, glaciers and oceans as agents of erosion; and volcanoes and earthquakes as forces which change the surface of the earth are covered. The main purpose of the class is to stimulate student interest in the geological aspects of the environment in which they will spend their lives. Geology 1 and Geology 6 taken together fulfill a laboratory science course.

**2 Earth History (3) UC:CSU (Formerly Historical Geology)**

*Prerequisite: Geology 1.*

Principles of interpretation of earth history are covered. The evolution of continents, oceans, mountain systems and other features of the earth and the development and evolution of life are dealt with. North American geology is stressed.

Note: US Transfer Credit Limit: A maximum of 4 units from Geology 2, 7 will be accepted for UC credit.

**6 Physical Geology Laboratory (2) UC:CSU**

*Prerequisite: Geology 1 or concurrent enrollment in Geology 1.*

Laboratory 3 hours.

This course deals with laboratory exercises that aid students in the identification of rock forming minerals, igneous, metamorphic and sedimentary rocks and the interpretation of topographic and geologic maps.



## COURSE DESCRIPTIONS

### **7 Earth History Laboratory (2) UC:CSU**

*Prerequisite: Geology 2 or concurrent enrollment in Geology 2.*

Laboratory 3 hours.

This course deals with laboratory exercises that 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.

*Note: US Transfer Credit Limit: A maximum of 4 units from Geology 2, 7 will be accepted for UC credit.*

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## HEALTH

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### **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) UC: CSU**

This course is designed to meet the personal needs and interest of the mature, older student in the area of protection, preservation and prolongation of body and emotional health during the late years of life. Emphasis will be placed upon those personal methods and public institutional services that can promote greater freedom from those chronic discomforts and anxieties associated with aging.

*This course does not duplicate Health 10 and meets the graduation requirement.*

### **11 Principles of Healthful Living (3) UC:CSU**

This course will survey information regarding personal and community health and basic principles of healthful living. Such subjects as drug and alcohol abuse, cancer, AIDS, nutrition, diet, personal care and consumer health will be covered.

*Note: UC Transfer Credit Limit: A maximum of one course from Health 2, 11 will be accepted for UC credit.*

### **12 Safety Education and First Aid (3) UC:CSU**

The prevention of accidents, care of common injuries and emergency procedures at the scene of accidents are dealt with. This course meets the certification requirements of both the standard and advanced first aid courses offered by the American Red Cross.

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## HISTORY

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Note: Check with Counseling Office to determine which History courses meet the American Institutions Requirement.

### **1 Introduction to Western Civilization I (3) UC:CSU (CAN HIST 2)**

This course provides a broad historical study of the main cultural, economic and political trends and events, from the rise of civilization in the Near East to the Age of Absolutism.

### **2 Introduction to Western Civilization II (3) UC:CSU (CAN HIST 4)**

The course encompasses major developments in western history over the past three centuries. Emphasis is given to political, economic, cultural and diplomatic thoughts and actions of peoples and nations. Special attention is placed upon the impact of ideas: nationalism, democracy, capitalism, socialism, communism, imperialism, etc.

### **5 History of the Americas I (3) UC:CSU**

This course surveys the history of cultures through the development of colonial life patterns to the achievement of US and Latin American Independence.

### **6 History of the Americas II (3) UC:CSU**

This course surveys the history of the Americas from the Latin American wars of independence to the present stressing Latin America development, inter-American relations and constitutional patterns.

### **11 Political and Social History of the United States I (3) UC:CSU (CAN HIST 8)**

The political, social, economic and constitutional history of the United States from the colonial settlements through the Civil War. Reconstruction is surveyed.

*NOTE: UC Transfer Credit Limit: one course from History 11, 14, 41, 43 and one course from History 12, 13, 42, 44 will be accepted for UC credit.*

### **12 Political and Social History of the United States II (3) UC:CSU (CAN HIST 10)**

The course encompasses major developments in U.S. history since 1865. Emphasis is given to political, economic, cultural, and diplomatic thoughts and actions.

*A maximum of one course from History 12, 13, 42, and 44 will be accepted for UC credit.*

### **13 The United States in the Twentieth Century (3) UC:CSU**

A survey of major political, economic, cultural and foreign relation aspects of twentieth century America.

### **14 Selected Issues of United States History (3) UC:CSU**

A topical study of major issues in American history from its beginning to the present. Areas of concentration include religion in colonial America, causes of the revolution, drafting the Constitution, Jeffersonian America, literary Renaissance, slavery and abolitionism, causes of the Civil War, Industrial Revolution and labor, U.S. emergence as a world power, Progressives in America, the New Deal, the Cold War, and others.

*UC Credit not granted for History 14 if taken after History 11.*

### **22 French Civilization (3) UC:CSU**

Same as French 10.

### **25 History of Jewish People (3) UC:CSU**

(Same as Jewish Studies 25)

### **27 History of Africa (3) UC:CSU**

This is an introductory course in African History. It summarizes and highlights the events, internal and external, which produced an impact on the people in various parts of the African continent – from the origins of humans to the present day social events of interest to Africans on the continent and in the Diaspora.

## COURSE DESCRIPTIONS

### 41 The African-American in the History of the United States I (3) UC:CSU

(See African American Studies 4)  
This course provides a survey of U.S. History from early Colonial Era through the Civil War, with special emphasis on the contribution of the African-American. It provides a background in the political, economic, and social development of the United States for students majoring in the Social Sciences and for those who wish to gain a better understanding of the African-American in American civilization.

See NOTE: History 11.

### 42 The African-American in the History of the United States II (3) UC:CSU

(See African American Studies 5)  
A survey of U.S. History from the end of the Civil War to the present time, this course provides information about the African-American's part in the social, economic, and political development of American Civilization.

Maximum UC credit allowed: one course from History 12, 13, 42, and 44.

### 43 The Mexican-American in the History of the United States I (3) UC:CSU

A survey of U.S. History from the early Colonial Era through the Civil War with special emphasis on the contribution of the Mexican-American. Included is a survey of the United States Constitution. This course provides a background in the political and social development of the United States for students majoring in the Social Sciences and, in addition, for those who wish to gain a better understanding of the Mexican-American in American civilization.

Maximum UC credit allowed: one course from History 11, 14, 41, and 43.

### 44 The Mexican-American in the History of the United States II (3) UC:CSU

(See Political Science 8)  
A survey of the U.S. History from the end of the Civil War to the present time, with special emphasis on the Mexican-

American in the social, economic and political development of American civilization. Included is a continued survey of the United States Constitution.

See History 42 for UC credit limit.

### 68 Introduction to the Pacific Rim (3) CSU

An introduction to the history and culture of the nations of the Pacific Rim in Eastern Asia. This course is designed to introduce Pacific Rim cultures and history.

### 185 Directed Study - History (1) UC:CSU

### 285 Directed Study - History (2) UC:CSU

### 385 Directed Study - History (3) UC:CSU

Conference 1 hour per unit.  
Allows a student to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

## HONORS PROGRAM

The West Los Angeles College Transfer Alliance Program is designed for students who plan to transfer to a four-year college or university. The program consists of academically enriched general education courses in which both written expression and the critical analysis of ideas are stressed. Please see the student services section of this catalog on the Scholars Program for additional information.

### Anthropology 101H (3) UC:CSU

### Anthropology 102H (3) UC:CSU

### Art 101H (3) UC:CSU

### Art 102H (3) UC:CSU

### Astronomy 1H (3) UC:CSU

### Biology 6H (3) UC:CSU

### Biology 7H (3) UC:CSU

### Chemistry 102H (3) UC:CSU

### Chemistry 212H (3) UC:CSU

### Economics 2H (3) UC:CSU

### English 101H (3) UC:CSU

### English 102H (3) UC:CSU

### English 103H (3) UC:CSU

### English 203H (3) UC:CSU

### English 206H (3) UC:CSU

### French 2H (3) UC:CSU

### Geography 1H (3) UC:CSU

### Geography 2H (3) UC:CSU

### Geography 3H (3) UC:CSU

### History 11H (3) UC:CSU

### History 11H (3) UC:CSU

### History 12H (3) UC:CSU

### History 13H (3) UC:CSU

### History 1H (3) UC:CSU

### History 2H (3) UC:CSU

### Humanities 60H (3) UC:CSU

### Mathematics 225H (5) UC:CSU

### Mathematics 261H (5) UC:CSU

### Meteorology 3H (3) UC:CSU

### Music 111H (3) UC:CSU

### Oceanography 1H (3) UC:CSU

### Philosophy 1H (3) UC:CSU

### Philosophy 33H (3) UC:CSU

### Philosophy 9H (3) UC:CSU

### Physics 38H (3) UC:CSU

### Physics 6H (3) UC:CSU

### Political Science 1H (3) UC:CSU

### Psychology 14H (3) UC:CSU

### Psychology 1H (3) UC:CSU

### Psychology 2H (3) UC:CSU

### Sociology 1H (3) UC:CSU

### Spanish 2H (3) UC:CSU

### Speech 104H (3) UC:CSU

## HUMANITIES

### 1 Cultural Patterns of Western Civilization (3) UC:CSU

This course is designed to introduce the student to the general concepts or principles of the humanities as evidenced in the ideas of applied aesthetics. Music, literature, painting, sculpture, architecture and other art forms are studied in relation to their background, function, medium, organization and style.

## COURSE DESCRIPTIONS

### 5 Interdisciplinary Studies in the Liberal Arts (3) UC:CSU

This course provides an opportunity for an interdisciplinary study of a particular historical era, its leading themes and definitive issues, or it provides an opportunity for an interdisciplinary study of one or more of the timeless themes of humankind. Art, music, literature, philosophy and science of the age are stressed. The specific age or themes will be announced in the Schedule of Classes.

