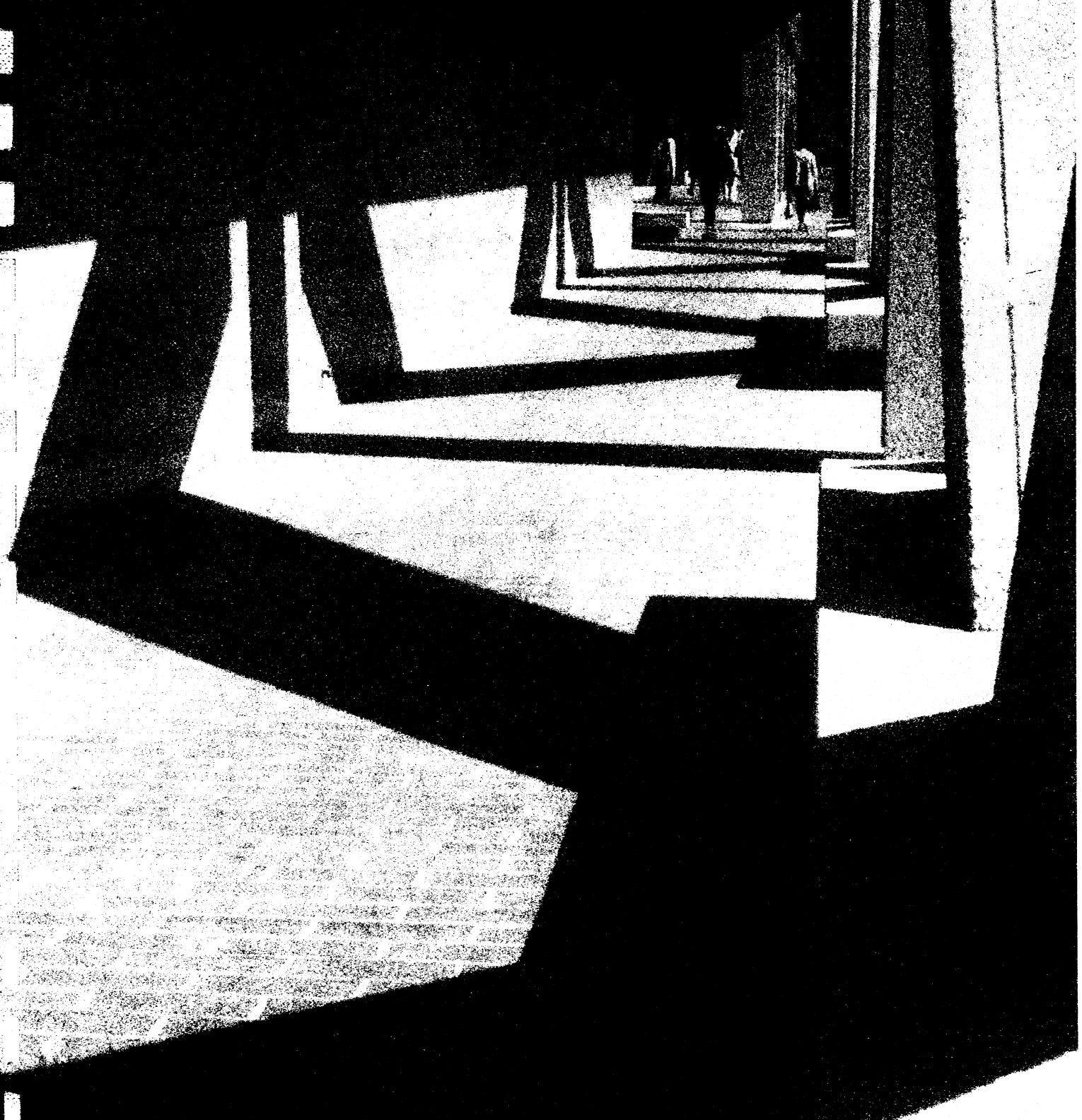


West Los Angeles College



Catalog

West Los Angeles College

ACCREDITED BY THE WESTERN ASSOCIATION
OF SCHOOLS AND COLLEGES

ADMISSIONS & REGISTRATION INFORMATION: 836-7110 x200
ADDRESS: 4800 FRESHMAN DR.
CULVER CITY, CA 90230

NON-DISCRIMINATION POLICY:

The Los Angeles Community College District, in compliance with civil rights legislation, does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, sexual orientation, or veteran status in its employment or educational programs and activities. Direct inquiries to the District Office of Governmental Affairs, (213) 628-7788, x 315.

Catalog 81-82

VOLUME XIV



LOS ANGELES COMMUNITY COLLEGE DISTRICT

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

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PRESIDENT'S MESSAGE

A Warm Welcome to West Los Angeles College

As a student or a member of the community, you are cordially welcomed to West Los Angeles College (WLAC) to participate in its educational offerings, cultural events, and other activities that continue the WLAC tradition of serving the community in a variety of ways.

WLAC is one of the ten colleges of the Los Angeles Community College District that continues to provide tuition-free college education (to qualified California residents) to the greater community of Western Los Angeles County. Our College, like the other community colleges in California, is proud that it can offer *open access, tuition-free* educational services that enable anyone who can benefit from instruction to do so.

In addition, WLAC seeks to make its offerings and activities as comprehensive as possible within the financial constraints that exist within our cities and in the state of California. Nevertheless, the College continually assesses the changing needs of the individuals who live within the communities served by WLAC and is sensitive to the dynamic and complex social structure in which we live.

Finally, WLAC endeavors to offer all its programs and services, including college transfer, vocational-career, counseling, student services, continuing education, and community services, through a process of "mainstreaming" which provides the same high quality to all students regardless of the difference in individual needs.

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

Sincerely,

A handwritten signature in black ink, appearing to read "M.J. Fujimoto".

M.J. Fujimoto, Ph.D.
President

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ACCURACY STATEMENT

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

1981-82 COLLEGE CALENDAR

FALL SEMESTER 1981

Pre-registration for continuing students August 3-18

Registration of new and re-entering students August 17-September 11

Application deadline for Regular Enrollment . . August 28

Labor Day, Legal Holiday — College Closed September 7

Admission Day, Legal Holiday — College Closed September 9

Fall Semester Begins September 14

*Late Day Classes Begin September 14

Day Classes Begin September 15

Application Deadline for "Late" Enrollment September 11

Last day to Add Classes September 25

Application Deadline for Part-Time Students Deans List October 2

California College and University Day November 4

Applications available for Spring 1982 semester November 9

Veterans day, Legal Holiday — College Closed November 11

Last date to file petitions for graduation and Certificates for — January 1982 November 25

Thanksgiving Holidays November 26-28

Continuing student priority Enrollment For Spring 1982 semester December 7-18

Last date to drop classes December 18

Winter Recess December 21-January 2

Enrollment of new and re-entering students January 4-29

Application Deadline for Spring 1982 semester January 15

All Classes End January 20

Final Examinations January 21-30

*Late day classes are classes scheduled to begin at 3:00 p.m. or later. Classes scheduled to meet before 3:00 p.m. on Mondays but on no other day of the week will also meet on Monday, September 14, 1981.

Fall semester ends January 30

Application Deadline for "Late" Enrollment for Spring 1982 semester January 29

SPRING SEMESTER 1982

Spring Applications available November 9

Continuing Student Priority Enrollment December 7-18

Enrollment of new and re-entering students by appointment January 4-29

Application deadline for Regular Enrollment January 15

Application deadline for "Late" enrollment January 29

Semester Vacation February 1-2

Spring Semester Classes Begin February 3

Lincoln's Birthday, Legal Holiday — College Closed February 12

Washington's Birthday, Legal Holiday — College Closed February 15

Last date to add classes. February 16

Application Deadline for Part-Time Students Deans List March 5

Last date to petition for Graduation and Certificates for June, 1982 (Friday) March 26

Spring Recess April 5-10

Applications accepted for Fall 1982 Semester May 10

Last date to drop classes May 7

Memorial Day, Legal Holiday — College closed May 31

All Classes End June 8

Final Examinations June 9-17

College Commencement June 17

Spring Semester Ends June 19

SUMMER SESSION 1982

(Subject to Approval by Board of Trustees)

Tentative Starting Date June 21

GENERAL INFORMATION

EDUCATIONAL PHILOSOPHY

It is the conviction of the Los Angeles Community Colleges that individuals should have the opportunity to develop to their greatest potential. To that end, it is the purpose of the ten Los Angeles Community Colleges to provide for the members of the community learning experiences which will assist them to live effectively as workers, family members, and citizens. To accomplish this purpose, West Los Angeles College offers the following types of educational programs:

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

Transfer. A college transfer program which enables the student who completes two years of study to continue upper

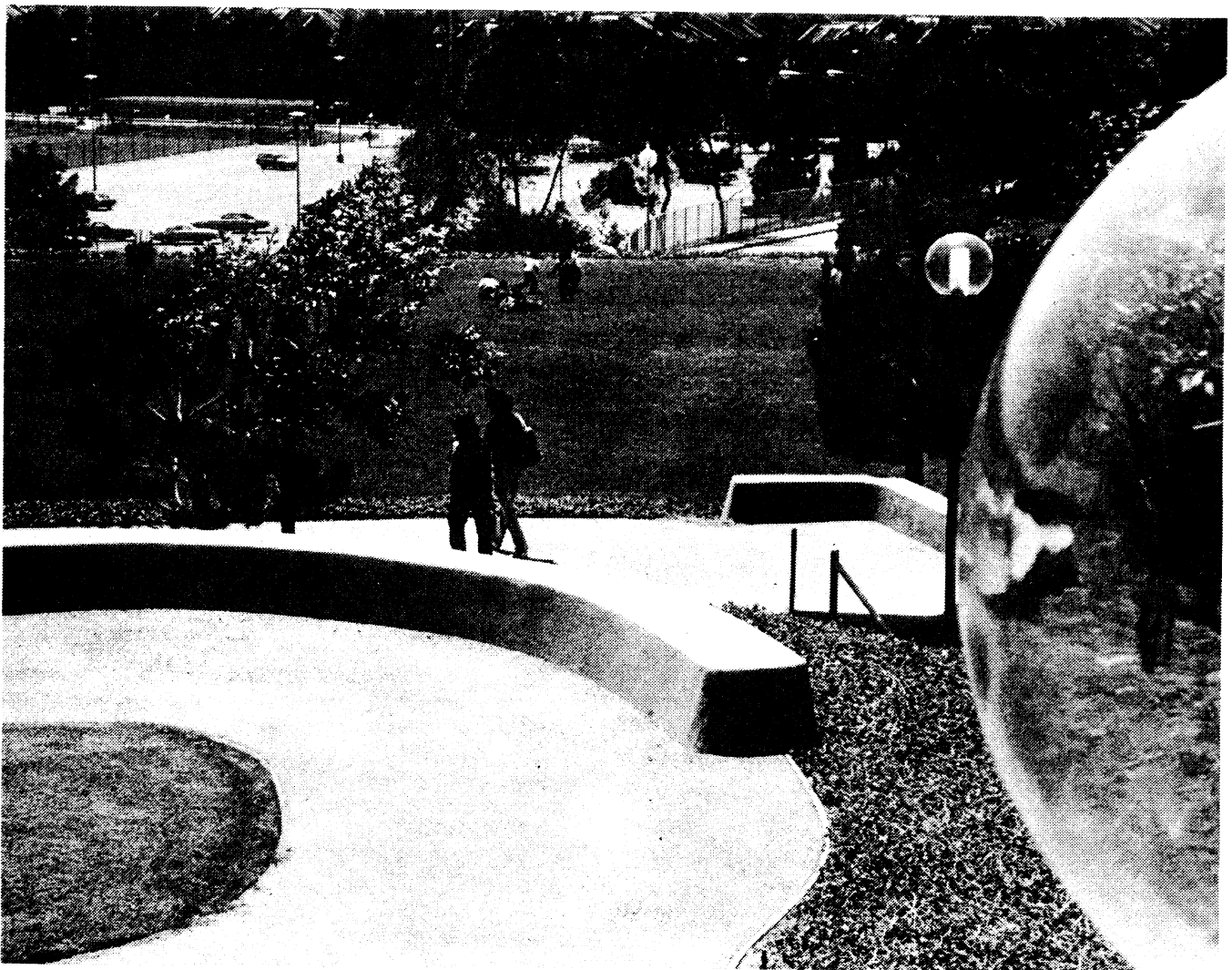
division (third year) work at accredited four-year colleges and universities.

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

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

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

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



DISTRICT POLICIES

Open Enrollment

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

Social Security Number

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

Standards of Student Conduct

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

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

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

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

juana and lysergic acid diethylamide (LSD), except as expressly permitted by law.

11. Possession, while on a college campus or at a College sponsored function, of any of the following weapons (except persons given permission by the College President or his designated representatives or members of law enforcement agencies, as police officers): any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, metal knuckles, any dirk, dagger, firearm (loaded or unloaded), as pistol, revolver, rifle, etc; any knife having a blade longer than five inches; any switchblade longer than two inches; any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item, such as a chain, used to threaten bodily harm.

Student Discipline Procedures

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

The District had adopted Board Rule 9804, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures, shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. These procedures do not apply to the suspension, for good cause, of any student by an instructor from his or her class for the day of the suspension and the following pursuant to Education Code Section 76030. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

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

Student Grievance Procedures

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

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the

student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

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

Student Records and Directory Information

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

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

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

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

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

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

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

Summer Session

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

Non-Immigrant Alien Students

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

Family Education Rights and Privacy Act

See Student Records and Directory Information.

COLLEGE INFORMATION

History

In 1959, the Los Angeles City Board of Education authorized a site acquisition study for a college in the western part of Los Angeles.

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

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

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

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

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

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

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

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

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

As the 1981-82 College year begins, the direction of West Los Angeles College and its continued educational progress are being guided by the leadership of its third president, Dr. M. Jack Fujimoto.

Goals and Objectives

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

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

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

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

College Advisory Committees

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

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

Community Services Advisory Committees are concerned with the non-credit, leisure-time, educational pursuits of the increasing numbers of people interested in lifelong learning. Members bring to the committees a combination of success-

ful work experience with community groups, dedication to serving the needs of the community and a commitment to non-traditional modes of education.

Members of Advisory Committees neither ask nor receive payment for their services, but frequently relate their personal satisfaction gained from contributions to education. Advisory Committee members are as necessary to a sound educational program as the instructors in the classroom and the equipment in the laboratories.