### 30 The Beginnings of Civilization (3) UC:CSU

This survey of the cultural heritage of western civilization from ancient Egypt, Mesopotamia and Greece to the Early Renaissance presents a history of culture and values with emphasis on artistic, literary, musical, religious and philosophical traditions, using a wide variety of audio/visual materials.

### 31 People in Contemporary Society (3) UC:CSU

This survey of the cultural heritage of Western Civilization from the High Renaissance to the end of the Twentieth Century presents a history of culture and values with emphasis on artistic, literary, musical, philosophical, and cinematic traditions, using a wide variety of audio/visual materials.

### 60 People and Their World: Technology and the Humanities (3) UC:CSU

This course provides opportunities to examine the interaction between society and technology. Challenging and stimulating questions about cultural and social values in light of the effects of modern technology are developed and discussed.

### 61 People and Their World: The Creative Process (3) CSU

This course focuses on the creative processes. It surveys creativity as expressed through art, architecture, literature, and music, incorporating historical, psychological and philosophical perspectives.

### 185 Directed Study - Humanities (1) UC:CSU

### 911 Cooperative Education - Humanities (1) CSU

### 921 Cooperative Education - Humanities (2) CSU

### 931 Cooperative Education - Humanities (3) CSU

### 941 Cooperative Education - Humanities (4) CSU

(See Cooperative Education Section for guidelines)

## JAPANESE

### 21 Fundamentals of Japanese I (3) UC:CSU

This is a course in spoken Japanese that stresses the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases, and the ability to understand and speak simple Japanese. All materials are presented in Romanized Japanese (Roomaji) to facilitate mastery of the spoken language.

### 22 Fundamentals of Japanese II (3) UC:CSU

*Prerequisite: Japanese 21 with a grade of C or better, or the equivalent.*

Japanese 22 is a continuation of Japanese 21. Together Japanese 21 and 22 are equivalent to Japanese 1, a 5-unit course. This course stresses pronunciation, intonation, grammar, and basic vocabulary. An introduction to the written language of KANJI, HARAGANA and KATAKANA is included.

*UC Credit Limit: a maximum of 5 units from Japanese 21, 22 will be accepted for UC credit.*

## JEWISH STUDIES

### 6 Jewish Studies (3) UC:CSU

This course explores writing by Jewish American authors. Topics include European and Middle Eastern traditions, the American dream creativity and art, the family, and images of women. This is an off-campus class.

### 26 Survey of Jewish Thought and Culture (3) UC:CSU (Pending UC Approval)

*Prerequisite: None.*

A survey of Jewish philosophical thought from Philo to the Post-Auschwitz Age as reflected in the shifting cultural centers of the Jewish Diaspora and commonwealth.

## JOURNALISM

### 105 Mass Communication (3) UC:CSU (CAN JOUR 4)

*(Formerly Journalism 5)*

This course analyses the impact of mass media on society. Special attention is devoted to newspapers,

magazines, radio, television, motion pictures, public relations and advertising.

## LAW

### 1 Business Law I (3) UC:CSU (CAN BUS 8)

*(Same as Business 5)*

Essentials of the law of contracts, in its application to everyday problems pertaining to business and to the individual, are covered. Elementary safeguards regarding sales and sales contracts are also considered. Case discussion and lecture method are utilized. Credit is not granted for students enrolled in or with credit in Business 5.

*Note: UC Transfer Credit Limit: A maximum of one course from Law 1, 2, Business 5 will be accepted for UC credit.*

### 2 Business Law II (3) UC:CSU

This course covers essentials of the law of negotiable instruments, security devices, partnerships, corporations, estates and bankruptcy in their application to everyday problems of business.

*Maximum one course from Law 1 or 2 acceptable for UC transfer.*

### 3 Civil Rights and the Law (3) UC:CSU

Comparative and analytical study of the law and related problems concerning the Bill of Rights to the U.S. Constitution. Life and the death penalty, freedoms of speech and press, freedom of religion, racial and sexual equality, and privacy are some of the topics under consideration, with emphasis on recent court decisions and current events. Recommended elective for Paralegal Certificate.

### 185 Directed Study - Law (1) CSU

### 285 Directed Study - Law (2) CSU

### 385 Directed Study - Law (3) CSU

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

### 911 Cooperative Education: LAW (1) CSU

### 921 Cooperative Education: LAW (2) CSU

### 931 Cooperative Education: LAW (3) CSU

### 941 Cooperative Education: LAW (4) CSU

## LEARNING SKILLS

### 1 Learning Skills - Reading (3) RPT3 NDA

*Co-requisite: Enrollment in one or more college course.*

Laboratory 6 hours.

A self-paced program intended for all students having difficulty with their college reading, assignments. Course features diagnostic testing, individual attention and instant feedback about students' progress toward prescribed goals. (This 3-unit course is modularized into three 1-unit modules.)

### 1A Learning Skills - Reading A (1) RPT3 NDA

### 1B Learning Skills - Reading B (1) RPT3 NDA

### 1C Learning Skills - Reading C (1) RPT3 NDA

### 2 English Fundamentals (3) RPT 3 NDA

A self-paced, individualized Basic Skills class utilizing multi-media and computer-assisted instruction, workshops, and cooperative study groups. This 3-unit course is modularized into three 1-unit modules.

### 2A - English Fundamentals A (1) RPT3 NDA

### 2B - English Fundamentals B (1) RPT3 NDA

### 2C - English Fundamentals C (1) RPT3 NDA

### 3 Vocabulary Development (5) RPT 3 NDA

Learning Skills 3A and 3B are group conversation classes designed to provide students with class activities that will expand their comprehension and use of spoken English. Through the use of role-playing, practice dialogues, and impromptu speaking exercises, students are given the opportunity to improve their oral communication skills in a small group setting. Learning Skills 3C, 3D, and 3E are individualized, self-paced vocabulary programs for all students, and have been designed on various levels of difficulty. These courses focus on continued vocabulary growth and development, as well as provide students with helpful strategies for understanding complex vocabulary words.

### 3A Vocabulary Development - A (1) RPT3 NDA

### 3B Vocabulary Development - B (1) RPT3 NDA

### 3C Vocabulary Development - C (1) RPT3 NDA

### 3D Vocabulary Development - A (1) RPT3 NDA

### 3E Vocabulary Development - B (1) RPT3 NDA

### 4 The Mechanics of Spelling (1) RPT 3 NDA

There are two courses available in spelling, the first being presented at a lower level of difficulty than the second. The first half of this course offers individualized instruction in basic word-attack skills, covering vowels, consonants, blends, digraphs, and syllables. The second half offers individualized instruction in the basic rules and complicated patterns of spelling, covering vowels, consonants, and word families.

### 5 English as a Second Language Fundamentals (1) NDA

This computer - assisted instruction (CAI) class is designed specifically to help the ESL student build language skills in vocabulary, reading speed, reading comprehension, and basic writing. The student will learn on computers in a nonstressful environment tailored around his personal schedule.

### 10 Mathematics Fundamentals (1)RPT 3 NDA

This class is designed both to prepare a student for Math 105 and to serve as a complementary computer-assisted lab for the student already enrolled in Math 105 who wants to enhance his learning experience. This is an individualized learning skills class.

### 10A - Mathematics Fundamentals A (1) RPT3 NDA

### 10B - Mathematics Fundamentals B (1) RPT3 NDA

### 10C - Mathematics Fundamentals C (1) RPT3 NDA

### 15 Overcoming Math Anxiety (1) (NDA)

This class helps the student to ease him/her way into the world of mathematics. The course is designed to help students understand

mathematics anxiety as well as provide an opportunity to discuss its myths and realities, and to improve one's ability to be successful in a mathematics course. Strategies, techniques, and activities will be offered which enable students to overcome the barriers impeding their success in mathematics.

### 30 Computer Assisted Instruction -Reading (CAI) (1) RPT 3 NDA

This class provides reading development and practice; communication skills in speaking, listening, and comprehension; use of CAI. Provides guided practice in reading with feedback. Provide opportunities for independent work.

### 40 Introduction to Learning Disabilities (1) RPT 1 NDA

Individualized diagnostic assessment processes are conducted to determine whether a student meets California Community Colleges criteria for learning disability program services. The student becomes aware of his/her pattern of learning strengths and weaknesses and develops an individual educational plan.

### 41 Study Strategies for the Learning Disabled (3) RPT 2 NDA

*Prerequisite: Learning Skills 40.*

This course will help students with identified learning disabilities to develop strategies to cope with the demands of the academic environment. Such strategies include discovering "hidden agendas," time management, note-taking, memory, and comprehension skills.

*(Graded on a credit/no-credit basis.)  
This 3-unit course is modularized into three 1-unit courses.*

### 41A Study Strategies for the Learning Disabled (1) NDA

*Recommended: Co-requisite: Learning Skills 40*

This course is a first of a series designed to help students with identified learning disabilities develop strategies to cope with the demands of the regular college classroom environment. These strategies include time management, organizational skills, communication skills, and goal setting/decision-making. Orientation to college, the nature of learning disabilities and how to compensate for them, personality and learning styles will be explored.

## COURSE DESCRIPTIONS

### **41B Study Strategies for the Learning Disabled (1) NDA**

*Recommended: Co-requisite: Learning Skills 40*

This course is the second of a series designed to help students with identified learning disabilities develop strategies to cope with the demands of the regular college classroom environment. Topics include active learning, classroom listening and notetaking, reading, writing, problem solving and test taking.