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

Administration of Justice
Aircraft Electronics Technology
Aviation Maintenance Technology
Business
Business Data Processing
Business Management
Child Development
Community Services
Computer Science
Dental Hygiene
Drafting Technology
Educational Aide
Electronic-Digital Logic
Electronics
Electronic Technician
Family and Consumer Studies
Fashion Merchandising
Fire Science
Insurance
Los Angeles Airport Campus
Office Administration
Office Administration (General)
Office Administration (Word Processing)
Real Estate
Technical Illustration
Television Repair
Travel Industry

ACADEMIC STANDARDS

Academic Renewal

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

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

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

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

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

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

Course Repetition to Improve Substandard Grades

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

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

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

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

Course Repetition for Credit

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

Concurrent Enrollment

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

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

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

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



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.

Grading Symbols and Definitions

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

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

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

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

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

SYMBOL	DEFINITION
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I *Incomplete*

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

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

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

IP *In Progress*

The "IP" symbol shall be used to denote that the class extends 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 course is completed. The "IP" shall not be used in calculating grade-point-averages.

W *Withdrawal*

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

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

A notation of "W" (Withdrawal) shall be made on the record of a student who withdraws from a semester class by following the college procedure during the period from the end of the fourth week to the end of the fourteenth week (or 75% of the time period for classes that are scheduled for less than a semester).

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."

The "W" shall not be used in calculating the student's grade-point-average.

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

Grades and Grade Changes

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

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

Attendance

The student is expected to attend every meeting of all classes for which he or she is registered. Violation of this regulation will result in exclusion from class as specified in Administrative Regulation E-13. Provisions of Administrative Regulation E-13 include the following:

1. Students who have preregistered for a class and who do not attend the first and second meeting of the class forfeit their right to a place in the class. Mitigating circumstances may be considered by the instructor.

2. Whenever absences "in hours" exceed the number of hours the class meets per week, the instructor will consider whether there are mitigating circumstances which justify the absences. If the instructor determines that such circumstances do not exist, the instructor shall exclude the student from class.

It is the student's responsibility to consult with his or her instructor regarding any absences that would alter the students' status in the class.

Auditing

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

Awards

Chancellor's Distinguished Honor Award

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

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

Please note: Spring candidates for this award will be listed as *Candidates* in the graduation program. After the final grade point evaluation, if the student achieved a 3.70 GPA, he or she will be awarded the Chancellor's Distinguished Honor Award.

Students who possess Associate, equivalent or advanced degrees are not eligible for this award.

Deans List Requirements

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

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

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

Alpha Gamma Sigma

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

Credit by Examination

The College President may designate courses listed in the College Catalog wherein any student who satisfies the following requirements may be granted credit by examination:

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

Limitation on Petitioning for Examination

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

Maximum Units Allowable

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

Acceptance Towards Residence

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

Recording of Grade

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

Credit for Courses Completed at Non-Accredited Institutions.

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

The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing.

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

- a. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:
 - 1) The student presents a valid, current California certificate as a licensed nurse to the designated administrative officer;
 - 2) The student has completed at least 12 units of credit at the College to which application is made.
- b. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given

even though the license was obtained on the basis of reciprocity with another state rather than by examination.

- c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
- d. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.
- e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training

Students who are currently serving in, or have served in the military service, may, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

3. Credit for Law Enforcement Academy Training

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

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

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

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 comple-

tion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a "No-Credit" (NC) grade.

4. **GRADE POINT CALCULATION.** Units earned on a "credit/no-credit" basis shall not be used to calculate grade-point-averages. However, units attempted for which "No-Credit" (NC) is recorded shall be considered in probationary and dismissal procedures.
5. **STANDARDS OF EVALUATION.** The student who is enrolled in a course on a "credit/no-credit" basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.
6. **CONVERSION TO LETTER GRADE.** A student who has received credit for a course taken on a "credit/no-credit" basis may not convert this credit to a letter grade.
7. **COURSE REPETITION.** A student who has received a grade of "No-Credit" (NC) may repeat the course by meeting the requirements set forth by the District *Course Repetition to Improve Substandard Grades Policy*.

Campus Procedure

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

The following courses are offered on a Credit/No-Credit basis: English 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 18, 19, 23, 27, 33, 34, 35, 36, 39, 50, 51, 52, 53, 54, 70, 89; also Theater Arts 49, 55 and 56. For courses in other departments, students should consult the appropriate division chairperson.

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.

Academic Probation

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

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

Units Attempted

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

Progress Probation

A student who has enrolled in a total of at least 12 semester units shall be placed on Progress Probation when the percentage of all units in which a student has enrolled and for

which entries of "No-Credit" (NC), "Incomplete" (I), and/or "Withdrawal" (W) are recorded reaches or exceeds fifty percent (50%).

Notation on Academic Record

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

Removal from Probation

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

Academic Probation

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

Progress Probation

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

Notation on Academic Record

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

Academic Standards for Dismissal

A student shall be subject to dismissal and subsequently dismissed under the conditions set forth within this section.

Academic Probation

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

Progress Probation

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

Appeal of Dismissal

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

Dismissal

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

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

Readmission After Dismissal

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

Final Examinations

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

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

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

Graduation Requirements

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science. To qualify for a degree, the student must complete the following requirements:

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

The following courses have been designated by the College as meeting the general education requirement stated in item IV., B above:

Natural Sciences — Minimum of 3 units

Anatomy (all courses)
 Anthropology 101
 Astronomy (all courses)
 Biology (all courses)
 Chemistry (all courses)
 Environmental Studies (all courses)
 Geography 1, 3
 Geology (all courses)
 Microbiology (all courses)
 Oceanography (all courses)
 Physics (all courses)
 Physiology (all courses)
 Psychology 2

Social Science — 3 to 4 units

Administration of Justice (all courses)
 Anthropology (except Anthropology 101)
 Business 1
 Child Development 1, 2, 3, 11
 Geography 2, 7, 14
 Economics (all courses)
 History (except 1 and 2)
 Law 1, 2, 30
 Political Science (all courses)
 Sociology (all courses)
 Psychology (except Psychology 2, 22, 23)

Humanities — Minimum of 3 units

Architecture 2
 Art (all courses)
 English (except 1, 21, 22, 23, 28, 33, 44, 45, 46, 47)
 Foreign Language
 History 1, 2
 Humanities
 Linguistics
 Music
 Philosophy
 Theatre Arts

Learning Skills — 3 to 4 units

Choose either English 1 or 28.

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

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

For additional units choose from:

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

Health Education — Minimum of 2 units

Choose from Health 9 or 10 unless exempt.

Campus Procedure

Students must submit a graduation petition at the Admissions Office. See College Calendar for deadline dates.

Physical Education Requirement and Exemptions

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

The following exemptions are authorized:

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

Removal of Incompletes

College policy on incompletes and their removal is described under *Grading Symbols and Definitions*.

Material and Facilities Fees

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

Assessment Center

The Assessment Center provides students with an opportunity for self-exploration through the use of various assessment instruments.

The Assessment Center is involved in the following programs: (1) The Reading Self-Assessment Program which is designed to help students upgrade their current reading skills; (2) Career Assessment in coordination with Career Center; (3) The Test Anxiety Management Workshops which are designed to help students reduce the negative effects that anxiety and worry have on their performances when taking exams; (4) The Administration of the School and College Ability Test (S.C.A.T.) for the Nursing Program and the Dental Hygiene Aptitude Test for the Dental Hygiene Program, and (5) Placement Examination.

Placement Examinations

The students who attend WLAC vary considerably in their level of interests, abilities and previous academic preparation. The purpose of the placement exams is to help students match courses with their present ability levels. The Assessment Center tries through the use of placement exams and other sources of information to help students select those courses which will be of most benefit and provide the student with the best possible chance of success.

It is strongly recommended that students complete their placement exams several weeks before their assigned registration date. It is then advised that students meet with a counselor for an interpretation of assignment results and academic planning.

A current list of all placement exam dates and locations is available at the Assessment Center and Counseling Center, both located in building A13, and is also printed in the schedule of classes.

It is the student's responsibility to call the Counseling Center (836-7110 ext. 256) or come in person to make an appointment for the placement exams.

English and English as a Second Language Placement Examination

The English and ESL Placement exams are used to help determine a student's placement into the most appropriate entry level English class.

All students who plan to take English 1, 28, 21, 44, 45 or 47 as their initial English class at WLAC, are required to take the English Placement Exam or the English as a Second Language Placement Exam.

The English Placement Exam is designed for those students whose native language is English.

The ESL Placement Exam is designed for those students whose native language is not English. A guidance sheet is available in the Counseling Center to help students determine which exam they should sign up for. Both exams are given on the same assessment date.

The Placement Exam requirement is waived for those students who have completed at least a course equivalent to English 21 (English fundamentals) at another accredited college with a grade of "C" or better within the past five years and whose transcripts or grade reports have arrived at WLAC in time for processing and use in student placement.

The results of these exams are recorded on a blue registration authorization card and can be picked up from the Counseling Center three working days after the exam. This registration card must be presented to the Admission Office at the time of registration.

Chemistry Placement Examination

A passing score on the Chemistry 1 Placement Exam is required of all students who plan to enroll in Chemistry 1. This exam presumes a student has successfully completed two years of high school algebra and one year of high school chemistry or their equivalent. The results of this examination are recorded on a yellow registration authorization card and can be picked up from the Counseling Center two working days after the examination. This registration card must be presented to the Admissions Office at the time of registration.

Math Placement Examination

The Mathematics Placement Exams are used to help determine a student's placement in Math 31 (Elementary Algebra), Math 20 (Intermediate Algebra), Math 23 (Mathematical analysis for Business and Social Sciences), Math 3 (Trigonometry), Math 40 (Introduction to Analysis) and Math 41 (Calculus 1). Please refer to the Mathematics section of this catalog, the schedule of classes, or the Mathematics Placement Exam information sheet for a description of the course prerequisites.

The Mathematics Placement Exam information sheet and sample exams can be obtained from the Counseling Center or the Assessment Center in Building A13. These were devised to help students sign up for the most appropriate placement exam. If after reviewing this information you are still uncertain about which placement exam to sign up for, ask to see a counselor.

The results of these exams are recorded on a green registration authorization card and can be picked up from the Counseling Center two working days after the exam.

The registration card must be presented to the Admissions Office at the time of registration.

Recording Devices

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

Smoking Policy

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

Transcripts

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

A student shall be entitled to two free copies of the transcript of his or her work completed at the College. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$1.00. Requests for transcripts may be obtained in the Office of Admissions.

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.

Units of Work/Study Load

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

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

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

Withdrawal 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 stu-

dent 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*.

Adding and Dropping Classes

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

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

STUDENT SERVICES

Bookstore

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

Hours

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

Buy Back Policy

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

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

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

Availability of Used Books

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

Business Office

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

Located in Building B4, the Business Office is open from 7:30 a.m. to 4:30 p.m. and from 5:30 p.m. to 8:30 p.m. Monday through Thursday and from 7:30 a.m. to 4 p.m. on Friday.

The Business Office acts as controller of all funds collected on campus.

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

Career Center

The Career Center offers guidance and resources for selecting a personally satisfying and fitting career. Career counseling, testing, occupational information and a variety of career programs are available to aid people in their career search. Students and community are invited to drop in, browse and talk to the staff on an informal, walk-in basis.

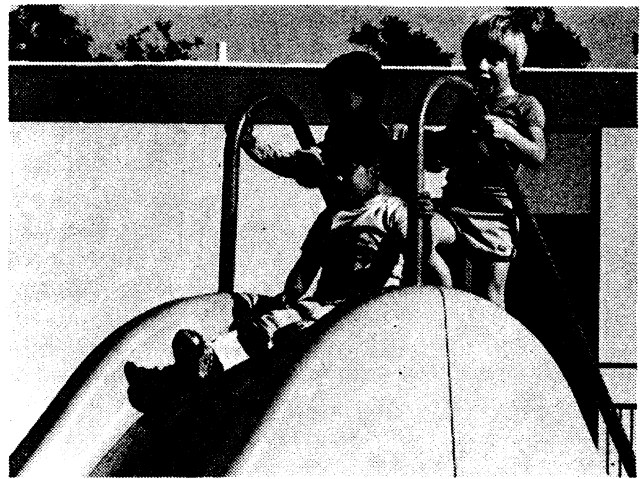
The Career Center, located in Building A-13, is open Monday through Friday and several evenings a week. For the current evening schedule and further information, call 836-7110, extension 355.

The Career Center houses an extensive library of occupational, college and job-hunting information. These resources are used in gathering occupational descriptions, training and for a general outlook of the field; in looking into colleges to attend by field of study, locality and cost; and in finding where to apply for jobs, writing resumes and preparing for interviews.

Career counseling services aid the individual in assessing skills, setting career goals and making decisions for the future. Individuals wishing career counseling need to make an appointment with the Counseling Center (ext. 256). Vocational tests given at the Career Center, help people assess their skills and interests and relate them to majors, jobs and careers which they want to explore.

Several specific programs are conducted which aid the student and community member in planning their careers. Career Planning Classes (short-term) are offered for one unit of credit under Personal Development. These classes cover all aspects of career planning and take the individual through the career search process step-by-step.

The Career Exploration Program lets people explore their intended career choice by spending a day on the job in the working community. The Focus on Careers Programs presents speakers from the professional community to highlight specific careers. For further information on any of these programs, come to the Career Center or call 836-7110, ext. 355.



Child Development Center

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

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

Children from two and a half years up to kindergarten age are eligible. They are expected to attend at least two days a week for a minimum of three hours per session. A sliding fee scale from 25 cents to \$1.00 an hour has been established. Applications are available at the Center located in Parking Lot 5. For information call 836-7110, ext. 357.

Counseling Services

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

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

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

The experienced, professionally trained, counseling staff works with all students who have problems concerning choice of educational goal, choice of career, choice of college and other choices involving a direction in life. Counselors also help students select and plan their majors, explore with them future college or other educational choices and develop specific plans to meet student goals. Students should meet with a counselor as soon as possible to make these plans.

Counselors will work with students who feel the need for greater self-understanding, who need to know more clearly

what their abilities and interests are and where these abilities and interests may lead.

In order to promote greater self-understanding, counselors may use a variety of individual and group counseling approaches as well as testing and personal assessments.