### **41C Study Strategies for the Learning Disabled (1) NDA**

*Recommended: Co-requisite: Learning Skills 40*

This course is the third of a series designed to help students with identified learning disabilities develop strategies to cope with the demands of the college classroom environment. Topics include memory techniques, question formation, critical thinking, and comprehension and evaluation skills.

### **49 Introduction to Computer Assisted Instruction (Application) (1) RPT 3 NDA**

Self-paced computerized instruction in the Learning Skills PC Lab. Students will have the opportunity to become familiar with various software packages including word processing and spreadsheet programs. Knowledge of these programs will enable students to develop skills in formatting term papers, and resume writing. In addition, hands-on interactive instructional programs, are available.

### **50 Introduction to Computer Assisted Instruction--Language Arts (1) NDA**

Using recognized software programs that enhance reading speed and comprehension, this class helps students to advance their rates of reading in a pressure-free, supportive environment.

### **185 Directed Study (1) RPT 3 NDA**

Very specific computer assisted class designed to address individualized, even unique, learning needs. Consultation with the instructor is strongly recommended before adding this course.

## LIBRARY SCIENCE

### **88 Business Resources on the Internet (1)**

This course provides an overview of the many business resources available on the Internet and elsewhere in computerized format. The student will learn how and where to find information on companies, industries, stocks, securities markets, real estate, and other business topics.

### **101 Library Research Methods (1) UC:CSU**

Lecture 1 hour.

This course teaches the student to develop efficient research skills utilizing traditional and selected computerized library resources. These skills will optimize the student's educational experience and enhance his ability to realize independently life-long personal benefits from his use of the library. Standard research techniques are emphasized and both general and specialized information sources are examined.

### **102 Internet Research Skills (1)**

*Lecture: .5 hour, Lab: 1 hour*

Successful completion of this course will enable the student to find and assess information found on the Internet. The student will also be able to devise effective search strategies in the pursuit of academic and personal interests, utilizing approved principles of access and standardized evaluation criteria.

### **117 Online Legal Research (1)**

This class introduces the paralegal student and interested laymen to the wide array of primary and secondary legal sources on the Internet. It also provides an overview of Westlaw and /or Lexis/Nexis databases and will prepare the student to utilize their respective general search strategies and protocols. This course does not replace a traditional legal research class and assumes some familiarity with legal research and with computers on the part of the student. Such foreknowledge is not required to learn and benefit from the class.

### **130 Travel and the Internet (1)**

This is an introductory Internet class on travel and tourism websites. It focuses on the many web sites established by travel departments of the major countries of the world and by travel businesses and agents. Students will learn about cruises, tours, discount fares, and vacations

that are being made available to the fastest growing consumer group in the world, Internet users.

## MANAGEMENT

(See also: Business)

### **1 Principles of Management (3) CSU**

This course provides an introduction to the principles of management. Detailed analysis of basic managerial functions including planning, organizing, leading and controlling in a business or administrative environment is made.

### **2 Organization and Management Theory (3) CSU**

This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior; communications; motivation and leadership and organizational change and manpower development including organizational development, are examined.

### **6 Public Relations (3) CSU RPT 1**

This course covers the basic concepts and fundamentals involved in the organization of a public relations program. Community relations, customer relations, stockholder relations, press relations, public relations and special group relations are emphasized.

### **13 Small Business Management I (3) CSU**

This course discusses the challenges of entrepreneurship and provides the tools to enhance success. Course provides detailed treatment of strategic planning for small business, an in-depth coverage of creating and managing the business, new sources of small business funding, effective decision making and hands-on emphasis for creating a business plan.

### **33 Personnel Management (3) CSU**

*Prerequisite: Management 1.*  
This course discusses the growth and development of human resource management: legal environment and implementation of Equal Employment Opportunity, unions and their relationship to business enterprise: employee selection and development, handling personnel problems and employee compensation systems. Guest lecturers will be featured.



- 911 Cooperative Education-Management (1) CSU
- 921 Cooperative Education-Management (2) CSU
- 931 Cooperative Education-Management (3) CSU
- 941 Cooperative Education-Management (4) CSU

## MARKETING

### 1 Principles of Selling (3) CSU

This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing are covered. The course is designed to help students currently involved in sales as well as those seeking to improve their communication skills. Sales presentations, video tapes and case studies are used.

### 21 Principles of Marketing (3) CSU

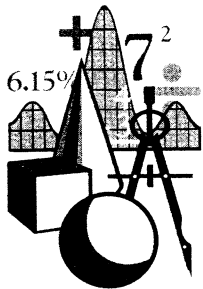
This course introduces students to various activities in the field of marketing. It provides a broad understanding of the principles involved in the distribution of commodities from the producer to the user or consumer. It covers the consumer market, consumerism, packaging and brands, pricing, wholesaling, retailing, sales promotion, personal selling and international marketing. Presentations, case studies and video tapes are used.

### 911 Cooperative Education-Marketing (1) CSU

### 921 Cooperative Education-Marketing (2) CSU

### 931 Cooperative Education-Marketing (3) CSU

### 941 Cooperative Education-Marketing (4) CSU



## MATHEMATICS

*To enroll in a mathematics course, one of the following must be satisfied:*

1. The prerequisite must have been completed.

Or

2. Appropriate placement level demonstrated through math assessment process.

### 100 Mathematics Workshop (1) RPT 3 NDA

*Co-requisite: 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) NDA

This course is designed to give the student an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, the student must have a genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

### 112 Pre Algebra (3) NDA

This course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

### 115 Elementary Algebra (5)

*Recommended: Mathematics 105 with a grade of "C" or better or knowledge of arithmetic.*

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. Fifty percent on department final required to receive a passing grade.

### 116 Algebra Review (3)

A review of the first course in algebra. This course includes the solutions of linear and quadratic equations, graphing, and statement problems. It is recommended for those who require further practice in order to continue their study of mathematics.

### 117 Basic Elementary Algebra I (5)

*Recommended: Mathematics 105 with a grade of "C" or better or knowledge of arithmetic.*

This course is designed for students who are beginning the study of algebra. It parallels the first half of the first year algebra course in high school. Additional topics have been added to the traditional material.

### 118 Basic Elementary Algebra II (5)

*Prerequisite: Mathematics 117 with a grade of C or better.*

This course parallels the second half of the first year algebra course in high school, with additional topics. Topics include rational expressions, radicals and roots, graphs of linear and quadratic equations, and linear systems.

### 120 Plane Geometry (5)

This is a basic course in the fundamentals of Euclidean plane geometry, stressing the development of logical proof in a mathematical system.



## COURSE DESCRIPTIONS

### 125 Intermediate Algebra (5)

*Prerequisite: Mathematics 115 with a grade of C or better or appropriate placement level demonstrated through math assessment process.*

Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course. Note: Fifty percent on department final required to receive passing grade.

### 215 Principles of Mathematics 1 (3) UC:CSU

*Prerequisite: Mathematics 125 with a grade of C or better or appropriate placement level demonstrated through math assessment process.*

This course helps students understand topics in mathematics, including sets, number bases, number systems, logic and probability. It is recommended for prospective elementary school teachers.

### 225 Introductory Statistics (3) UC:CSU (CAN STAT 2)

*Prerequisite: Mathematics 125 with a grade of C or better, or appropriate placement level demonstrated through math assessment process.*

*Students must enroll concurrently in Math 226.*

The principles of elementary statistics that are studied include measures of central tendency, measures of dispersion, the normal distribution, probability, the histogram, chi-square test, correlation and prediction, test involving variance, and non-parametric tests. Applications are made of the central limit theorem to the testing of hypotheses.

### 226 Elementary Statistics Problem Solving (1) CSU

*Co-requisite: Mathematics 225.*  
This course is intended for those students enrolled in Math 225. It supplements the statistics course work through problem analysis, problem solving, and the use of hand-held calculators.

### 235 Mathematical Analysis for Business and Social Sciences I (5) UC:CSU

*Prerequisite: Mathematics 125 with a grade of C or better, or appropriate placement level demonstrated through math assessment process.*

This course covers finite mathematics consisting of sets, graphing, linear programming, vectors, matrices, linear systems, combinations, probability, statistics, game theory and Markov chains with emphasis on applications to business and social sciences.

*Maximum UC credit allowed, 2 courses from 235 & 236, 261 & 262 combined.*

### 236 Mathematical Analysis for Business and Social Sciences II (5) UC:CSU

*Prerequisite: Mathematics 120 and 125 with a grade of C or better, or appropriate placement level demonstrated through math assessment process*

Lecture 5 hours.

This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences.

*Maximum UC credit allowed, 2 courses from 235 & 236, 261 & 262 combined.*

### 241 Trigonometry (4) CSU

*Prerequisite: Mathematics 120 and 125 with a grade of C or better, or appropriate placement level demonstrated through math assessment process*

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 Pre Calculus (5) UC:CSU

*Prerequisite: Mathematics 240 or 241 with a grade of C or better or appropriate placement level demonstrated through math assessment process.*

This course in pre-calculus combines the traditional courses of college algebra and analytic geometry and covers such topics as inequalities, functions, matrices and determinants, properties of the straight line, conic, algebraic and transcendental functions and parametric equations

*Maximum UC credit: 4 units.*

### 261 Calculus I (5) UC:CSU (CAN MATH 18)

*Prerequisite: Mathematics 260 with a grade of C or better or appropriate placement level demonstrated through math assessment process.*

A study is made of the differentiation and integration of algebraic functions; applications of the derivative to maximum-minimum problems; related rates, motion of a particle and curve sketching; applications of the integral to the area between two curves; volumes of solids of revolution and work; the Fundamental Theorem of Integral Calculus.