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

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

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

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

Fees

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

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

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

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

Financial Aid Policy

Purpose

The purpose of the Student Financial Aid Program is to serve students who need assistance in meeting the basic costs of their education. Because funds are limited Federal and State regulations require these funds go to students who demonstrate financial need. This section outlines the application procedure, the means for demonstrating need and eligibility, and some of the major programs available at the

College. Any student who thinks he or she may be eligible for financial aid should go to the College Financial Aid Office for a personal financial need analysis.

How to apply

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

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

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

College Policy on Financial Aid

All financial aid at the College is administered in accordance with policies and philosophy which have been established nationally. The basis of such programs is the belief that parents and students have the primary responsibility to meet educational cost and that financial aid is available only to fill the gap between the family's and/or student's contribution and allowable educational expenses. The amount of student or family contribution expected is determined by a careful analysis of financial strength: income, number of dependents, and net assets versus allowable expenses which the family may have. Educational expenses which are considered a basis for establishing student need include tuition, fees, room, board, transportation, and personal expenses. Each financial aid office has established a student budget to reflect the cost of each of these items for its immediate and surrounding community. All students who are awarded financial aid will be required to sign an affidavit that the funds received will be used only for educational expenses.

General Eligibility for Financial Aid

Specific eligibility requirements vary from program to program. However, there are seven (7) criteria that apply to all financial aid programs. To receive financial aid, a student must:

1. Be a regular student;
2. Be enrolled or accepted for enrollment in an eligible program.
3. Meet one of the following requirements:
 - a. Be a U.S. citizen or National;
 - b. Be a permanent resident of the U.S.;
 - c. Provide evidence from the Immigration and Naturalization Service that he or she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident; or

- d. Be a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands;
4. Must be in financial need;
5. Must be maintaining satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the college of attendance;
6. Must not owe a refund on a BEOG Grant (Pell Grant), Supplemental Grant, or State Student Incentive Grant at the college of attendance;
7. Must not be in default on any National Defense/Direct Student Loan, Guaranteed Student Loan, or Parent Loan for Undergraduate Students received at the college of attendance.

Determining Financial Need

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

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

Normal Academic Progress

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

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

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

Financial Aid Probation or Disqualification

1. Financial aid recipients who do not maintain normal academic progress will be placed on financial aid probation or disqualification, as applicable.
2. Students who accept funds for a specified number of units but who either drop units or withdraw from school, thereby completing less units than anticipated, will be placed on probation or disqualification, as applicable.

3. Students in default in any NDSL/GSL/CGSL or any other Federal or State insured loans at this institution will be disqualified from subsequent aid until repayment or satisfactory arrangements for same have been made.
4. Students who owe a refund on a BEOG (Pell Grant), SEOG or SSIG grant at this institution will be disqualified from subsequent aid until repayment or satisfactory arrangements for same have been made.

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

Additional Information

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

Financial Aid Programs

Loans (Monies which must be repaid to the school)

1. *National Direct Student Loan (NDSL)*. Eligibility is based upon need. This loan is long term and interest free while the student is in school at least part-time (6-units minimum). Repayment period and interest (4%) begin six months after the student either leaves school or drops below 6 units. A loan may be cancelled in part or entirely under certain circumstances. The minimum repayment per year is \$360. The maximum repayment period can extend to 10 years depending on the total amount borrowed.
2. *California Guaranteed Student Loan (CGSL)*. A long-term low interest Government insured loan is available through participating banks and other commercial lending institutions. The interest rate for new borrowers who obtain a loan under the CGSL for a period of instruction beginning on or after January 1, 1981, is 9%. Students whose loans carry a 9% interest rate will have a 6-month grace period. The rate will drop to 8% for first-time borrowers after the average treasury bill rate for the 12-month period has been 9% or less. New loans to students who are currently participating in a CGSL program and who will have an outstanding loan balance on the date the promissory note is signed, will continue to carry 7% interest and a 9-12 month grace period. Once a student has a 7% loan, unless that loan is paid in full, all future loans will be at 7%. Repayment and interest begin 6-9 months after the student leaves school or drops below six units. The minimum repayment per year is \$360. The maximum repayment period can extend to 15 years.

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

1. Pell Grant (Basic Educational Opportunity Grant, BEOG) — Eligibility is based upon need. Grants range from \$150-\$712* per year for California residents at a public community college. Nonresidents may receive higher awards due to the fact they must pay tuition fees.

*Minimum and maximum amounts based on 1980-81 awards. Corresponding 1981-82 amounts subject to change.

2. *Supplemental Educational Opportunity Grant (SEOG)* — Eligibility is based upon need. This program provides assistance from \$200-\$2000 for students depending on need. These grants may be awarded in combination with other financial aid such as National Direct Student Loan, College Work Study, Scholarships, or other institutionally administered aid.
3. *Extended Opportunity Programs and Services Grant (EOPG)* — This program is designed primarily for the recruitment and assistance of students who are handicapped by language and social disadvantages, and/or who are identified as members of exceptionally low income families. A family of four may not have income in excess of \$9,999 per year. Grants range from \$50 to as high as \$850 per year at some schools for eligible students.

College Work Study Program

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

Food Service

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

Free Tutorial Services

Free tutorial services are available for students attending West Los Angeles College.

Students requesting tutoring usually want assistance and help in the following areas: learning how to study, improving study skills, taking tests, understanding subject content and surviving in college.

Students sign up for tutoring at the Learning Resources Center (LRC) Room 139. They are then assigned to a tutor according to a schedule convenient to both tutor and tutee. There are 145 tutors providing assistance in approximately 75 subjects.

Also available through the Tutorial Services Office is the Vocabulary Laboratory which contains words that may help students in specific subjects. Tutorial Services are also provided to students at the Airport Campus. Special workshops in various areas are also available.

These services are jointly sponsored by the Office of Instruction and Student Services.

Services for the Handicapped

Students who have special needs because of a temporary or permanent physical, communication, or learning disability are invited to visit the Counselor for Disabled Students, located in the A13 Student Services Center, or the Handicap Enabler, located in the Health Center. Assistance includes the purchase of special equipment, special parking permits, aid in registration and referral to other agencies such as the State Department of Rehabilitation.

Elimination and prevention of architectural barriers are also an important element of campus planning.

Handicap parking is available in Lots A, 1, 8 and on B Street. There are accessible restrooms in Buildings A9, B1, CE and the LRC.

Students who have disabilities which result in a career handicap may be eligible for the services of the State Department of Rehabilitation.

These services include career counseling and guidance training which provide payment for costs such as books, fees, tuition and job placement. Under certain circumstances students may also qualify for help with medical needs, living expenses and transportation. The Counselor for Disabled Students or Handicap Enabler will assist in making an entry interview, or the student may make direct contact with any State Department of Rehabilitation office. The office closest to the College is located at 5161 Overland Avenue, Culver City, CA 90230, a few blocks north of the campus. The telephone number is (213) 559-6140.

Health Insurance Services

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

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

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

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

Housing

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

Job Placement Services

The Placement Office, located in Building A13, offers on- and off-campus job placement services to currently enrolled students and graduates. Individuals interested in obtaining full- or part-time employment should file an application and arrange for a personal interview in the Counseling Center.

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

Learning Disability Service

The Learning Disability Service provides diagnostic testing, individualized remediation, academic guidance and vocational guidance. Provision is made for group and personal instruction focusing on the specific disabilities of the individual student.

The learning disabilities instructor is available in LRC, Room 124. Students who have a learning disability are invited to discuss the available services with the learning disabilities instructor in LRC, Room 125, days or evenings by appointment.

Learning Resource Center

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

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

Instructional Center

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

The Instructional Center, located on the first floor of the LRC building, provides for individual and small group programmed instruction and tutoring. Faculty, staff and students are permitted to view and listen to professors and other specialists in various subjects through the audio and video information retrieval system.

Advances of educational technology including auto-tutor machines, other teaching machines and automated instructional devices are available along with programmed materials and computer terminals.

Pacers, geared to developing and improving reading skills, are included for the student's use. A variety of audio cassettes is available in the Instructional Center. There are cassettes designed to aid students in classes related to specific course areas and cassettes assigned or recommended by professors.

Also found in the Instructional Center are slide, film, sound filmstrip and other instructional media packages as well as television materials, which include video cassettes. Students may enroll in Education 5 and earn one unit of credit as they learn to use the media in the Instructional Center.

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

Other special facilities and services include group study and conference rooms, typing rooms which contain both manual and electric typewriters, photocopy machines and a



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

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

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

Equipment is provided which permits intercommunication between the student carrels, laboratories, classrooms and the Instructional Center Master Telecine Control Room, so that individual students and professors may request and control audio and video programming at their convenience. Programs can be received in group study rooms throughout the Learning Resource Center and in classrooms. This allows lessons to be viewed and discussed by a number of students.

Typewriters and electronic calculators are also available as well as specialized equipment for handicapped students. Tutors are available to help students in several areas.

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

Library

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

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

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

A microfiche collection of catalogs for most colleges and universities in the U.S. is also available for students' use.

The library uses a new automated circulation system. A major element of this system is the conversion of the card catalog to machine readable form.

The Reference Section is the heart of the Library. Here, up-to-date and authoritative information in all fields of study is available.

Reference materials such as books, current pamphlets, government documents, indexes and maps are readily accessible to all. The card catalog provides information on and access to all materials in the Learning Resource Center. Librarians trained in the use of informational resources are available to assist students.

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

Throughout the Learning Resource Center the student may read and study in a private study booth or in a relaxed lounge-like atmosphere.

Students are urged to acquaint themselves with the Learning Resource Center and the opportunity for personal enrichment. A handbook is available for their use.

The hours of operation are 7:45 a.m. to 9 p.m. Monday through Thursday and 7:45 a.m. to 4 p.m. Friday.

Computer Center

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

Legal Aid

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

Ombudsperson Duties

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

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

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

Orientation

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

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

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

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

Parking Areas and Transportation

West Los Angeles College is located at 4800 Freshman Drive in Los Angeles County territory immediately adjacent to Culver City.

Jefferson Boulevard and Overland Avenue comprise the nearest major intersection. The campus consists of more than 70 acres of secluded rolling hillside.

Well-lighted parking facilities are available on campus for over 1000 cars. All vehicles that park on the West Los Angeles College campus are required to have a current parking permit visible (21113A V.C.).

Visitors may have a temporary permit issued for the date of their visit. Permits may be obtained from the campus Police and Safety Office Bldg. A9.

Short term visitor parking is available below the new Administration building. (Lot 8)

Campus Speed Limit

Campus speed limit is 8 m.p.h.

Violation Penalties

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

Bus and Freeway Routes

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

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

Re-Entry Center

The Re-Entry Center was established in October of 1976 to promote the intellectual, professional, educational and personal goals of women and men students who are entering and attending West Los Angeles College after a break in

their education. The Center serves all members and segments of the campus community — faculty, staff, students and community. The Center is still new and growing and welcomes your ideas and support. The following services and programs are offered at the Re-Entry Center: academic, career and personal counseling; resource and referral information and services; discussions, lectures and films; a student services library and place to relax and talk with others. The Re-Entry Center is located in the Student Services Building, A-13, and is open from 9 a.m. to 7 p.m. Monday through Thursday and from 9 a.m. to 3 p.m. on Friday. For further information call 836-7110 ext. 355.

Safety and Police Services

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

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

Student Information Center

If you need help, come to the Student Information Center in Building A-13 for on and off campus assistance. The West Los Angeles College Student Information Center provides general campus information and refers students to off-campus agencies for services such as child care, legal aid, housing, psychological counseling and crisis intervention. The Center is open Monday through Thursday from 8 a.m. to 9 p.m. on the West Los Angeles College campus.

Social Security Benefits

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

Veterans Services

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

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

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

Letters of Eligibility

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

Change of Objectives

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

Attendance

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

Withdrawals

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

Overpayments to Veterans

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

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

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

STUDENT ACTIVITIES

Colors and Nickname

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



Intercollegiate Athletics and Eligibility

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

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

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

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

Athletic Eligibility

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

Intramural Activities

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

Publications

College Newspaper

The college newspaper is published as a learning experience, offered under the college journalism instructional pro-

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

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

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

Qualifications for ASO Officers (Administrative Regulation E-22)

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

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

Administrative Regulation E-22

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

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

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

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

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

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

Student Government/Associated Students Organization

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

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

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

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

Student Clubs and Organizations

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

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

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

The administration of West Los Angeles College and the Los Angeles Community College District cannot assume responsibility for off-campus social organizations that may consist of students or former students.

The only recognized organizations are those chartered by the Executive Council. This policy is in conformity with the provisions of the California Education Code. Students who become members of unchartered groups do so independently and with no official sanction or approval. State laws prohibit membership in secret organizations.

Student Trustee Election Procedure

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

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

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

1. Be residents of the District;
2. Be currently enrolled at a District college;
3. Plan to continue as a District resident and enrolled as a District student through the one-year term of office, which begins on July 1 of each year.

For further information, contact the Dean of Student Services.

INSTRUCTIONAL ALTERNATIVES

College Skills Program

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

For further information, contact the Office of Instruction.

Free Tutorial Services

West Los Angeles College offers a campus-wide free Tutorial Services Program which is designed to aid all students enrolled at the college to achieve their scholastic goals. The Tutorial Services Office is located on the first floor of the Learning Resources Center. The tutorial assistance is provided by students who have been successful in the subjects in which they tutor.

Arrangements may be made to provide group or individual tutoring both during the day or evening. Appointments for tutors are available for the convenience of the students. There is a regular tutor schedule available at the front desk. Also available, through the Tutorial Services Office, is the Vocabulary Laboratory which contains vocabulary words that may help the students in specific subjects. Tutorial services are also provided to students at the Airport Campus.

These services are jointly sponsored by the Office of Instruction and the Student Services Office.

Learning Disability Service

The Learning Disability Service offers diagnostic testing, individualized remediation, academic guidance and vocational guidance to supplement instruction for the students with learning disabilities.

Students interested in determining whether they have a learning disability may visit the learning disability instructor in LRC, Room 124. Assistance is available for day and evening students.

This service is jointly sponsored by the Office of Instruction and the Office of Student Services.

Community Services

Community Services offers short term, non-credit educational, cultural and recreational programs to the community for a nominal fee. These activities are offered both on campus and in the community during the fall, winter, spring and summer quarters.

A variety of cultural events are presented each year. Among the programs which have been provided are musical and dance concerts, theatrical productions, film and lecture series and folk festivals.