### 262 Calculus II (5) UC:CSU (CAN MATH 20)

*Prerequisite: Mathematics 261 with a grade of C or better.*

The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of integration, curves in polar coordinates and sequences and series.

### 263 Calculus III (5) UC:CSU

*Prerequisite: Mathematics 262 with a grade of C or better.*

The third course of calculus deals with such topics as multivariable calculus, partial differentiation, two and three-dimensional vectors, Stokes and divergence theorems, and differential equations.

### 270 Linear Algebra (3) UC:CSU (CAN MATH 26)

*Prerequisite: Mathematics 263 which may be taken concurrently.*

This course covers vector spaces; linear transformations and matrices, matrix algebra, determinants and solutions of systems of equations are made.

*Offered fall semester only.*

### 275 Ordinary Differential Equations (I) UC:CSU(CAN MATH 24)

*Prerequisite: Mathematics 263 which may be taken concurrently.*

This study covers first order differential equations and linear differential equations. Special methods for solution of these equations are developed and applied. 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.

## METEOROLOGY

See also: Earth Science, Environmental Science, and Geography.

### 3 Introduction to Weather and Climate (3) UC:CSU

(Same as Geography 3.)

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

## MICROBIOLOGY

### 20 General Microbiology (4) UC:CSU

*Prerequisite:* College Biology with a grade of C or better.

*Recommended:* Successful completion of English 28.

This is an introduction to the fundamental principles of microbiology. The course includes general aspects of the structure, metabolism, multiplication, genetics and classification of bacteria, fungi, protozoa, and viruses; the methods used to control these microorganisms, the human body's natural defense mechanisms, and some selected microbial pathogens. The laboratory portion of the course covers microscopic and cultural techniques for studying and identifying micro-organisms.

## MUSIC

*UC Transfer Credit Limit: A maximum of 12 units from the following courses will be accepted for UC transfer: Music 181, 182, 183, 184, 321, 322, 323, 324, 341, 411, 412, 413, 414, 561, 725, 775.*

### 101 Fundamentals of Music (3) UC:CSU

Basic rudiments of musical notation, scales, keys, intervals, common musical terms and elementary keyboard are studied. This is a preparatory course for Music 201 and Music 211.

### 111 Music Appreciation I (3) UC:CSU

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying a wide variety of musical styles and periods, past and present. The emphasis is on perceptive listening, along with expository readings.

### 112 Music Appreciation II (3) UC:CSU

*NOTE: Music Appreciation I is not a prerequisite to Music Appreciation II.* Designed for non-music majors, this course meets humanities/fine arts requirements by surveying a variety of twentieth century musical styles. The emphasis is on perceptive listening, along with expository readings. Music 112 differs from Music 111 in that the focus is on twentieth century composers and styles.

### 121 Music History and Literature I (3) UC:CSU

*(Music 121 meets the GE requirement for the Associate Degree.)*

A survey of musical practices and styles from the earliest times to 1750, including the Romanesque, the Gothic, the Renaissance, and the Baroque. The artistic philosophy of each style period is explored.

*Note: Music History and Literature I is not a prerequisite to Music History and Literature II.*

### 122 Music History and Literature II (3) UC:CSU

Styles, techniques and forms of music from 1750 to the present are traced. Special emphasis is placed on the development of the orchestra and its forms. The artistic philosophy of each style period is examined.

*NOTE: Music History and Literature I is not a prerequisite to Music History and Literature II.*

### 141 Jazz Appreciation (3) UC:CSU

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying jazz styles of music from their beginnings to the present. The emphasis is on perceptive listening, along with expository readings.

### 181 Applied Music I (1) UC:CSU

### 182 Applied Music II (1) UC:CSU

### 183 Applied Music III (1) UC:CSU

### 184 Applied Music IV (1) UC:CSU

*Prerequisite: Open to music majors by audition.*

This course is designed for both vocal and instrumental students and provides credit for independent study. Fifteen one-hour lessons and a minimum of five hours of weekly independent music practice are required for the semester. The development of vocal/instrumental technique is emphasized. Workshop and recital participation are required.

### 200 Introduction to Music Theory (4) UC:CSU

This course explores the elements of music and discovers how musicians use the elements to create compositions. Topics include musical notation, basic rhythms, scales keys, sightseeing, ear training, and an introduction to the keyboard.

### 201 Harmony I (3) UC:CSU

*Required of all music majors.*

*Prerequisite: Music 101, with a grade C or better.*

*Co-requisite: Concurrent enrollment in Music 211.*

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, harmonic progression, harmonic structure of the phrase, harmonization of a given part and no harmonic tones. Harmonic skill is developed through written exercises, analysis of classic examples and keyboard exercises.

### 202 Harmony II (3) UC:CSU

*Prerequisite: Music 201 with a grade C or better. Co-requisite: Music 212.*

This course extends principles initiated in Music 201, including the structure of seventh chords, secondary dominants, altered no harmonic tones and modulation to closely related keys.

## COURSE DESCRIPTIONS

### 203 Harmony III (3) UC:CSU

*Prerequisite:* Music 202 with a grade C or better.

*Co-requisite:* 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 or equivalent with a grade C or better. *Co-requisite:* Music 201.

Correlated with Harmony 1, this course consists of a study of sight reading, one-part melodic dictation, simple harmonic dictation, elementary theory, including scale structure, keys, intervals, musical terminology and notation, and the basic principles of musicianship.

### 212 Musicianship II (2) UC:CSU

*Prerequisite:* Music 211 with a grade C or better.

*Co-requisite:* 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 with a grade C or better.

*Co-requisite:* 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

Designed for the advanced Music major. This course provides the gifted student in music with an opportunity for concentrated independent study in selected areas under the direct supervision of an instructor.

*For UC transfer, Music 299 is considered the same as Directed Study.*

### 321 Elementary Piano I (2) UC:CSU

This course begins a 4-semester sequence covering music reading, basic keyboard technique, and principles of interpretation. Music majors are required to take four units of piano for the AA Degree. Anyone interested in learning to play the piano and in growing musically should find the piano sequence helpful.

*Note:* Students should have access to a piano, as daily practice is required.

*See acceptability Music 184*

*See UC information under Music heading*

### 322 Elementary Piano II (2) UC:CSU

*Prerequisite:* Music 321 with a grade C or better or equivalent.

Continuation of Music 321 topics with extended hand position; transposition; selected exercises.

*Note:* Students should have access to a piano, as daily practice is required.

*See acceptability Music 184*

*See UC information under Music heading*

### 323 Elementary Piano III (2) UC:CSU

*Prerequisite:* Music 322 with a grade C or better or equivalent.

Continuation of Music 322 topics; repertoire on level of Beethoven Sonata in G; Bach Minuet in G.

*Note:* Students should have access to a piano, as daily practice is required.

*See acceptability Music 184*

*See UC information under Music heading*

### 324 Elementary Piano IV (2) UC:CSU

*Prerequisite:* Music 323 with a grade C or better or equivalent

This course is a continuation of skills and concepts developed in Elementary Piano III.

*Note:* Students should have access to a piano, as daily practice is required.

*See acceptability Music 184*

*See UC information under Music heading*

### 341 Intermediate Piano (2) UC:CSU RPT 3

*Prerequisite:* Music 324 with a grade C or better or equivalent.

The performance of appropriate repertoire is developed with emphasis on memorization and artistic interpretation.

*See UC information under Music heading*

### 411 Elementary Voice I (2) UC:CSU

This course is an introduction to the proper use of the voice including attention to posture, breath control, tone quality, power, diction, range, and stage presence. Repertoire includes simple art songs and arrangements of folk songs and spirituals.

*See UC information under Music heading*

### 412 Elementary Voice II (2) UC:CSU

*Prerequisite:* Music 411 with a grade C or better or equivalent

An extension of principles introduced in Music 411 with a greater emphasis on interpretation.

*See UC information under Music heading*

### 413 Elementary Voice III (2) UC:CSU

*Prerequisite:* Music 411 and 412 with a grade C or better or equivalent.

All aspects of solo singing are stressed, especially English, Italian, French and German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

*See UC information under Music heading*

### 414 Elementary Voice IV (2) UC:CSU

*Prerequisite:* Music 413 with a grade C or better or equivalent.

This course is a continuation of principles and concepts presented in Music 413. The development of the student's ability to analyze and interpret the song repertoire is stressed.

*See UC information under Music heading*

### 501 College Choir (.5) UC:CSU RPT 3

*Open to all students by audition.*

This course consists of study and performance of selected choral literature for mixed voices, both accompanied and a cappella. The emphasis is placed on the development of reading skills, basic voice techniques and interpreting the score.

*See UC information under Music heading*

### 561 Chamber Chorale (.5) UC:CSU RPT 3

*Open to all students by audition.*

Rehearsal and performance of choral music for small ensembles. The music is chosen from all stylistic periods. Emphasis is placed upon reading skills, interpreting the score and the development of a professional attitude toward public performance.

*See UC information under Music heading*

## 725 Community Orchestra (.5) UC:CSU RPT 3

*Open to all musicians who play orchestral instruments by audition. Standard orchestral literature is rehearsed and performed.*

*See UC information under Music heading*

## 775 Jazz Ensemble (.5) UC:CSU RPT 3

*Open to all instrumentalists by audition.*

This course provides the instrumentalist with the opportunity to rehearse and perform music of the past in the "big band" tradition as well as contemporary compositions written for this ensemble.

*See UC information under Music heading.*

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## OCEANOGRAPHY

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See also: Earth Science, Environmental Science, and Geography

### 1 Introduction to Oceanography (3) UC:CSU

The student is introduced to the general field of oceanography, including a study of the features of the sea floor, the chemical and physical properties of sea water, currents, tides, waves and their effects on marine organisms. Special reference is made to the Southern California environment and the problem of people and the sea.