Special programming includes lecture series, seminars and workshops including dancing, cooking, flower arranging, continuing education courses for accountants, tennis, golf, volleyball, karate and aikido.

In January 1979, Community Services initiated phone-in registration to ease the burden of long registration lines. Call 559-7993 to ask for a brochure with a complete listing of activities and registration dates and times. Pre-registration is required for all activities since enrollment is limited.

Evening Classes

Classes which parallel day courses in prerequisites, course content and time of preparation are offered in the late afternoon and evening.

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

Instructional Television (ITV)

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



International Education Program

College credit travel-study classes are offered for the Los Angeles Community College District by the International Education Program. With instructors selected from all ten colleges in the District, classes are taught in over twenty countries around the world. Scheduled at various times throughout the year, opportunities for study currently include Spanish language, history and art instruction in Mexico and Spain; French in Paris, German in Munich, ecology in Hawaii, geography in the Western United States, Jewish Studies in Israel, and Theater and Child Development in London. On-site investigations of the history and culture of China, Italy, Japan, Micronesia, South America and Spain provide students and their instructors with some of the best educational experiences of their lives. The International Education Program also cooperates with the Community Services Program at each District college.

The International Education Program expresses the shared commitment of the Los Angeles Community Colleges in furthering the development of international and intercultural awareness. Call (213) 667-2258 for further information.

Los Angeles Airport Campus

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

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

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

Offered at the Airport Campus are courses in Aircraft Electronics Technology, Aircraft Production Skills, Aviation Maintenance Technician, Motorcycle Repair, Transportation and Travel Agency training. The College also offers a variety of general education and other classes at the Airport Campus.

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

Marina Center Satellite

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

The West Los Angeles College Marina Center, a part of the Outreach program, is a full-service center especially convenient but not limited, to residents of Venice, Mar Vista, Westchester and Marina del Rey. A wide variety of day and evening classes is offered in three classrooms in a comfortable, picturesque setting. Counseling, registration and full-time staff are available to the hundreds of students attending the Marina Center.

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

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

Modular Classes

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

Outreach (Off-Campus) Credit Classes

The West Los Angeles College Outreach program is designed to make college classes available to the entire West Los Angeles community. The Outreach locations serve students who, because of lack of transportation or time, do not have the opportunity to attend classes on campus. There are approximately 30 Outreach locations within a circle surrounding the Culver City College campus. Examples of such convenient sites are Pacific Palisades, West Hollywood, Crenshaw, Marina Del Rey, Westwood, and LAX.

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

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

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

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

Reserve Officer Training Programs

Air Force ROTC

Through arrangements with the University of Southern California and Loyola Marymount University, two-, three-, and four-year Air Force Reserve Officer Training Corps (AFROTC) Programs are available to all qualified students. Academic units earned in this Program are counted as elective credits toward graduation. Successful completion of the AFROTC Program leads to a commission as a Second Lieutenant in the Air Force Reserve. Two-, three-, and four-year scholarships are available to qualified students on a competitive basis. Four-year scholarships must be applied for before December 15 in the year prior to entering college. All scholarship recipients receive full tuition, required fees and books, and \$100 a month. All qualified students are provided 25 hours of flight training during their final year in the Program.

For additional information contact the Department of Aerospace Studies (AFROTC) at the University of Southern California, Los Angeles, CA. 90007, or the Department of Aerospace Studies, Loyola Marymount University, Los Angeles, CA. 90045.

Army ROTC

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

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

Non-scholarship students are under no military obligation during the first two years of the Program. Cadets may continue as juniors and seniors when they transfer to any four-year college or university in the Los Angeles or Long Beach areas. Classes are conducted at UCLA and Long Beach State University. For additional information, contact the Department of Military Science, UCLA, Los Angeles, California, 90024, 825-7381.

Marine Corps Programs

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

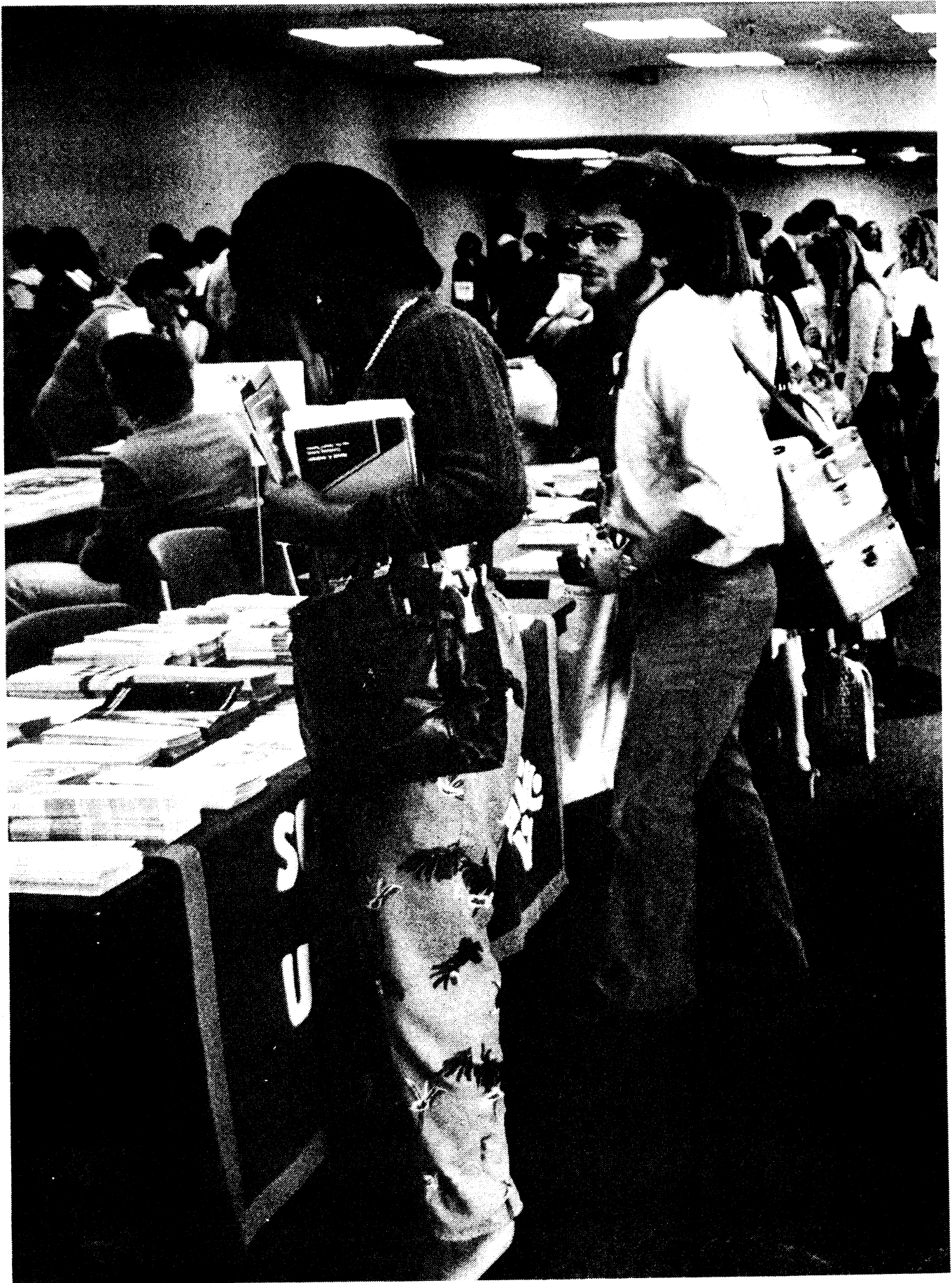
Male applicants may sign up during their freshman or sophomore year and attend two six-week training sessions at Quantico, Virginia, or they may sign up during their junior year at a four-year college and attend one ten-week summer training session at Quantico. Female sophomores may sign up for the eight-week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

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

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

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





ADMISSION AND REGISTRATION PROCEDURES

RESIDENCY REQUIREMENTS

California Residence Requirement

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

District Residence Requirement

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

Interdistrict Permits

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

Non-Resident

A non-resident student is one who does not have residence in the State of California for more than one year

immediately preceding the Residence Determination Date. A student so classified will be required to pay tuition fees as established by the District Board of Trustees.

Non-Resident Tuition Fee

The 1981-82 tuition fee for non-resident students is \$93.00 per semester unit and must be paid at the time of registration. This fee is subject to change each academic year.

Refund Criteria

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

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

Refunds will be computed as follows:

SESSION	DATE REQUEST TIME STAMPED	REFUND
Summer	On or before the fifth day on which day classes meet, not counting Saturday or Sundays	Full Tuition
	During the <i>second</i> and <i>third</i> week in which instruction occurs	75% of full Tuition
	After Friday of the <i>third</i> week in which instruction occurs	No Refund
Fall or Spring	On or before the fifth day on which day classes meet, not counting Saturdays or Sundays.	Full Tuition
	During the <i>second</i> through the <i>fourth</i> week in which instruction occurs	75% of full tuition
	After Friday of the <i>fourth</i> week in which instruction occurs.	No Refund



ADMISSION ELIGIBILITY

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

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

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

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

PROCEDURES FOR ADMISSION AND REGISTRATION

Admission

Students seeking admission to West Los Angeles College must:

1. **Submit an Application for Admission**, preferably not less than two months prior to the opening of the semester in which they plan to enroll. Application forms are available on request from the Office of Admissions. See the College Calendar for fall and spring semester application deadlines. No applications are accepted by mail.
2. **Submit high school and/or all college transcripts as outlined on page 00.**

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

See Deficiency Admission in C below.

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

restricted to a maximum of 6 units in evening classes only. Admission in future semesters will be denied until the transcript requirement is met.

- D. **READMISSION:** Students who have not attended for one or more semesters must file a new application. Students who have not attended for 2 or more years must also resubmit transcripts.
- E. **ADMISSION ON PROBATION:** Applicants for admission whose scholastic achievement at another college represents less than a C average may be admitted on probation for one semester. Admission on probation is a privilege granted by the College. A petition for admission on probation must be filed at the time of application.
- F. **DISQUALIFIED STUDENTS:** Students who have been disqualified from another college must file a petition for admission in addition to an application.

All Students — full-time, part-time, day or evening — must meet all admission requirements before a PERMIT TO REGISTER will be issued.

Enrollment in classes is possible only if the student has been issued this permit.

Registration

Advanced Registration

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

Permit to Register

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

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

Late Registration

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

Counseling

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

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

SCHEDULE OF CLASSES AVAILABILITY

Schedules of Classes are available in the Admissions Office.

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

TRANSFER REQUIREMENTS

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

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

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

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

These are the following:

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

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

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

TRANSFER REQUIREMENTS UCLA COLLEGE OF LETTERS AND SCIENCES

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

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



General University Requirements

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

General Education — Breadth Requirements

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

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

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

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

Prospective Major at UCLA

Breadth Requirements from These Three Divisions

Physical Sciences Division:

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

Humanities
Life Sciences
Social Sciences

Life Sciences Division:

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

Humanities
Physical Sciences
Social Sciences

Humanities Division:

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

Life Sciences
Physical Sciences
Social Sciences

Social Sciences Division:

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

Humanities
Life Sciences
Physical Sciences

Courses Meeting Breadth Requirements

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

Humanities

Art 1, 2, 3
English: All transferable courses except 1, 44, 45
Foreign Language: All transferable courses except French 85, German 85, Spanish 85
Humanities: All transferable courses except 85 and 89
Linguistics 1
Music 111, 112, 141
Philosophy: All transferable courses except 23, 85
Speech 1, 2
Theatre 110, 130; one course from 505, 507, 509

Life Sciences

Anatomy 1
Anthropology 101
Biology: All transferable courses except 85
Microbiology 1, 20 (maximum credit 1 course)
Oceanography 12, 2
Physiology 1
Psychology 2

Physical Sciences

Astronomy 1
Chemistry: All transferable courses (Maximum one course from 3, 4, 10 or 11. No credit for 3, 4, 10 or 11 following 1)
Geography 1, 3
Geology: All transferable courses except 6 unless taken with 1; 7 unless taken with 2
Mathematics: All transferable courses except 35, 44, 61, 62, 63
Oceanography 1
Physics: All transferable courses except 14 unless taken with 12 (No credit for 12 following 6)

Social Sciences

Anthropology: All transferable courses except 101, 85
Economics: All transferable courses except 4
Environmental Studies 1, 2, 4
Geography: All transferable courses except 1, 3, 4
History: All transferable courses
Philosophy 23
Political Science: All transferable courses except 81, 82, 83, 85, 91-94
Psychology: All transferable courses except 2, 45, 81, 82, 83 (Maximum one course from 3 and 4)
Sociology: All transferable courses except 91, 92
Speech 5, 11, 12, 32

Major Departmental Requirements

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

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

TRANSFER REQUIREMENTS UCLA COLLEGE OF FINE ARTS

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

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

- Art
- History
- Design
- Motion Picture/Television
- Ethnic Arts
- *Painting, Sculpture, Graphic Arts
- *Dance
- *Theater

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

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

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

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

General College Requirements For Fine Arts, UCLA

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

UNITS SUBJECTS

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

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

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

Foreign Language

- French 1, 2, 3, 4
- German 1, 2, 3, 4
- Spanish 1, 2, 3, 4

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

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

Physical or Biological Science

- Anatomy 1
- Astronomy 1
- Biology — all courses
- Chemistry — all courses
- Geography 3
- Geology 1, 2
- Microbiology 1, 20 (max. cred. 1 course)
- Oceanography 1, 2, 12
- Physics - all courses
- Physiology 1

Other Natural Science or Mathematics

- Anthropology 101
- Environmental Studies 1, 2
- Geography 1
- Math 13, 15, 17, 23, 24, 35, 40, 41, 42, 43
- Psychology 2

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

1 course in history 17th century and after.

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

History Prior to 17th century

History 1, 3

History after 17th century

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

Social Science

Elective

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

Economics 1, 2, 10

Geography 2, 7, 14

History 15

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

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

Sociology 1, 2, 4, 9

- 9 **Humanities** — (Performance or studio courses do not meet this requirement.)
 1 course in the arts (history, theory, criticism, appreciation)
 1 course in literature.
 1 course in philosophy and/or religion.

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

The Arts

Architecture 2

Art 1, 2, 3

Music 111, 112, 141

Theater 110, 122

Literature

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

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

Humanities 1, 2, 3, 5, 8, 60

Philosophy/Religion

Philosophy — all courses

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

General University Requirements

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

For additional information on the College of Fine Arts students may call 825-1397.