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## PARALEGAL STUDIES

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*(See also: Law)*

### 4 Directed Field Work in Legal Assisting (4)

*Prerequisite: Law 10*

Directed field work in selected private law firms or public institutions of legal assisting are assigned to individual students. An effort is made to rotate office assignments.

### 10 Introduction to Legal Assistant I (3) CSU

Lecture 3 hours.

An introductory course in formalizing the career of the legal assistant; an introduction to law; social forces and the law; comparison of the role of the legal assistant and the lawyer; and an introduction to legal terminology and bibliography, including research problems.

### 11 Introduction to Legal Assistant II (3) CSU

*Prerequisite: Law 10*

Lecture 3 hours.

A continuation of Law 10 with a study of the composition, location and jurisdiction of all courts; a study of document production and administration within the judicial structure; a detailed examination of civil and criminal litigation; an introduction to legal drafting and writing.

### 12 Tort Law and Claims Investigation (3)

*Prerequisite: Concurrent enrollment or completion of Law 10*

Lecture 3 hours.

A study of the fundamental principles of law of torts, including insurance and an examination of the techniques of investigation involved in the lawyer's handling of tort and insurance claims.

### 13 Wills, Trusts, and Probate Administration (3)

Lecture 3 hours.

A study of the fundamental principles of the law of wills and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court; and the administration of estates in California Probate Courts.

### 14 Law Office Management (3)

Lecture 3 hours.

A study of the basic objectives of the management of a law office; a study of hardware and software used in a law office; an examination of indexing and filing principles; law office manuals; a study of basic accounting principles; practice in and study of law office correspondence.

### 15 Property, Bankruptcy, and Family Law (3)

Lecture 3 hours.

A study of the law of personal property and real property, including community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, study of the system of recording and search of public documents, a study of the bankruptcy laws and forms and a study of family law, with emphasis on the dissolution of marriage.

### 16 Civil and Criminal Evidence (3)

*Prerequisite: Law 10*

Lecture 3 hours.

A study of the rules of civil and criminal evidence and the admissibility of such evidence in court; deposition comprehension and use in court; interrogatory summarizing and use in court.

### 17 Legal Writing (3)

*Prerequisite: Law 10*

Advanced legal drafting and writing, including special research and projects.

### 20 Basic Probate Procedures (3)

*Prerequisite: Law 10.*

Lecture 3 hours.

A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the handling of probates of both testate and in testate decedents.

### 33 Law and the Media (3) CSU

An overview of the legal aspects in the entertainment industry. The students will be exposed to legal aspects of contractual agreements; copyrights requirements; privacy, regulations of Federal Communications Commission; libel and slander; freedom of speech and press; publishing rights; trademarks; unions; and related concerns.

### 35 Immigration Law for Paralegals (3) (CSU)

This course is a study of concepts of immigration law including grounds of exclusion, defense to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.

## COURSE DESCRIPTIONS

### 385 Directed Study- Law (3) CSU

*Prerequisite: Concurrent enrollment or completion of law 10.*

Conference 1 hour per unit.

Allows a student to pursue directed study in Law on a contract basis under the direction of a supervising instructor.

### 911 Cooperative Education: Law (1) CSU

### 921 Cooperative Education: Law (2) CSU

### 931 Cooperative Education: Law (3) CSU

### 941 Cooperative Education: Law (4) CSU

See "Cooperative Education" section for description and requirements.

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## PERSONAL DEVELOPMENT

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### 1 Introduction to College (1) RPT 1 NDA

This course covers educational and vocational planning, including preparation of a detailed term-by-term plan, fixing of goals and objectives, career guidance, library skills, institutional roles and governance, student government, and deficiencies in preparation with relation to objectives and study skills.

### 4 Career Planning (1) CSU

The class examines the career developmental concept of awareness exploitation and implementation (decision making) as it relates to the self and the world of work. One outcome will be the student's ability to demonstrate a personal decision making strategy utilizing skills developed from the class experience. The class will emphasize the importance and the philosophy of career development and personal interests values and skills occupational resources and decision-making strategies. Other topics include the personality type/work environment relationship, and work environment analysis and educational planning.

### 5 College Survival (2) CSU

Enabling him/her to succeed or survive in a college program. Emphasis will be placed on development of making informed decisions, study skills, productive time management, financial planning and other personal development skills.

### 8 Career Planning and Development (2) CSU

Personal Development 8 is an introduction to career planning and is designed for students who are contemplating vocational choice. The focus is on a comprehensive career and personal evaluation, the development of an appropriate educational plan, and the ability to utilize a personal career strategy.

### 15 Personal Development Seminar (3) NDA (A, B, C)

*Modularized Courses Listed Below*

### 15A Personal Development Seminar A (1) NDA

### 15B Personal Development Seminar B (1) NDA

### 15C Strategies for Success in College and Life (1) NDA

This course is designed to teach students methods that enhance their success in college and life.

Utilizing a product approach, students will develop workable, realistic goals for their education and life pursuits.

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## PHILOSOPHY

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### 1 Introduction to Philosophy I (3) UC:CSU (CAN PHIL 2)

A historical approach to philosophical problems in the western tradition emphasizing the development of analytic and evaluative skills. An inquiry into the nature of science, religion, metaphysics and theory of knowledge. Examines such questions as the existence of God, the problems of evil, the nature of the soul and the origin of knowledge.

### 3 History of Greek Thought (3) UC:CSU

A critical presentation of western thought from the Greek Classical philosophers to the medieval philosophers is made.

### 6 Logic in Practice (3) UC:CSU (CAN PHIL 6)

An introduction to critical thinking, the skill of evaluating and constructing arguments as they appear in ordinary language. Problems of clarity in language as they appear in a variety of disciplines, such as science, humanities, social sciences, law and business. Emphasizes the practical application of logical skills to other disciplines.

### 8 Deductive Logic (3) UC:CSU

An introduction to the principles of deductive and inductive reasoning, emphasizing critical and evaluative skills. Introduces technical analysis of reasoning process, categorical and propositional logic, formal and informal fallacies. Excellent preparation for LSAT.

### 9 Symbolic Logic I (3) UC:CSU

This course provides an introduction to formal logic, including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

### 18 Business Ethics (3) UC:CSU

This course introduces the study of values and their importance in the practical conduct of business.

### 20 Ethics (3) UC:CSU (CAN PHIL 4)

An inquiry into the nature of morality and ethical theory in both historical and contemporary settings, as they apply to business, the arts, science and medicine. An analysis of utilitarianism, duty theory, virtue theory as well as contemporary moral issues such as abortion, capital punishment, animal rights, environmental issues and the role of ethics in political and social policy.

### 33 The World's Great Religions (3) UC:CSU (Pending UC Approval) (Formerly Philosophy 23)

An analysis of the world's great religions including Hinduism, Buddhism, Confucianism, Judaism, Christianity and Islam. Investigates pre-rational religions, mystery cults, myth and ritual. Emphasis on the philosophical assumptions and principles underlying religious beliefs and the influence of environment and culture on these beliefs.

### 41 An Introduction to the Philosophy of Literature (3) UC:CSU

An examination of great philosophical and literary works exploring the relationships between philosophy and literature. Analysis of philosophical themes such as the nature of self, faith and reason and the problem of evil as they arise in plays, novels, poems and short stories.

### 185 Directed Study - Philosophy (1) UC:CSU

### 285 Directed Study - Philosophy (2) UC:CSU

### 385 Directed Study - Philosophy (3) UC:CSU

Conference 1 hour per unit.

Allows a student to pursue Directed Study in Philosophy on a contract basis under the direction of a supervising instructor.

*Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.*

## PHYSICAL EDUCATION

All Physical Education classes require critical thinking to satisfactorily complete the course.

*UC Transfer Credit Limit: A maximum of 4 units from the following courses will be accepted for UC transfer: Physical Education 102, 630, 682, 683, 666, 668, 679, 262, 665, 667, 684, 504, 506, 508, 515, 516, 690. A maximum of 12 units will be accepted from Physical Education 462, 460, 463, 814.*

**Water Activities (1) UC:CSU RPT 3**  
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**

**185 Directed Study - Physical Education (1) CSU**

**Individual and Dual Activities (1) UC:CSU RPT 3**

Activity 2-3 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

**262 Track and Field - Skills ((1) UC:CSU**

**322 Volleyball Skills - (1)**

**630 Super Aerobics Laboratory (1) UC:CSU**

**666 Body Conditioning (1) UC:CSU**

**668 Body Dynamics (1) UC:CSU**

**679 Golf - Skills (1) UC:CSU**

**690 Weight Training and Conditioning - Skills (1) UC:CSU**

**682 Tennis - Skills (1) UC:CSU**

**683 Racquetball - Skills (1) UC:CSU**

**Team Sports (1) UC:CSU RPT3**

Activity 3 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

**665 Basketball - Skills (1) UC:CSU**

**667 Flag-Touch Football - Skills Activity (1) UC:CSU**

**Dance Activities (1) UC:CSU RPT3**

Activity 3 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

**460 Ballet Techniques (1) UC:CSU**

**462 Modern Dance - (1) UC:CSU**

**463 Modern Jazz Dance (1) UC:CSU**

**Intercollegiate Sports (2) UC:CSU RPT 1**

Activity 10 hours in the sports season.

**504 Basketball (2) UC:CSU**

**504A Basketball A (1.5) UC:CSU**

**504 B Basketball B (.5) UC:CSU**

**506 Cross Country (2) UC:CSU**

**508 Football (2) UC:CSU**

**515 Track and Field (2) UC:CSU**

**516 Volleyball (2) UC:CSU**

**550 Intercollegiate Sports - Cheerleading Yell League (2) UC:CSU**

**552 Athletics Pre-season Conditioning (1) UC:CSU**

**553 Intercollegiate Sports - Strength and Fitness (1) UC:CSU**

**554 Intercollegiate Sports - Strength and Fitness (1) UC:CSU**

**555 Intercollegiate Sports - Strength and Fitness Training (1) UC:CSU**

**556 Intercollegiate Sports - Strength and Fitness Training (1) UC:CSU**

**557 Intercollegiate Sports - Strength and Fitness Training (1) UC:CSU**

**558 Intercollegiate Sports - Strength and Fitness (1) UC:CSU**

**559 Intercollegiate Sports - Strength and Fitness Training (1) UC:CSU**

**560 Intercollegiate Sports - Strength and Fitness Training (1) CSU (Pending UC Approval)**

**712 Introduction to Physical Education (3) UC:CSU**

*This class does not meet the required credit for Physical Education activity.*

Lecture 3 hours.

This introductory course is designed to offer the major examples of the requirements of a physical education teacher.

**713 Introduction to Coaching (3) UC:CSU**

Lecture 3 hours.

This course is designed for those wishing to receive their knowledge of coaching an athletics team. The major emphasis will be on sound training and organizational principals.

**718 Fundamentals of Athletic Training (3) UC:CSU**

Lecture 2 hours; Lab 2 hours

This course will emphasize the principle techniques and ethics used by the athletic trainer in the prevention and care of athletic injuries.

**727 Academic Success for the Student Athlete (3) CSU**

**814 Dance Production (2) RPT3 UC:CSU (Pending UC Approval)**

Lecture 1 hour; activity 2 hours.

This course provides laboratory experience in developing the skills involved in dance production: choreography, set design, lighting, directing and costume design.

## PHYSICAL SCIENCE

**1 Physical Science 1 (3) UC:CSU**

This integrated course for non-science majors develops fundamental concepts and principles of physics, chemistry, geology, astronomy, and related fields. The course emphasizes the ideas that will give an overall understanding of our physical universe.

## PHYSICS

**6 General Physics I (4) UC:CSU (CAN PHYS 2)**

*Co-requisite: Concurrent enrollment in Mathematics 241 or equivalent trigonometry.*

Lecture 3 hours; recitation 1 hour; laboratory 2 hours.

Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. The areas of physics involved in this course are mechanics, energy, fluid mechanics, mechanical waves, thermal behavior, kinetic theory and the laws of thermodynamics.

See Note: Physics 12.

## COURSE DESCRIPTIONS

### **7 General Physics II (4) UC:CSU (Physics 6 + 7 equal CAN PHYS SEQ A)**

*Prerequisite: Physics 6*

Lecture 3 hours; recitation 1 hour;  
laboratory 2 hours.

Physics 6 and 7 constitute a two-  
course sequence in general physics  
designed primarily for medicine,  
dentistry, pharmacy, optometry and  
geology majors. This course is a  
continuation of Physics 6, covering  
electricity, magnetism, electromagnetism,  
alternating currents, electromagnetic  
waves, optics, the atom, quantum  
physics and relativity.  
See Note: Physics 12.

### **12 Physics Fundamentals (3) UC:CSU**

*Prerequisite: One year high school  
algebra or Mathematics 115.*

Lecture and demonstration 3 hours.  
This introductory course in physics,  
which is designed primarily for liberal  
arts students, provides qualitative  
knowledge of fundamental physical  
principles.

*NOTE: No UC credit will be given for  
Physics 11 or 12 if taken after  
Physics 6, 7, or 37, 38, 39 series.*

### **14 Physics Fundamentals Laboratory (1) UC:CSU**

*Prerequisite: Physics 12 or  
concurrent enrollment in Physics 12.*  
Laboratory 3 hours.

This course is designed for those  
liberal arts students who are taking  
or have taken Physics 12 and who  
wish or need to have a laboratory  
experience as part of their physical  
science education. The course  
consists of a large number of physical  
science experiments.

### **37 Physics for Engineers and Scientists I (5) UC:CSU (Physics 37 + 38 + 39 equal CAN PHYS SEQ B)**

*Prerequisite: Mathematics 261 with a  
grade of "C" or better.*

*Co-requisite: Mathematics 262.*  
Lecture 4 hours; laboratory 3 hours.

The first semester of a three-  
semester calculus-level sequence in  
introductory physics. Topics studied  
included kinematics, particle  
dynamics, momentum and impulse,  
work-energy, rotational dynamics,  
static's, oscillations, gravitation,  
mechanics of solids and fluids, and  
special relativity.

*NOTE: No UC credit will be given for  
Physics 11 or 12 if taken after  
Physics 6, 7, or 37, 38, 39 series.*

### **38 Physics for Engineers and Scientists II (5) UC:CSU**

*Prerequisite: Physics 37 and  
Mathematics 262.*

*Co-requisite: Mathematics 263*  
Lecture 4 hours; laboratory 3 hours.  
The second semester of a three-  
semester calculus-level sequence in  
introductory physics. Topics studied  
include electric fields, magnetism,  
electrical and magnetic properties of  
matter, direct and alternating current  
circuits, Maxwell's equations,  
electromagnetic waves and wave  
theory.

Subject to UC limitation if combined  
with other physics courses. See  
Physics 12.

### **39 Physics for Engineers and Scientists III (5) UC:CSU**

*Prerequisite: Physics 37 and  
Mathematics 262.*

*Co-requisite: Mathematics 263*  
Lecture 4 hours; laboratory 3 hours.  
The third semester of a three-  
semester calculus-level sequence in  
introductory physics. Topics studied  
include thermodynamics, waves and  
sound, geometrical and physical  
optics, quantum mechanics, some  
statistical mechanics, and nuclear  
physics.

*UCLA transfer students should plan  
to complete the sequence at WLAC.  
See note, Physics 12.*

### **185 Directed Study - Physics (1) UC:CSU**

### **385 Directed Study - Physics (3) UC:CSU**

Conference 1 hour per unit  
Allows a student to pursue Directed  
Study in Physics on a contract basis  
under a direction of a supervising  
instructor.

*Maximum UC credit allows: 3-1/3  
semester units per semester, 6 units  
total in any or all appropriate subject  
areas combined. Please note that the  
granting of transfer credit for courses  
of this kind is contingent upon a  
review of the course outline by a UC  
campus.*

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## PHYSIOLOGY

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See also: Anatomy

### **1 Introduction to Human Physiology (4) UC:CSU**

*Prerequisite: College Biology with a  
grade of C or better.*

This course presents the biochemical and

biophysical principles underlying the  
physiological processes of the human.  
Lecture topics include the neural and  
hormonal regulation of bodily  
processes, and the integration of the  
organ systems to maintain a constant  
fluid environment within the body.  
Special emphasis will be placed on  
the evaluation of body temperature,  
blood pressure, breathing, and urine  
output, as well as the interpretation  
of clinical laboratory tests.  
Laboratory exercises will introduce  
the student to the spectrophotometer,  
EKG machine, blood pressure cuff,  
and urinalysis tests. This course is  
intended to meet the requirements of  
students majoring in nursing, dental  
hygiene, occupational therapy,  
psychology, physical education, and  
life sciences, or for those who wish  
to extend their knowledge of the  
human body beyond the scope of  
introductory biology.

### **185 Directed Study - Physiology (1) UC:CSU**

### **285 Directed Study - Physiology (2) UC:CSU**

### **385 Directed Study - Physiology (3) UC:CSU**

Conference 1 hour per unit  
Allows a student to pursue Directed  
Study in Physiology on a contract basis  
under a direction of a supervising  
instructor.

*Maximum UC credit allows: 3-1/3  
semester units per semester, 6 units  
total in any or all appropriate subject  
areas combined. Please note that the  
granting of transfer credit for courses  
of this kind is contingent upon a  
review of the course outline by a UC  
campus.*

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## POLITICAL SCIENCE

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### **1 The Government of the United States (3) UC:CSU (CAN GOVT 2)**

This course deals with the principles,  
problems, structures, and functions  
of United States and California  
Governments.

### **2 Modern World Governments (3) UC:CSU**

A comparative study is made of the  
major governments of the developed  
world in terms of their institutions,  
ideologies, political habits and foreign  
policies. Emphasis is placed upon the  
European governments of Great  
Britain, France, Germany, and  
Russia.

## 4 Introduction to State and Local Governments (3) CSU

This general survey course introduces the student to the various functions, structures and services of state governments, their relation to local governments and their interrelationships with the federal government.

## 7 Contemporary World Affairs (3) UC:CSU RPT 1

This course surveys the factors involved in international relations today. Emphasis is placed upon regional and global affairs, providing the student with a framework for analysis.

## 8 The Modern Far East (3) UC:CSU

Politics of the Pacific Rim  
This course is a comparative study of the history and culture of government, politics, and the economic development of Asia. The focus is upon China, Japan, Korea, and Southeast Asia with emphasis on the political process and its relationship to economic development and modernization.

## 185 Directed Study - Political Science (1) UC:CSU

## 285 Directed Study - Political Science (2) UC:CSU

## 385 Directed Study - Political Science (3) UC:CSU

Conference 1 hour per unit  
Allows a student to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor.

*Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.*

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## PSYCHOLOGY

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### 1 General Psychology I (3) UC:CSU (CAN PSYCH 2)

*Prerequisite: None.*

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 and abnormal psychology.

### 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, psychosomatic relationships, psychopathology, and brain-mind relationships.