Major Departmental Requirements

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

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

CALIFORNIA STATE UNIVERSITIES AND COLLEGES

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

The General Education requirements for the California State Universities and Colleges are currently under review. The requirements for Certification will be different from those previously in effect.

Students entering in Fall 1981 and later must check with the counseling office for the list of acceptable courses for transfer to the California State Universities and Colleges as General Education Courses.

Liberal Studies

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

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

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

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

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

1. English students should complete course work distributed over the areas of composition, literature and speech, totaling nine to twelve semester units.
2. Mathematics and the physical and life sciences students should complete at least three semester units in mathematics beyond both elementary algebra and

plane geometry. Two basic courses in the sciences, one in physical sciences and one in life sciences, should be completed. At least one should be a laboratory course with seven to nine semester units.

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

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

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

INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California's fully accredited independent colleges and universities provide a host of options at undergraduate,

graduate and professional levels for students planning to continue their education beyond community college.

Admission Policies

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

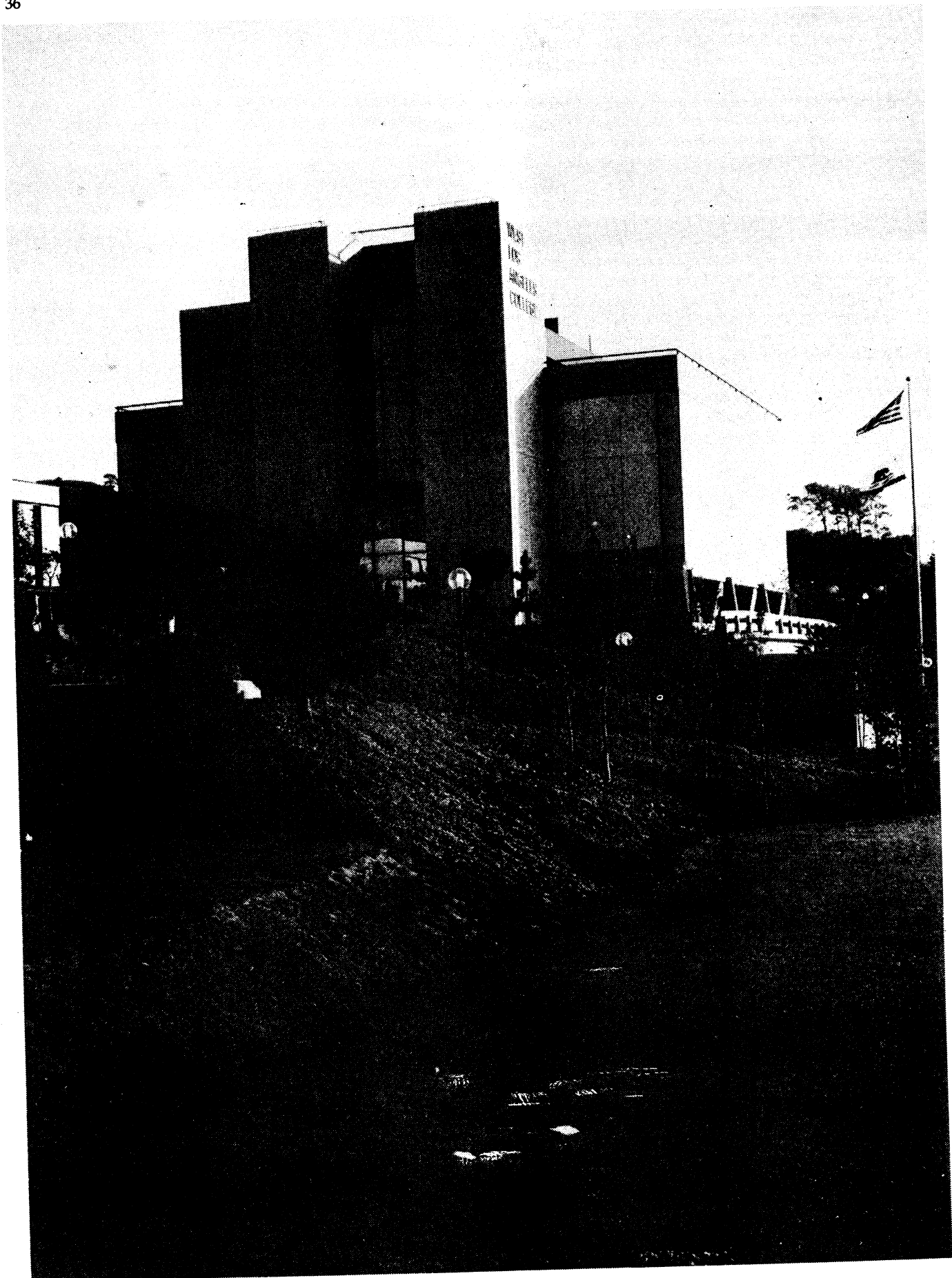
Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs, available upon request from the college's Office of Admissions.

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

Financial Aid

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





EDUCATIONAL PROGRAMS

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

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

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

- Administration of Justice*
- Architecture
- Aircraft Electronics Technology
- Aviation Maintenance Technician
- Business Data Processing
- Business (General)
- Business Management
- Business Management (Small Business)
- Business Marketing
- Child Development
- Computer Science — Information Technology
- Dental Hygiene
- Drafting Technology (formerly Engineering Drafting)
- Educational Aide
- Electronics
- Fashion Merchandising
- Fire Science
- Insurance
- Nursing, Registered
- Office Administration (General)
- Office Administration (General Secretarial)
- Office Administration (Legal Secretarial Option)

- Office Administration (Medical Office Option)
- Office Administration (Medical Secretarial Option)
- Office Administration (Word Processing Option)
- Real Estate
- Supervision
- Supervision, Government Service Option
- Travel

*Associate Degree program only

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.



Cooperative Work Experience Education

Types of Education

A. Cooperative Work Experience Education consists of the following:

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

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

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

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

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

College Credit

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

A. *General Work Experience Education*

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

B. *Occupational Work Experience Education*

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

Student Qualifications

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

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

- a. Assist the student in identifying new or expanded on-the-job learning objectives.
- b. Assist in the evaluation of the student's identified on-the-job learning objectives.
- c. Validate hours worked.

B. In addition, a student shall:

1. Be an apprentice as defined by Labor Code Section 3077 who is enrolled in related or supplementary courses required of the apprenticeship programs; or
2. Be enrolled in the Parallel Plan.
 - a. During regular semesters, students must enroll in a minimum of *seven units* including Cooperative Work Experience Education.
 - b. During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education; or
3. Be enrolled in the Alternate Plan. Concurrent enrollment will be limited to one other class.
 - a. Students must earn *at least 7 units* of other class work before re-enrolling under the Alternate Plan.
 - b. Students may not transfer between Parallel and Alternate Plans until they have earned *at least 7 units* of other class work.

Campus Procedure

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

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

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

Cooperative Education Credit Guide

UNIVERSITY OF CALIFORNIA: APPROVED COOPERATIVE EDUCATION SUBJECT AREAS

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

Afro-American Studies	Environmental Science (Environmental Studies)
Agriculture	Foreign Languages
Anthropology	Geography
Art	Geology
Astronomy	History
Biology	Home
Botany	Economics (Family & Consumer Studies)
Chemistry	Humanities
Economics	Jewish Studies
Education	
Engineering	
English	

Linguistics
 Mathematics
 Meteorology
 Mexican-American
 Studies (Chicano
 Studies)
 Microbiology
 Mineralogy
 Music
 Oceanography
 Philosophy
 Physical Education

Physics
 Physiology
 Political Science
 Psychology
 Recreation
 Social Science
 Sociology
 Speech
 Statistics
 Theater
 Zoology

Public Service
 Real Estate
 Recreation
 Respiratory Therapy
 Restaurant Management
 Sign Graphics
 Social Science
 Sociology
 Speech

Statistics
 Technical Illustration
 Television
 Theater
 Transportation
 Urban Planning
 Water Systems
 Technology
 Zoology

CALIFORNIA STATE UNIVERSITY AND COLLEGES: APPROVED COOPERATIVE EDUCATION SUBJECT AREAS

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

Accounting	Geography
Administration of Justice	Geology
Afro-American Studies	Health
Agriculture	History
Air Conditioning Technology	Home Economics (Family & Consumer Studies)
Aircraft Electronics Technology	Humanities
Animal Husbandry	Industrial Arts
Anthropology	Jewish Studies
Architecture	Journalism
Art	Law
Astronomy	Linguistics
Aviation Maintenance Technician	Management
Biology	Mathematics
Botany	Mechanical Drafting
Broadcasting	Medical Record Science
Business	Merchandise Display (Visual Merchandising & Display)
Business Data Processing	Merchandising (Marketing)
Chemistry	Meteorology
Child Development	Mexican-American Studies (Chicano Studies)
Cinema	Microbiology
Commercial Art	Mineralogy
Computer Maintenance Technician	Music
Computer Science - Information Technology	Natural Resources Management
Computer Technology	Nursing
Dairy Husbandry	Oceanography
Drafting	Office Administration (Secretarial Science)
Economics	Philosophy
Education	Photography
Electronics	Photography, Commercial (Photography-T)
Electronics Technician	Physical Education
Electronics Technology	Physics
Engineering	Physiology
English	Political Science
Environmental Science (Environmental Studies)	Psychology
Fire Science	
Foreign Languages	

Transfer Programs

This is a listing of some of the majors that are available. A major must include a minimum of 18 units in a field or allied fields. Students should refer to the General Education requirements section of the catalog for additional information. Check prerequisite before scheduling in courses.

The 4 year colleges and universities have different requirements for their majors. It is, therefore, important that students planning to transfer consult the Counseling Department before making up their programs to get the best available information about the major of their choice at the 4 year institution that they plan to attend.

ANTHROPOLOGY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
ANTH 101	Biological Anthropology	3
ANTH 102	Introduction to Cultural Anthropology	3
ANTH 112	Comparative Social Organization	3
MATH 14	Introductory Statistics	3
MATH 54	Elementary Statistics	1

Strongly suggest Foreign Language 1-4.

AND 6 UNITS FROM THE FOLLOWING:		UNITS
ANTH 3	Archaeology	3
GEOG 1	Physical Geography	3
GEOG 2	Cultural Elements of Geography	3
HIST	Other than general education requirement	
PHIL 1	Introduction to Philosophy I	3
SOC 1	Introduction to Sociology	3

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

See a counselor for accurate planning and current information.

ART DESIGN — ASSOCIATE IN ARTS DEGREE

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

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

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

Associate Degree

REQUIRED COURSES		UNITS
ART 3	Fundamentals of Art I	3
ART 11	Beginning Design I	3
ART 20	Drawing I	3
ART 12	Beginning Design II	3
ART 13	Three-Dimensional Design	3
ART 21	Drawing II	3
ART 1	Survey of Art History I OR	3
ART 2	Survey of Art History II	
ART 52	Ceramics I	3
ART 56	Jewelry I	3
ART 50	Crafts Workshop I	3
ART 58	Printmaking I	3

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

See a counselor for accurate planning and current information.

BIOLOGY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
CHEM 1	General Chemistry I	5
PHY 6	General Physics I	4
CHEM 2	General Chemistry II	5
PHY 7	General Physics II	4
BIO 6	General Biology I	5
BIO 7	General Biology II	5

RECOMMENDED		UNITS
CHEM 5	Quantitative Analysis	4
CHEM 14	Introductory Organic Chemistry	5
CHEM 15	Introductory Biochemistry	5
MATH 40	Introduction to Analysis	5
MATH 41	Calculus I	5

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

BUSINESS ADMINISTRATION — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
BUS 1	Introduction to Business	3
ECON 1	Principles of Economics I	3
BDP 1	Principles of Business Data Processing I OR	3
BDP 21	Business Computer Programming I	
ECON 2	Principles of Economics II	3
MATH 14	Introductory Statistics	4
MKTG 21	Principles of Marketing	3
ACCT 1	Introductory Accounting I	5
LAW 1	Business Law I	3
MKTG 1	Principles of Selling	3
ACCT 2	Introductory Accounting II	5
MATH 23	Math Analysis for Business & Social Science I	5

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

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

See a counselor for accurate planning and current information.

CHILD DEVELOPMENT — ASSOCIATE IN ARTS DEGREE

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



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

NOTE: Each transfer institution has slightly different requirements.

Associate Degree

REQUIRED COURSES		UNITS
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
CD 1	Child Growth & Development	3
PSYCH 2	General Psychology II	3
FCS 21	Nutrition	3
SOC 12	Marriage and Family Life OR	9
PSYCH 16	Love and Marriage	3
MATH 14	Introductory Statistics	4

NOTE: See a counselor for accurate planning and current information.

ENGINEERING — ASSOCIATE IN ARTS DEGREE

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

NOTE: Each transfer institution has slightly different requirements.

Associate Degree

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

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

See a counselor for accurate planning and current information.

NOTE: PHYS 8, 10 only offered spring semesters. PHYS 9 only offered fall semesters.

ENGLISH — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
ENG 1	College Reading & Composition I	3
ENG 2	College Reading & Composition II	3
ENG 5	English Literature I	3
ENG 6	English Literature II	3

AND 6 UNITS FROM THE FOLLOWING:	UNITS	
ENG 3	Foreign Language through Course 4	9
ENG 4	World Literature I	3
PHILO 1	World Literature II	3
	Introduction to Philosophy I	3

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

See a counselor for accurate planning and current information.

GEOGRAPHY — ASSOCIATE IN ARTS DEGREE

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

NOTE: Each transfer institution has slightly different requirements.

Associate Degree

REQUIRED COURSES		UNITS
GEOG 1	Physical Geography	3
GEOG 2	Cultural Elements of Geography	3
GEOG 7	World Regional Geography	3

NOTE: 9 units in related field. See a counselor for accurate planning and current information.

HISTORY — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

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

AND 6 UNITS FROM THE FOLLOWING:	UNITS	
ANTH 101	Biological Anthropology OR	3
ANTH 102	Introduction to Cultural Anthropology	3
ECON 1	Principles of Economics I	3
GEOG 1	Physical Geography	3
POL SC 2	Modern World Governments	3

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

See a counselor for accurate planning and current information.

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

MATHEMATICS — ASSOCIATE IN ARTS DEGREE

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

plan their program with a college counselor and should also consult the catalog of the college where they wish to transfer.

NOTE: Each transfer institution has slightly different requirements.

Associate Degree

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

NOTE: See a counselor for accurate planning and current information.



MUSIC — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

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

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

Enrollment in the elementary voice sequence (MUS 411, 412, 413, 414), and/or the elementary piano sequence (MUS

321, 322, 323, 324) and/or the independent study in applied music (MUS 185) is recommended for music majors who are preparing for performance or music education careers.

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

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

See a counselor for accurate planning and current information.

POLITICAL SCIENCE — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES	UNITS
Political Science 1	3
Political Science 2	3
Political Science 7	3
History 11 or 12	3 each

AND AT LEAST 6 ADDITIONAL UNITS FROM THE FOLLOWING:

Economics 1	3
History 1 or 2	3 each
History 13 or 14	3 each
Political Science 8	3
Anthropology 1 or Sociology 1	3 each
(see catalog for History course limitations)	

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

Career Programs

Students should refer to the General Education Requirements section of the catalog for additional information. Check prerequisite before scheduling in courses. Students are encouraged to seek assistance from counselor and faculty.

ADMINISTRATION OF JUSTICE — ASSOCIATE IN ARTS DEGREE

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

Associate Degree

REQUIRED COURSES		UNITS
AJ 1	Introduction to Administration of Justice	3
PSY 1	Introduction to Psychology OR	3
SOC 1	Introduction to Sociology	
AJ 4	Principles, Procedures of Justice System	3
AJ 2	Concepts of Criminal Law	3
AJ 67	Community Relations	3
AJ 14	Report Writing	3
AJ	Elective	3
AJ 3	Legal Aspects of Evidence	3
AJ	Elective	3
RECOMMENDED		UNITS
AJ 5	Criminal Investigation	3
AJ 6	Patrol Procedures	3
AJ 8	Juvenile Procedures	3

AIRCRAFT ELECTRONICS TECHNOLOGY — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

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

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

The Certificate curriculum is designed for those students planning to enter an occupation in the field of Aircraft Electronics Technology but who do not complete the general education requirements for the A.S. degree.

Required courses for this certificate are Aircraft Electronics Technology, see below, taken in two similar patterns to the Associate Degree program. The essential courses consist of 48 units in the technician area.

Associate Degree or Certificate

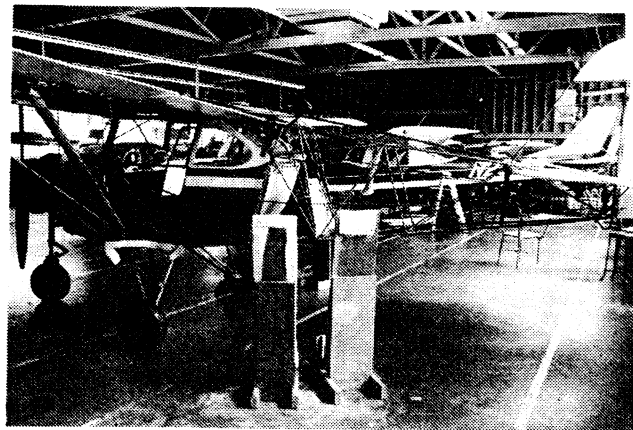
(A suggested sequence would be)

FIRST SEMESTER		UNITS
AET 1	Scientific Calculator Electronics Mathematics	4
AET 2	Aircraft Direct Current Theory and Laboratory	4
AET 3	Aircraft Alternating Current Theory and Laboratory	4
		12
SECOND SEMESTER		UNITS
AET 4	Aircraft Semiconductor and Integrated Circuit Applications	4
AET 5	Aircraft Electronic Circuit Analysis I	4
AET 5	Aircraft Electronic Circuit Analysis II	4
		12

THIRD SEMESTER		UNITS
AET 7	Aircraft Receiver and Transmitter Principles I	4
AET 8	Aircraft Receiver and Transmitter Principles II	4
AET 9	Radio Communication	4
		12
FOURTH SEMESTER		UNITS
AET 10	Digital Computer Logic, and Auto Pilot Systems	4
AET 11	Aircraft Electronics Technology	4
AET 12	Aircraft Entertainment and Intercom Systems	4
		12
OR		
AET 51	1st, 2nd, 3rd, and 4th Semester	
AET 52		
AET 53		

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

Requirements for the Associate of Science Degree are the satisfactory completion of 15 units of General Education and 48 units of credit selected from courses AET 1 through AET 12 or AET 51 through AET 53 (Note: AET 51, 52, 53 may be repeated 3 times for credit) or a combination of courses selected from AET 1 through AET 12 and AET 51 through 53.



AVIATION MAINTENANCE TECHNICIAN — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

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

General aviation growth has skyrocketed. Many people own their aircraft.

Technological developments in the aerospace industry have created opportunities which never existed in the past. The industry's demand for well trained, certificated aircraft mechanics far exceeds the available supply.

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

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

There are two Federal licenses available upon completion of the course and either one has employment opportunities. The two certificates available from the College are airframe maintenance technician and aircraft powerplant technician.

Associate Degree

FIRST SEMESTER

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

SECOND SEMESTER

AMT 7	Electrical and Instrument Systems	UNITS	3
	Prerequisite AMT 5		
AMT 8	Electrical and Instrument Systems Lab		2
	Prerequisite AMT 6		
AMT 9	Assembly, Rigging and Inspection		3
	Prerequisite AMT 1		
AMT 10	Assembly, Rigging and Inspection Lab		2
	Prerequisite AMT 2		
AMT 11	Aircraft Metal Assembly		3
	Prerequisite AMT 1		
AMT 12	Aircraft Metal Assembly Lab		2
	Prerequisite AMT 2		

THIRD SEMESTER

AMT 13	Hydraulic, Landing Gear and Fuel Systems	UNITS	3
	Prerequisite AMT 3		
AMT 14	Hydraulic, Landing Gear and Fuel Systems Lab		2
	Prerequisite AMT 4		
AMT 15	Propeller and Powerplant Systems		3
	Prerequisite AMT 1 and AMT 3		
AMT 16	Propeller and Powerplant Systems Lab		2
	Prerequisites AMT 2 and AMT 4		
AMT 17	Ignition and Fuel Metering Systems		3
	Prerequisites AMT 1 and AMT 3		
AMT 18	Ignition and Fuel Metering Systems Lab		2
	Prerequisite AMT 2 and AMT 4		

FOURTH SEMESTER

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

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

Certificate — Airframe

AMT 1	Maintenance Procedures	UNITS	3
AMT 2	Maintenance Procedures Lab		2
AMT 3	Basic Aircraft Science		3
AMT 4	Basic Aircraft Science Lab		2
AMT 5	Basic Electricity and Auxilliary Systems		3
AMT 6	Basic Electricity and Auxilliary Systems Lab		2
AMT 7	Electrical and Instrument Systems		3
	Prerequisite AMT 5		
AMT 8	Electrical and Instrument Systems Lab		2
	Prerequisite AMT 6		
AMT 9	Assembly, Rigging and Inspection		3
	Prerequisite AMT 1		
AMT 10	Assembly, Rigging and Inspection Lab		2
	Prerequisite AMT 1		
AMT 11	Aircraft Metal Assembly		3
	Prerequisite AMT 1		
AMT 12	Aircraft Metal Assembly Lab		2
	Prerequisite AMT 2		
AMT 13	Hydraulic, Landing Gear, & Fuel Systems		3
	Prerequisite AMT 3		
AMT 14	Hydraulic, Landing Gear, & Fuel Systems Lab		2
	Prerequisite AMT 4		
AMT 23	Inspection and Evaluation		3
	Prerequisites AMT 1 through AMT 22 or authorization for Written Examinations		
AMT 24	Inspection and Evaluation Lab		2
	Prerequisites AMT 1 through AMT 22 or authorization for Written Examinations		
			<hr/> 45

Certificate — Powerplant

AMT 1	Maintenance Procedures	UNITS	3
AMT 2	Maintenance Procedures Lab		2
AMT 3	Basic Aircraft Science		3
AMT 4	Basic Aircraft Science Lab		2
AMT 5	Basic Electricity and Auxilliary Systems		3
AMT 6	Basic Electricity and Auxilliary Systems Lab		2
AMT 7	Electrical and Instrument Systems		3
	Prerequisite AMT 5		
AMT 8	Electrical and Instrument Systems Lab		2
	Prerequisite AMT 6		
AMT 15	Propeller and Powerplant Systems		3
	Prerequisites AMT 1 and AMT 3		
AMT 16	Propeller and Powerplant Systems Lab		2
	Prerequisites AMT 2 and AMT 4		
AMT 17	Ignition and Fuel Metering Systems		3
	Prerequisites AMT 1 and AMT 3		
AMT 18	Ignition and Fuel Metering Systems Lab		2
	Prerequisites AMT 2 and AMT 4		
AMT 19	Reciprocating Powerplant Overhaul		3
	Prerequisites AMT 15 and AMT 17		
AMT 20	Reciprocating Powerplant Overhaul Lab		2
	Prerequisites AMT 16 and AMT 18		
AMT 21	Powerplant Trouble Shooting and Testing		3
	Prerequisite AMT 19		
AMT 22	Powerplant Trouble Shooting and Testing Lab		2
	Inspection and Evaluation		3
AMT 23	Inspection and Evaluation		3
	Prerequisites AMT 1 through AMT 22 or authorization for Written Examinations		
AMT 24	Inspection and Evaluation Lab		2
	Prerequisites AMT 1 through AMT 22 or athorization for Written Examinations		
			<hr/> 55

BUSINESS DATA PROCESSING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The business data processing program prepares students to enter the rapidly growing field of electronic data processing. A student entering this field, as a specialist or technician, should have a comprehensive background in business

and accounting with specific emphasis on computer principles and business data processing applications.

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

Associate Degree

REQUIRED COURSES		UNITS
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
BDP 1	Principles of Business Data Processing	3
ACCT 1	Introductory Accounting I	5
BDP 21	Business Computer Programming (RPG) I	3
BDP 22	Programming Business Computers	3
BDP 29	Fundamentals of COBOL Programming	3
BDP 55	APL and BASIC Programming	3
CO SCI 37	Digital Computer Programming	3
CO SCI 38	Computer Operations	3
BDP 27	FORTRAN Programming	3
BDP 30	Advanced COBOL Programming	3
BDP 58	Assembly Language Programming I	3

Certificate

	UNITS	
BDP 1	Principles of Business Data Processing	3
BDP 21	Business Computer Programming	3
BDP 22	Programming Business Computers	3
BDP 27	FORTRAN Programming	3
BDP 29	Fundamentals of COBOL Programming	3
BDP 31	Business Data Processing Systems	3
BDP 58	Assembly Language Programming I	3
CO SCI 38	Computer Operations	3

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

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

Students who have had at least one year of high school algebra may substitute for BUS 38; MARKETING 21 may be taken in its place.

Students who have had the equivalent of ACCOUNTING I may substitute MKTG 21, MGMT 11 or BDP 31 for that requirement.

Students who have taken advanced courses in the Department with a B average or better but have not taken BDP 1 may request a waiver and substitute BDP 31; if BDP 31 is not offered, MKTG 21 or MGMT 11 may be substituted.

BUSINESS, GENERAL — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

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

Associate Degree

REQUIRED COURSES		UNITS
BUS 1	Introduction to Business	3
ACCT 21	Bookkeeping & Accounting I	3
BUS 38	Business Computations	3
ACCT 22	Bookkeeping & Accounting II	3
BDP 1	Principles of Business Data Processing I	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
ACCT 2	Introduction Accounting II	5
MKTG 21	Principles of Marketing	3
BUS 31	Business English	3
MKTG 1	Principles of Selling	3
MGMT 13	Small Business Management I OR	3
MGMT 2	Organization and Management Theory	3
ACCT 37	Accounting Machine Practice	1
BUS 32	Business Communications	3

Certificate

	UNITS	
ACCT 21	Bookkeeping & Accounting I	3
ACCT 22	Bookkeeping & Accounting II	3
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
BDP 1	Principles of Business Data Processing I	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 13	Small Business Management I OR	3
MGMT 2	Organization and Management Theory	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3

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BUSINESS MANAGEMENT — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

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

Associate Degree

REQUIRED COURSES		UNITS
BUS 1	Introduction to Business	3
BUS 38	Business Mathematics	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
ACCT. 1	Introduction Accounting	5
ENG 22	Technical English*	3
ECON 1	Principles of Economics I	3
MGMT 2	Organization & Management Theory	3
MGMT 33	Personnel Management	3
MGMT 11	Management Practice	3

*Please consult English Department for substitutions.

Certificate

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

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

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

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

Associate Degree

REQUIRED COURSES		UNITS
ACCT 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
LAW 1	Business Law I	3
MKTG 21	Principles of Marketing	3
MGMT 1	Principles of Management	3
MGMT 13	Small Business Management I	3
MGMT 2	Organization and Management Theory	3
MGMT 12	Managerial Economics	3
MGMT 11	Management Practice	3
MGMT 15	Small Business Management II	3
MGMT 33	Personnel Management	3
BDP 1	Principles of Business Data Processing I	3
RECOMMENDED		UNITS
BDP 31	Business Data Processing	3
BUS 32	Business Communications	3
MKTG 1	Principles of Selling I	3

Certificate

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

BUSINESS MARKETING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The purpose of the marketing program is to prepare individuals for employment or the upgrading of employment in the field of marketing. Opportunities in the area of marketing include store managers, division managers, department managers, buyers, credit managers or sales-retail or industrial personnel. This list is not meant to be inclusive of all occupations that are available to marketing graduate students, as currently one out of every four individuals in the United States is working in a marketing vocation.