### 14 Abnormal Psychology (3) UC:CSU

*Prerequisite: None.*

The principles of general psychology are applied to the field of psychopathology. Behavior disorders are described, and their major causes and major methods of treatment. Diagnosis and the Diagnostic Statistical Manual (DSM) are emphasized.

### 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.

### 41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU

*Prerequisite: None*

This course familiarizes the student with physical, cognitive biological and social growth changes affecting individuals during their many life stages. Periods examined include prenatal, neonatal, infancy, childhood, adolescence, adulthood and old age.

### 52 Psychological Aspects of Human Sexuality (3) UC:CSU

*Prerequisite: None.*

This course addresses the psycho-sexual development of the individual, the scripts that are learned in our culture

and comparative information from other cultures. The history of attitudes toward sexuality in America is studied. The study of the anatomy and physiology of the human sexual system, the physical and emotional orgasmic response, myths and misconceptions about the sexual response, sexual variance and dysfunction all are studied to help the student achieve an understanding of his or her own unique sexuality.

### 185 Directed Study - Psychology (1) UC:CSU

### 285 Directed Study - Psychology (2) UC:CSU

### 385 Directed Study - Psychology (3) UC:CSU

Conference 1 hour per unit.  
Allows a student to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

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## REAL ESTATE

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### 1 Real Estate Principles (3) CSU

*Required for real estate salesperson's license and highly recommended as a foundation course in real estate.*

This beginning course in real estate fundamentals and principles covers real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate.

### 3 Real Estate Practice (3) CSU

*Prerequisite: Real Estate 1 or possession of a real estate salesperson's license.*

This course covers the day-to-day activities of the real estate brokerage business, from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: time management, human relations, and client psychology, financing, leasing, appraising and property management. The course is required for those seeking the California broker's license.

## COURSE DESCRIPTIONS

### 5 Legal Aspects of Real Estate I (3) CSU

*Prerequisite: Real Estate 1 or possession of a salesperson's license.*

Principles of property ownership and management, with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes are covered in detail.

### 7 Real Estate Finance I (3) CSU

*Prerequisite: Real Estate 1, or possession of a salesperson's real estate license.*

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are covered.

### 9 Real Estate Appraisal I (3) CSU

*Prerequisite: Real Estate 1, or possession of a salesperson's real estate license.*

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.

### 10 Real Estate Appraisal II (3) CSU

*Prerequisite: Real Estate 9.*

This advanced appraisal course features a brief review of the theory, principles and methods used in the valuation of residential, commercial and industrial properties. It also features case study problems illustrating the use of the three approaches to value and a thorough analysis of the components utilized by the income approach. This course emphasizes the valuation of all income-producing properties. An appraisal report is required on an income-producing property.

### 14 Property Management (3) CSU

*Prerequisite: Real Estate 1 or Real Estate 3.*

This course is designed for real estate brokers, salespersons and owners of income-producing properties. Topics covered include the nature and types of property management, organization

for management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners, budgets, purchasing accounts, reports, ethics and legal and professional relationships.

### 16 Income Tax Aspects of Real Estate (3) CSU

*Prerequisite: Real Estate 1.*

The impact of Federal and California State income tax laws upon the purchase, sale, exchange and use of real property is covered. This includes depreciation, capital gains, installment sales, prepaid interest and tax saving opportunities.

### 18 Real Estate Investments I (3) CSU

*Prerequisite: Real Estate 1.*

This is an advanced course in which a thorough analysis is made of the investment factors that determine the evaluation of commercial, industrial and residential projects.

The six basic steps in the investment process are covered in detail: Search, Analysis, Negotiation, Documentation, Contingency Removal and Property Management after Purchase.

### 21 Real Estate Economics (3) CSU

*Prerequisite: Real Estate 1.*

This course covers the fundamentals of economic trends and factors, which affect the real estate market. Topics covered include: urban structural relationships, real estate market analysis, and problems of subdividing and governmental relationship to real estate development.

### 911 Cooperative Education: Real Estate (1) CSU

### 921 Cooperative Education: Real Estate (2) CSU

### 931 Cooperative Education: Real Estate (3) CSU

### 941 Cooperative Education: Real Estate (4) CSU

## SOCIOLOGY

### 1 Introduction to Sociology (3) UC:CSU (CAN SOC 2)

This course is an overview of what we know (and do not know) about human behavior and human societies. It examines how social life - life in groups, organizations and societies - affects people and how people affect each other and their societies.

### 2 American Social Problems (3) UC:CSU (CAN SOC 4)

This course deals with the analysis of societal problems in the United States today. It emphasizes problems related to poverty, deviance, criminal justice, group conflict, population environment and social change.

### 11 Ethnic & Racial Minorities in the United States (3) UC:CSU

Examines majority and minority relations in the U.S.; how these relations developed historically; and the social, political, and economic forces that maintain or act to change these relationships. Analysis of similarities and differences in ethnic and racial groups' experience will promote understanding of the forces underlying minority-majority relations.

### 185 Directed Study - Sociology (1) CSU

### 285 Directed Study - Sociology (2) CSU

### 385 Directed Study - Sociology (3) CSU

Conference 1 hour per unit.

Allows a student to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor.

*Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.*

## SPANISH

### 1 Elementary Spanish I (5) UC:CSU (CAN SPAN 2)

*Co-requisite: Spanish 101*

This is the first term of a two-term sequence in first-year Spanish. Communicative proficiency is the main objective. The four skills of listening, speaking, reading and writing are developed with emphasis on the active use of these skills. Culture is incorporated into the course in textual and visual materials to stimulate interest and reinforce understanding and appreciation of the Spanish-speaking world.

*NOTE: Same as Spanish 21 with Spanish 22.*

## 2 Elementary Spanish II (5) UC:CSU (CAN SPAN 4)

*Co-requisite: Spanish 101*

*Prerequisite: Spanish 1 with a grade of C or better or two years of high school Spanish or equivalent.*

This course is a continuation of Spanish 1. It is designed to provide the student with further skill development in understanding, reading, and oral and written communication. More advanced cultural material is presented to further develop the interest, knowledge and appreciation for the lifestyle of Hispanic people.

## 3 Intermediate Spanish I (5) UC:CSU (CAN SPAN 8)

*Co-requisite: Spanish 101*

*Recommended: Spanish 2 with a grade of C or better or three years of high school Spanish)*

This course assists the student with the continued development of proficiency in Spanish language skills. It reviews and expands grammatical concepts learned in previous courses and emphasizes idiomatic construction and conversational ability. Discussion of selected literary and cultural readings will provide training in oral and written expression.

## 4 Intermediate Spanish II (5) UC:CSU (CAN SPAN 10)

*Co-requisite: Spanish 101*

*Recommended: Spanish 3 with a grade of C or better or four years of high school Spanish.*

This course provides a review of the more difficult aspects of grammar and seeks to perfect comprehension, fluency and cultural knowledge. Spanish and Spanish-American life and problems are considered through readings and discussion of literature. The readings are the basis for regular composition assignments.

## 5 Advanced Spanish I (5) UC:CSU

*Recommended: Spanish 4 with a grade of C or better.*

This course continues the study of advanced grammar and composition and seeks to perfect comprehension and fluency in the language and skill in analyzing literature. It includes reading in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments

and development of increased mastery in spoken Spanish through class discussions.

## 6 Advanced Spanish II (5) UC:CSU

*Recommended: Spanish 5 with a grade of C or better.*

This course continues the study of advanced grammar and composition and seeks to perfect comprehension and fluency in the language and skill in analyzing literature. It includes readings in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

## 8 Conversational Spanish (2) CSU RPT3

This course is designed to increase the student's ability to comprehend native spoken Spanish and increase his/her fluency in conversation. Reading and writing are used to enhance opportunities for a student to acquire and use new structures and vocabulary.

*UC transfer credit limit: 4 units. No UC credit for Spanish 8 if taken after spring 1994.*

## 14 Spanish for Public Service Personnel (3) CSU RPT 1

This course emphasizes practical usage of Spanish in the areas of public service, business and community activities.

## 21 Fundamentals of Spanish I (3) UC:CSU

Lecture 3 hours

This course provides the first half of the fundamentals of Spanish 1. It stresses pronunciation and grammar, as well as providing practice in understanding, speaking, reading, and writing simple Spanish. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language.

*NOTE: Spanish 21 and 22 together are equivalent to Spanish 1.*

## 22 Fundamentals of Spanish II (3) UC:CSU

*Co-requisite: Spanish 101*

This course provides the second half of the fundamentals of first semester Spanish. It stresses pronunciation, grammar, and practice in

understanding, speaking, reading and writing simple Spanish. Students are introduced to Spanish and Spanish-American culture and civilization through simple readings. Emphasis is placed upon the spoken language through practical material for simple conversation based on everyday experiences.

*Note: Spanish 21 and Spanish 22 together are equivalent to Spanish 1. UC Transfer Credit limit: A maximum of 5 units from Spanish 21, 22 will be accepted for UC credit.*

## 101 Spanish Language Lab (1) CSU RPT 4

This is a co-requisite for Spanish 1, 2, 3, and 4. A mediated, independent study course, which allows students to enhance their Spanish language skills through audio, video, and computer, work in the language lab.

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## SPEECH COMMUNICATIONS

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## 101 Oral Communication I (3) UC:CSU (CAN SPCH 4)

This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principles and practice of effective speech composition and delivery.