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

Associate Degree

REQUIRED COURSES		UNITS
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 38	Business Computations	3
MKTG 21	Principles of Marketing	3
MKTG 1	Principles of Selling	3
BDP 1	Principles of Business Data Processing I	3
BUS 32	Business Communications	3
LAW 1	Business Law I	3
MGMT 2	Organization & Management Theory	5
ACCT 1	Introductory Accounting I	3
MKTG 31	Retail Merchandising	3
MKTG 11	Fundamentals of Advertising	3
MGMT 13	Small Business Management I	3
RECOMMENDED		UNITS
COOP ED	Work Experience	1-4
MGMT 6	Public Relations	3
MGMT 11	Management Practice	3
ACCT 37	Accounting Machines Practice	1
MKTG 32	Fashion Merchandising	3

Certificate

	UNITS
BUS 31	Business English
MKTG 21	Principles of Marketing
MKTG 1	Principles of Selling
MKTG 11	Fundamentals of Advertising
MKTG 31	Retail Merchandising
BUS 1	Introduction to Business
BUS 38	Business Computations
LAW 1	Business Law
MGMT 6	Public Relations
MGMT 11	Management Practice
	Work Experience
	1-4
	27-31

Business Certificate Program for Graduates of a 4-year Institution

This program is specifically designed for those men and women with a Baccalaureate degree in a non-business area. The purpose of the program is to prepare individuals for employment in all areas of business and management. Opportunities exist in management in financial analysis, market analysis, sales, general management and other fields. The orientation of the program is to supplement and build upon the individual's existing education.

BUS 1	Introduction to Business	3
BDP 1	Principles of Business Data Processing I	3
ACCT 1	Introductory Accounting I	5
LAW 1	Business Law	3
MKTG 21	Principles of Marketing	3
BUS 38	Business Computations	3
MGMT 12	Managerial Economics	3
MGMT 2	Organization & Management Theory OR	3
MGMT 13	Small Business Management	3
	Work Experience	1-4
	30	

CHILD DEVELOPMENT — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

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

Associate Degree

REQUIRED COURSES

		UNITS
CD 1	Child Growth & Development	3
CD 2	The Child and the School	3
CD 3	Creative Experiences for Young Children I	3
FCS 21	Nutrition	3
EDUC 1	Introduction to Teaching	3
CD 21	Child Development Practice	3
CD 10	Child Health	3
TA 220	Story Telling	2
CD 11	Home, School and Community Relations	3
CD 12	Parent-Teacher Interaction	3
	Work Experience	1-4
CD 22	Laboratory in Child Development	4
CD 41	Organization & Administration of Nursery Schools	3

RECOMMENDED

		UNITS
PSYCH 1	General Psychology	3
	A course in Spanish	2-5
MUSIC 88	Music in Recreation	2
PSYCH 3	Personality & Social Development	3
PSYCH 6	Human Behavior	3
PSYCH 11	Child Psychology	3
SOC 12	Marriage & Family Life OR	3
PSYCH 16	Love & Marriage	3

Certificate

		UNITS
CD 1	Child Growth & Development	3
CD 2	The Child and the School	3
CD 3	Creative Experiences for Young Children I	3
CD 21	Child Development Practices	3
FCS 21	Nutrition	3
CD 10	Child Health	3
CD 11	Home, School, Community Relations	3
CD 22	Laboratory in Child Development	4
CD 41	Organization & Administration of Nursery Schools	3
TA 220	Story Telling	2
		<hr/> 30

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

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

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

Associate Degree

REQUIRED COURSES

		UNITS
CO SCI 1	Principles of Business Data Processing	3
CO SCI 3	Business Computer Programming I	3
MATH 31	Elementary Algebra	5
CO SCI 7	RPG Programming	3
CO SCI 37	Digital Computer Programming	3
MATH 20	Intermediate Algebra	5
CO SCI 27	FORTRAN Programming	3
CO SCI 38	Computer Operations	3
MATH 3	Trigonometry OR	
MATH 14	Introductory Statistics OR	
MATH 25	Fundamentals of Mathematics I	3-4
CO SCI 11	COBOL Programming	3
CO SCI 17	Assembly Language Programming	3
CO SCI 39	Advanced Computer Programming	3

Certificate

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

Waivers may be obtained for any course not available in Computer Science or BDP for two consecutive semesters.

Equivalent courses are as follows: BDP I for CS 1, BDP 21 for CS 7, BDP 22 for CS 3, BDP 29 for CS 11, and BDP 58 for CS 17.

Students who have taken advanced courses in the Department with an average of "B" or better but have not taken CSI may request a waiver and may substitute MKTG 21 or MGMT 11.

Requirements for MATH courses may be waived by those students who have had the equivalent high school or college courses. On submitting request for waivers to faculty, related courses may be substituted. MKTG 21, BDP 31, and MGMT 11 may be used for such substitution and, if additional credits are required, approval of faculty for suitable courses must be obtained.



DENTAL HYGIENE — ASSOCIATE IN SCIENCE DEGREE

(Admission by Special Selection)

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

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

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

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

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

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

Associate Degree

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

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

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

FIRST SEMESTER		UNITS
DH 100	Principles of Clinical Dental Hygiene	2
DH101	Introduction to Clinical Dental Hygiene I	2
DH 102	Radiology I — Introduction to Radiology	1
DH 103	Radiology I — Laboratory	1
DH 104	Tooth Morphology	2
DH 105	General Pathology	2
DH 106	General and Dental Anatomy	3
CHEM 9	Introductory Organic and Biochemistry	4
		<hr/> 17

SECOND SEMESTER		UNITS
DH 150	Preventive Dentistry	1
DH 151	Clinical Dental Hygiene II	3
DH 152	Radiology II — Advanced Radiology	1
DH 153	Radiology II — Laboratory	1
DH 154	Oral Pathology	2
DH 155	Dental Materials	2
DH 156	Head and Neck: Histology and Embryology	3
FCS 21	Nutrition	3
		<hr/> 16

THIRD SEMESTER		UNITS
DH 200	Introduction to Dental Pathology	1
DH 201	Clinical Dental Hygiene III	4
DH 202	Dental Specialties and Expanded Functions	2
DH 203	Dental Specialties and Expanded Functions — Lab	1
		1
DH 204	Dental Health Education	1
DH 205	Dental Health Education — Practicum	1
DH 206	Periodontics	2
DH 207	Pain Control	2
DH 208	Pharmacology	2
		<hr/> 16

FOURTH SEMESTER		UNITS
DH 250	Advanced Periodontal Seminar	1
DH 251	Clinical Dental Hygiene IV	4
DH 252	Essentials of Dental Hygiene Practice	2
DH 253	Community Dental Health	2
DH 254	Community Dental Health — Practicum	1
	Humanities Elective	3
		<hr/> 13

DRAFTING TECHNOLOGY — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

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

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

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

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

Associate Degree		UNITS
REQUIRED COURSES		
ENGR 1	Introduction to Science Engineering & Technology	2
ENGR 52	Elementary Engineering Drafting	3
ENGR 6	Processing of Engineering Materials	3
ENGR 11	Engineering Calculation I	3
ENGR 2	Introduction to Engineering Drafting	3
ENGR 53	Technical Illustration I	3
ENGR 30	Metallurgical Materials & Practices	3
ENGR 12	Engineering Calculations II	2
ENGR 3	Engineering Drawing Systems	3
ENGR 54	Technical Illustration II	3
ENGR 22	Technical Engineering	3
ENGR 4	Engineering Descriptive Geometry	3
ELEC 28	Electrical & Electronic Circuits Drafting I	2

Certificate		UNITS
ENGR 1	Introduction to Science, Engineering & Technology	2
ENGR 52	Elementary Engineering Drafting	3
ENGR 2	Introduction to Engineering Drafting	3
ENGR 3	Engineering Drawing Systems	3
ENGR 53	Technical Illustration	3
ENGR 54	Technical Illustration II	3
ENGR 6	Processing of Engineering Materials	3
ENGR 30	Metallurgical Materials & Practice	3
ENGR 11	Engineering Calculations I	3
		<hr/> 26

EDUCATIONAL AIDE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The educational aide program prepares students to assist teachers in private and public schools. Courses in these programs also have been designed to improve on-the-job skills for those currently employed as assistants. Individual-

ized instructions and instructional materials are tailored to the career interests of each student through special projects.

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

Associate Degree

REQUIRED COURSES		UNITS
ENG 1	College Reading & Composition I OR	3
ENG 28	Intermediate Reading and Composition	
MATH 35	Principles of Mathematics I6SH*	3
MUS 151	Music in Recreation	2
EDUC 1	Introduction to Teaching**	3
EDUC 10	Principles of Teacher Assisting	3
PE 716	Games and Rhythms for Elementary Schools I	2
CD 1	Child Growth and Development	3
SP 32	The Process of Communication OR	3
SP 1	Public Speaking I	
EDUC 4	Principles and Practice for Teaching Aides	3
SP 15	Story Telling	3
	One Additional English Course	3

*Selected in consultation with advisor

**Education 2 and 3 = Education 1

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

Work Experience 1-4

***TA 18 may be substituted.

Certificate

		UNITS
EDUC 1	Introduction to Teaching	3
EDUC 4	Principles and Practice for Teaching Aides	3
EDUC 10	Teacher Assisting	3
MATH 35	Arithmetic for College Students	3
MUS 88	Music in Recreation	2
ENG 1	College Reading & Composition OR	3
ENG 28	Intermediate Reading and Composition	
PE 44	Games & Rhythms for Elementary Schools	2
SP 1	Public Speaking OR	3
SP 32	The Process of Communication	
ENG 18	Child Literature OR	3
ENG 35	Special Readings	
CD 1	Child Growth & Development	3
		28

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

ELECTRONICS — ASSOCIATE IN SCIENCE DEGREE AND CERTIFICATE PROGRAM

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

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

Associate Degree

REQUIRED COURSES		UNITS
ELEC 2	Introduction to Electronics	3
ELEC 4	Fundamentals of Electronics I	4
ELEC 10	Mathematics of Electronics I	3
PHY 12	Physics Fundamentals	3
PHY 14	Physics Fundamentals Laboratory OR	1
PHY 29	Physics for Technicians	4
ELEC 6	Fundamentals of Electronics II	4
ELEC 12	Mathematics of Electronics II	3
ELEC 20	Electronic Circuits I	4
ELEC 28	Electrical & Electronic Circuits Drafting I OR	2
ENGR 2	Introduction to Engineering Drafting OR	3
ENGR 52	Elementary Engineering-Drafting	3

COMPUTER TECHNOLOGY		UNITS
ELEC 22	Electronic Circuits II	4
ELEC 54	Computer Logic	4
ELEC 24	Electronic Circuits III	4
ELEC 56	Computer Circuits	3
ELEC 57	Computer Circuits Laboratory	1

TELEVISION SERVICING		UNITS
ELEC 22	Electronic Circuits II	4
ELEC 66	Television Circuits I	3
ELEC 67	Television Circuits I Laboratory	1
ELEC 24	Electronic Circuits III	4
ELEC 68	Television Circuits II	3
ELEC 69	Television Circuits II Laboratory	1

Certificate

ELEC 2	Introduction to Electronics	3
ELEC 4	Fundamentals of Electronics I	4
ELEC 10	Mathematics of Electronics I	3
PHY 12	Physics Fundamentals	3
PHY 14	Physics Fundamentals Lab OR	1
PHY 29	Physics for Technicians	4
ELEC 28	Electrical and Electronic Circuits Drafting	2
ENGR 2	Introduction to Engineering Drafting OR	2
ENGR 52	Elementary Engineering Drafting	
ELEC 6	Fundamentals of Electronics II	4
ELEC 20	Electronic Circuits I	4
ELEC 12	Mathematics of Electronics II	3

ENGINEERING DRAWING

See Drafting Technology.

FASHION MERCHANDISING — ASSOCIATE IN ARTS DEGREE

The fashion merchandising program is designed to provide the student with the basic information required for securing entry level positions in the fashion industry. The program is particularly designed for students wishing a career in retail merchandising of items related to fashion. Occupations pursued by graduates would include Assistant Buyer, Department Manager, Stock Clerk and Receiver, Display Assistant, and numerous other categories.

Associate Degree

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

RECOMMENDED

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

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

INSURANCE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

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

Associate Degree

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

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

Certificate in LOMA

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

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

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

NURSING — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

This two-year educational program is designed to prepare nurses to function in hospitals and other health agencies on a staff nurse level. The College provides both a four semester Associate Degree program for beginning nursing students, and a two semester program for qualified Licensed Vocational Nurses to advance to the R.N. level. A graduate of this R.N. program is qualified to make application for the California Board of Nursing Examiners' Test to obtain licensure as a registered nurse in the State of California.

Applications for the program can be obtained from the Office of Admissions. They must be returned by April 1 for Fall admission to the four semester program for beginning nursing students, and October 1 for Spring admission to the two semester L.V.N. to R.N. program.

Individuals seeking admission to the Nursing program must have the following prerequisites completed with a "C" or better.

- 1) High school graduation OR its equivalent (G.E.D. or the California High School Proficiency Examination)
- 2) One year of high school mathematics OR one semester of college mathematics OR passing a proficiency examination. Algebra highly recommended.
- 3) One year of high school chemistry with laboratory OR one semester of college chemistry with laboratory. College chemistry recommended.

HEALTH REQUIREMENTS:

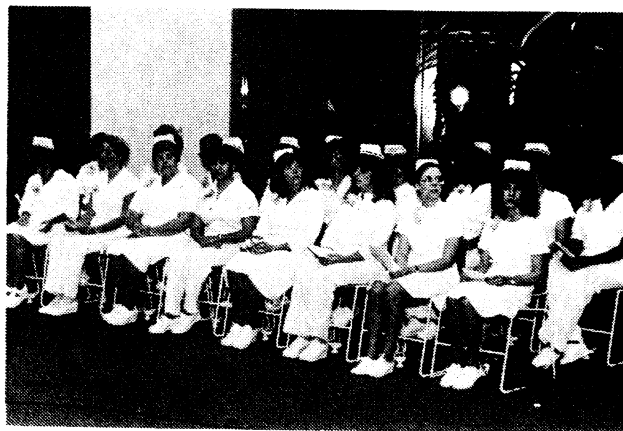
Applicants who have completed their applications and have met the educational and health requirements will be designated as eligible for admission. After acceptance in the Nursing program, the student will be required to validate mental and physical health by means of 1) a physical examination, 2) laboratory tests, and 3) a record of current immunizations. Forms will be provided by the Nursing Director, Division of Earth, Life and Health Sciences.

TESTING:

All candidates must take the SCAT test (Scholastic College Aptitude Test). Testing dates are available in the Admissions Office with the application. Prospective students are required to sign up for one of the testing dates in the Counseling Office.

APPLICATIONS:

Applications cannot be considered complete without the SCAT test results. All official high school and college transcripts must be on file and the mathematics and chemistry



prerequisites completed. Students are awarded points for specific courses that have been completed prior to application deadline. Points are awarded for grades achieved as well as courses completed, from the following list of required courses:

- *Anatomy 1 (Zoology 6-8-9)
- *Physiology 1
- Microbiology 1 or 20
- Psychology 1 or 6
- Sociology 1 or 2
- Anthropology 102
- Speech 1 or 32
- English 1 or 28
- Government Requirement (See College catalog.)
- Humanities (See College catalog.)