## 102 Oral Communication II (3) UC:CSU

*Prerequisite: Speech 101*

Oral Communication II encourages classroom discussion and analysis of subjects chosen by the class for special study. Discussion focuses on the search for topics and the inquiry into the nature of each topic. Analysis of selected topics is undertaken to help students "invent" solutions for the "best means of persuasion." Arrangement, structure and delivery of class and public speeches are considered also. Students evaluate the manner in which different audiences perceive and judge issues and solutions presented in varying speech situations.



## COURSE DESCRIPTIONS

### **103 Business and Professional Speaking (3) CSU RPT 2**

This beginning course for business and professional persons stresses the preparation and delivery of speeches, reports and briefings. Emphasis is placed upon technical aids to facilitate delivery. The course is recommended for career education majors.

### **104 Argumentation (3) UC:CSU (CAN SPCH 6)**

This course is an introduction to critical thinking, which seeks to explore the various steps in the critical thinking process. Emphasis is placed on both how and why we make decisions. Topics explored include: claims, definitions, evidence, reasoning, fallacies, and persuasion. Note: UC credit limits: one course from 104, 121, 151.

### **111 Voice and Articulation (3) CSU**

This introductory course gives students the opportunity to practice proper methods of voice production, accurate articulation and enunciation of Standard Spoken American English. The IPA (International Phonetics Alphabet) is taught as a means of identifying sounds and enhancing listening skills.

### **113 English Speech as a Second Language (3) CSU RPT 1**

Designed for non-native speakers of American English. This course focuses on the "Speech music" of the language: the stress, rhythm, and intonation patterns important to clear accent acquisition, as well as difficult sound contrasts. Learners will receive individual accent evaluation and prescriptive for improvement. They will practice and test new accent in communicative group activities and

### **121 The Process of Interpersonal Communication (3) UC:CSU**

This is an advanced course in the analysis of principles and the significance of interpersonal social interaction in all areas of life. Reasoning is applied to problem-solving tasks in a discussion situation.

Note: UC credit limits: one course from 104, 121, 151.

### **135 Storytelling (3) CSU**

Lecture 3 hours.

Emphasizes history, sources, selection, analysis, preparation and presentation of narrative prose and verse for all age levels. Develops adult story teller's knowledge, critical ability, appreciation and taste in the field of

children's literature. Especially useful for teachers, nurses, librarians, recreation leaders and parents.

### **151 Small Group Communication (3) UC:CSU**

This course provides an analysis of the purposes, principles and types of discussion. Responsible discussions, participation and leadership achieve development of individual skills.

Note: UC credit limits: one course from 104, 121, 151.

### **185 Directed Study - Speech (1) UC:CSU**

### **285 Directed Study - Speech (2) UC:CSU**

### **385 Directed Study - Speech (3) UC:CSU**

Conference 1 hour per unit.

Allows a student to pursue Directed Study in Speech on a contract basis under the direction of a supervising instructor.

*Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.*

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## STATISTICS

(See Mathematics 225)

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## SUPERVISED LEARNING ASSISTANCE

(See Tutoring)

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## SUPERVISION

### **1 Elements of Supervision (3) CSU**

This course introduces the general terms the total responsibilities of a supervisor in industry. Among the items covered are organization, duties and responsibilities, human relations, grievances, training, management-employee relations.

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## THEATER

### **100 Introduction to the Theater (3) UC:CSU**

This survey course introduces students to theater and to numerous related crafts such as costuming, lighting, etc. Emphasis is placed upon the student's becoming aware of the components constituting an artistic entity and being able to intelligently and objectively evaluate a professional or non-professional performance.

### **110 History of World Theater (3) UC:CSU**

Lecture 3 hours.

This course surveys theater from its prehistoric beginnings to contemporary drama. It emphasizes the reflection of the culture in the drama of each historical period and follows throughout the threads of subject matter, dramatic structure, playwrights, acting techniques and approaches, playing space, and visual elements.

### **200 Introduction to Acting (3) CSU**

Lecture 3 hours.

This course is an introduction for non-theater majors to the art and craft of acting. The student will be exposed to a brief history of acting. Various areas of actor training, including breathing and movement exercises through lecture-demonstration, ensemble exercises, scene work, play readings and viewing of live performances will be covered.

### **505 History of Motion Pictures (3) UC:CSU**

This course will involve the viewing of about 14 full length motion pictures. Discussions will follow each screening, centering on various film making techniques such as acting, narrative techniques, and the effect of changing social mores will also be discussed. Several formal, typewritten papers will be required.

### **185 Directed Study - Theater (1) UC:CSU RPT 2**

### **285 Directed Study - Theater (2) UC:CSU**

## 385 Directed Study - Theater (3) UC:CSU

Conference 1 hour per unit, Allows a student to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor.

*Maximum UC credit allows: 3-1/3 semester units per semester, 6 units total in any or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus*

**West gets wired!**  
*Anytime, anywhere, education is here!*

We are pleased to announce the expansion of West Los Angeles College's Distance Learning Program. In addition to courses offered via videoconferencing, we are now offering English 101 (College Reading and Composition), English 127 (Creative Writing), **Travel 180 (Cruise Sales Specialization)**, Dental Hygiene 108 (Introduction to Periodontics), and Art 99 (Introduction to Multimedia) online. Contact Eric Ichon, Distance Learning Program Director at (310) 287-4305 or via email at "ichone@wmail.wlac.cc.ca.us" if you have questions or would like any additional information.

### ONLINE COURSE REQUIREMENTS

Students are welcome to access course information and materials at their convenience using the Library Internet Research Lab (LIRL) on the 2<sup>nd</sup> floor of the HLRC. Students using other computers need to ensure that they meet the following minimum requirements:

- PC 3.1
- Macintosh OS 7.5
- Pentium 75 MHz
- 16 MB of RAM
- 28.8 Modem

For faculty information, check out the West Los Angeles College Distance Learning website at:

<http://www.wlac.cc.ca.us/DisEd>

## TRAVEL

### 100 Introduction to the Travel Industry (3)

Students are introduced to the world of the travel industry from the perspective of the travel agent, including air, cruise, rail, and motor coach travel, hotels, resorts, and car rental.

### 105 Domestic Airline Reservations and Ticketing (3)

Students learn how to plan schedules, compute air-fares, and write tickets for air travel in the United States.

### 110 Airline Computer Reservations - Apollo (3)

Introduction to United Airlines' APOLLO computer system, one of the two systems most widely used by travel agents. Learn how to build and modify passenger name records, quote fares, price itineraries, and perform other basic functions on the computer.

### 115 Airline Computer Reservations - Sabre (3)

Introduction to American Airlines' SABRE computer system, one of the two systems most widely used by travel agents. Learn how to build and modify passenger name records, quote fares, price itineraries, and perform other basic functions on the computer.

### 120 Airline Computer Reservations - Advanced Sabre (3)

(Travel 120 is a continuation of Travel 115)

*Prerequisite or co-requisite: Travel 115.*

This course is a continuation of Travel 115 and covers advanced concepts of American Airlines' SAPRE computer system, including special formats for hotel and car rental reservations.

### 125 Airline Computer Reservations-Advanced Apollo (3)

*Prerequisite or co-requisite: Travel 110.*

This course is a continuation of Travel 110, and covers advanced concepts of United Airlines' Apollo computers system, including special formats for hotel and car rental reservations.

### 130 Travel Destination Geography I (3)

Tourist regions, attractions, customs and history of United States, Canada, The Caribbean, Mexico, and Central America.

### 135 Travel Destination Geography II (3)

Tourist attractions, attractions, customs and history of Europe and Middle East.

### 137 Travel Destination Geography III (3)

Tourist regions, attractions, customs and history of Africa, Asia, South America and the South Pacific.

### 140 Travel Industry Marketing and Sales (3)

Marketing objectives, strategy planning, travel motivation and research, promotional ideas, press release, advertising and sales techniques and application.

### 145 International Airline Reservations and Ticketing (3)

*Prerequisite or Co-requisite: Travel 105.*

Students learn how to plan schedules, compute air-fares, and write tickets for international air travel.

### 155 Tour Escorting, Planning and Operations (3)

Students learn how to be expert tour guides including costing preplanning and day-to-day responsibilities.

### 160 Opening, Operating and Managing a Travel Agency (3)

*Prerequisite or Co-requisite: Travel 100.*

How to open and operate a travel agency including staff, documentation, sales reports, client-agent relationships, agent-supplier relationships, problem solving and industry's trends.

### 165 Travel Agency Account Profit Making (3)

The bookkeeping procedures required by ARC and IATAN, including bonding, sales reports, receipts and disbursements, payroll, profit and loss, and personal record keeping for commissioned sales are covered.



## **COURSE DESCRIPTIONS**

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### **180 Cruise Sales Specialization (3)**

Students are offered an overview of the cruise industry, including history and expansion of business, the cruise sales and booking process for individuals and groups, office procedures and documentation. Domestic and international cruise destinations are surveyed and an in-depth look at various cruise lines is provided.

### **200 Introduction to the Airline Industry (3)**

If you're seeking a job with an airline, or just want to round out your travel education, this course is for you. In addition to focusing on the many entry-level opportunities, the class examines current aviation issues such as airline safety, code sharing and the market strategies of the ten largest US airlines.

### **300 Introduction to the Hospitality Industry (3)**

Overview of the hospitality industry, its history and the interrelationships of the hotel, restaurant, travel and leisure industries. Special emphasis on career opportunities, service skills and the economic and social influences of the hospitality industry.

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## **TUTORING**

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### **1T – Supervised Learning Assistance (0) NDA**

Students who utilize general tutorial services, PC Lab, the Library's Internet Lab, and Instructional Media Center (IMC) services are automatically enrolled in Supervised Learning Assistance. There are no costs associated with the use of tutoring services, the IMC services or the Internet Lab.