**These courses have a prerequisite of Biology 5, which may be waived for L.V.N.'s (see a counselor and instructor).*
** + L.V.N.'s who have taken a 4 unit anatomy and physiology course at a community college may be exempt from Anatomy 1 (see a counselor).*

SCAT test scores may increase a student's total score up to an additional 40 points. Child Development 1 must be completed before 4th semester.

CLASS SELECTION:

Each nursing student is selected on the basis of total points accumulated on the application form. Students with the highest number of points, who are eligible for admission, are notified in writing of their selection prior to the beginning of the appropriate semester.

LVN TO RN CAREER LADDER PROGRAM:

Licensed Vocational Nurses may apply to the LVN career ladder program. Successful completion of this program will entitle the student to sit for the State Board of Registered Nurses' examination. (1435.5 Nurse Educ License Practice)

PREREQUISITE COURSES: (for 2nd year)		UNITS
1.	Physiology 1	4
2.	Microbiology 20	4
3.	Child Development 1	3
		11

NOTE: These courses are usually taken prior to entry into the Nursing Program. However, Microbiology 20, and one semester each of human anatomy and physiology MUST be completed before entering the second year of the Nursing Program. L.V.N. career ladder students must have a valid, current California License.

TOTAL UNITS FOR R.N. PROGRAM

Prerequisite Courses	11.0
Nursing 831-836	9.5
Nursing 841-846	9.5
	30.0

NURSING COURSES: (Dept. Acceptance Required)

	UNITS
1. Nursing 831-836	4.5
Lecture, 4.5 hrs/week	5.0
Laboratory, 15 hrs/week	9.5
2. Nursing 841-846	4.5
Lecture, 4.5 hrs/week	5.0
Laboratory, 15 hrs/week	9.5

NOTE: LVN students are encouraged to complete college requirements for an AA degree and should consult the Director of Nursing or a college counselor for specific information.

GENERAL INFORMATION:

The nursing curriculum is divided into four levels. Each semester is a level. Each level is divided into six modules. Each module is a short term course with its own unit value and grade. Students are expected to complete all the modules in the level before proceeding to the next level.

Students may proceed to Level II, with permission of the Nursing Director, if they have completed a minimum of four Level I modules successfully. However, students may not proceed to level III until all modules in Level I are completed with a grade of C or better.

Students may proceed to Level III, with permission of the Nursing Director, if they have completed a minimum of four Level II modules successfully. However, students may not proceed to Level IV until all modules in Level II are completed with a grade of C or better.

Students may proceed to Level IV, with permission of the Nursing Director, if they have completed a minimum of four Level III modules successfully. However, students may not take Module 844 and 846 until all the preceding modules are completed.

If a student fails one module and then repeats the module and fails it again, the student may not proceed. An appointment must be made to select a deceleration option.

Deceleration options are:

1. Enroll in Nursing 885 for selected remediation work.
2. Career ladder students may be assigned to first or second level modules.

A student is automatically out of the program if:

1. Student fails the same module 3 times.
2. Student fails a second module 2 times.
3. Student fails three different modules one time each.
4. Student fails one module 2 times and then fails two additional modules one time each.

The College reserves the right to refuse continuation in the program if a grade of C or better is not maintained or if the student is unable to perform safely in the clinical portion of the program. NURSING STUDENT MALPRACTICE INSURANCE IS MANDATORY and can be obtained at a minimal cost through the Student Nurses' Association of California. Clinical area performance is graded pass or fail as evaluated by the laboratory instructors. Failure in the clinical area means failure in the module regardless of the grade in theory.

All modules have an attendance requirement. If a student has a legitimate reason to be absent, that student must file a Nursing Department petition for special requests. The committee reviewing the petition, will consider its merits and determine if and how the time lost can be made up.

Students enrolled in the Nursing program may be assigned evening hours in some modules. Due to hospital requirements, clinical hours or clinical days may require short notice changes. Students need to provide their own transportation to the extended campus classes. Uniforms and accessories are purchased by the students and must be worn in clinical areas.

NURSING COURSES

Nursing courses have new numbers beginning in the 1980-81 academic year. Course content remains the same. Old course numbers in parentheses.

*FIRST LEVEL		WEEKS	UNITS
NURS 811 (9A)	Orientation to Basic Patient Needs	2	1
NURS 812 (9B)	Meeting Basic Patient Needs	5	2
NURS 813 (9C)	Psycho-Social Needs of Patients	5	2
NURS 814 (9D)	Meeting Needs of Patients with Altered Sensorium	5	2
NURS 815 (9E)	Physical and Psychological Safety	15	2
NURS 816 (9F)	Pain Management	1	0.5
SECOND LEVEL		WEEKS	UNITS
NURS 821 (10A)	Nature of Disease	2	1
NURS 822 (10B)	Disturbances in Nutrition and Elimination	5	2
NURS 823 (10C)	Disturbances in Gaseous Exchange	5	2
NURS 824 (10D)	Care of The Patient with Neoplastic Disorders	5	2
NURS 825 (10E)	Understanding Illness	15	2
NURS 826 (10F)	Sensory Deprivation and Overload	1	0.5
*THIRD LEVEL		WEEKS	UNITS
NURS 831 (11A)	Orientation to Level III	2	1
NURS 832 (11B)	Nursing During the Maternity Cycle	5	2
NURS 833 (11C)	Psychiatric Nursing	5	2
NURS 834 (11D)	Patients with Severe Homeostatic Disturbances	5	2
NURS 835 (11E)	Community Health Concepts	15	2
NURS 836 (11F)	Management of the Burn Patient	1	0.5
FOURTH LEVEL		WEEKS	UNITS
NURS 841 (12A)	History and Concurrent Trends	2	1
NURS 842 (12B)	Critical Care Nursing	5	2
NURS 843 (12C)	Nursing Care of Children	5	2
NURS 844 (12D)	Nursing Care Management	5	2.5
NURS 845 (12E)	Stress Management for Nurses	15	1.5
NURS 846 (12F)	Exit Seminar	1-2	0.5

Please note the following modules are offered sequentially and are content and grade linked:

Nursing 811, 812 and 816 and Nursing 831, 834 and 836.

These modules will be averaged and graded as follows:

2/7 for the 1 unit module (Nursing 811 or 831)

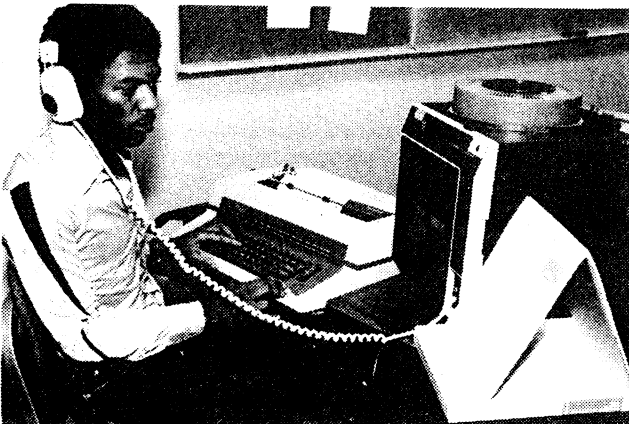
4/7 for the 2 unit module (Nursing 812 or 834)

1/7 for the 5 unit module (Nursing 816 or 836)

If a student's grade averages out to below 75%, the student will receive an unsatisfactory grade for all 3 modules.

Associate in Arts Degree

Students completing the required Nursing curriculum which includes General Education units, will be eligible for an A.A. degree.



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

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

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

Associate Degree

REQUIRED COURSES	UNITS	
OA 1	Typewriting I	3
OA 31	Business English	3
OA 34	Business Vocabulary and Spelling	2
BUS 38	Business Computation	3
BUS 1	Introduction to Business	3
OA 2	Typewriting II	3
OA 6	Adding and Calculating Machines	1
OA 32	Business Communications	3
BUS 8	Survey of Business Law	3
OA 3	Typewriting II	3
OA 30	Office Procedures	3
OA 37	Secretarial Accounting	3
FIN 8	Personal Finance and Investments	3
OA 7	Machine Transcription	3
OA 35	Introduction to Word Processing	3
OA 39	Automated Typing	3
Certificate		
BUS 38	Business Computations	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 6	Adding and Calculating Machines	1
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 34	Business Vocabulary and Spelling	2
OA 35	Introduction to Work Processing	3
OA 37	Secretarial Accounting	3
OA 39	Automated Typewriting	3

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OFFICE ADMINISTRATION (GENERAL SECRETARIAL) — ASSOCIATE IN ARTS DEGREE

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

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

Associate Degree

REQUIRED COURSES	UNITS	
BUS 31	Business English	3
OA 1	Typewriting I	3
OA 10	Shorthand I	5
OA 2	Typewriting II	3
OA 11	Shorthand II	5
OA 18	Shorthand Transcription	3
OA 34	Business Vocabulary & Spelling	2
OA 12	Shorthand III	5
OA 37	Secretarial Accounting	3
BUS 32	Business Communications	3
OA 3	Typewriting III	3
OA 7	Machine Transcription	3
OA 30	Office Procedures	3
OA 39	Automated Typewriting	2

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

Certificate

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

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

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

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

Associate Degree

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

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

Certificate

		UNITS
ACCT 37	Accounting Machines Practice	1
BUS 31	Business English	3
BUS 32	Business Communications	3
OA 2	Typewriting II	3
OA 3	Typewriting III	3
OA 7	Machine Transcription OR	3
OA 46	Machine Transcription for Medical Secretaries	2
OA 20	Medical Office Assistant Procedures	5
OA 34	Business Vocabulary & Spelling	2
OA 39	Automated Typewriting	2
OA 44	Medical Terminology I	3
		<hr/> 27-28

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

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

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

Associate Degree

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

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

Certificate

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

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

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

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

Associate Degree

REQUIRED COURSES		UNITS
OA 3	Typewriting III	3
OA 31	Business English	3
OA 34	Business Vocabulary & Spelling	2
OA 35	Introduction to Word Processing	3
OA 39	Automated Typewriting	3
OA 6	Adding and Calculating Machines	2
OA 7	Machine Transcription	3
OA 32	Business Communications	3
OA 33	Records Management	2
OA 79	Word Processing Applications	3
MGT 1	Principles of Management	3
OA 37	Secretarial Accounting	3
OA 59	Supervision of a Word Processing Center	3
OA 81	Fieldwork in Word Processing	1
BUS 1	Introduction to Business	3
BDP 1	Principles of Business Data Processing	3
MKTG 1	Principles of Selling	3

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

Certificate

		UNITS
OA 3	Typewriting 3	3
OA 6	Adding and Calculating Machines	1
OA 7	Machine Transcription	3
OA 31	Business English	3
OA 32	Business Communications	3
OA 33	Records Management	2
OA 34	Business Vocabulary and Spelling	2
OA 35	Introduction to Word Processing	3
OA 37	Secretarial Accounting	3
OA 39	Automated Typewriting	3
OA 79	Word Processing Applications	3
OA 81	Fieldwork in Word Processing	1

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

REAL ESTATE — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

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

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

Associate Degree

REQUIRED COURSES		UNITS
RE 1	Real Estate Principles	3
RE	Elective	3
RE 3	Real Estate Practice	3
RE 5	Legal Aspects of Real Estate I	3
RE 7	Real Estate Finance I	3
RE 9	Real Estate Appraisal I	3
RE	Elective	3
RE 21	Real Estate Economics	3
RE	Elective	6

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

Certificate — Real Estate

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

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

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

Certificate — Escrow

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

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

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

RECOMMENDED

6 Additional units from the following:

		UNITS
RE 6	Legal Aspects of Real Estate II	3
RE 8	Real Estate Finance II	3
RE 10	Real Estate Appraisal II	3
RE 14	Property Management	3
RE 18	Real Estate Investments	3
RE 32	Real Estate Review	2
RE 35	Today in Real Estate	3
RE 91-94	Work Experience	1-4
MGMT 13	Human Relations for Employees	3

Continuing Education in Real Estate

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

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

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

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

SUPERVISION — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

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

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

Associate Degree

REQUIRED COURSES		UNITS
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
SUPV 1	Elements of Supervision	3
SUPV 3	Human Relations	3
MGMT 32	Basic Interviewing	3
MGMT 33	Personnel Management	3
SUPV 14	Developing Employees Through Training	3
SUPV 16	Controls & the Supervisor	3
MGMT 47	Industrial Organization and Communication	3
MGMT 51	Management Objectives	3
PSYCH 6	Human Behavior	3
SUPV 4	Supervisors' Responsibility for Management of Personnel	3
SUPV 6	Labor-Management Relations	3
SUPV 9	Cost Control for Supervisors	3

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

Certificate

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

Certificate — Government Service Option

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

GROUP I		UNITS
(All courses required)		
POL SCI 1	The Government of the United States	3
BUS 31	Business English	3
BUS 32	Business Correspondence	3
BDP 1	Principles of Business Data Processing	3
MGMT 2	Organization & Management Theory	4
		15

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

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

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

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

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

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

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

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

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

Certificate Requirement 30 Units

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

TRAVEL — ASSOCIATE IN ARTS DEGREE AND CERTIFICATE PROGRAM

The travel industry has become a major economic and social force in the world. Travel by millions of people brings about interrelationships of enormous importance in domestic and international affairs. The growth of travel and the management of travel in volume and scope now requires a specialized educational program for the travel technician as well as for travel management. This curriculum is designed to provide the instruction necessary for those individuals wishing employment in the travel industry or for persons in the travel industry who wish to gain a wider background and greater competency in their profession. The College provides both the Associate Degree and Certificate in Travel.

Associate Degree

REQUIRED COURSES		UNITS
TRAV 1	Introduction to Travel Industry	3
TRAV 7	Environmental Aspects of Travel I	3
TRAV 3	Air Travel North America	3
TRAV 4	Air Travel North America II	3
TRAV 2	Travel Agency Operations	3
TRAV 9	Travel Salesmanship	3
TRAV 8	Environmental Aspects of Travel II	3
TRAV 5	Air Travel International I	3
TRAV 11	California Tour Guide	3
TRAV 10	Advanced Travel Procedures	3
TRAV 12	Travel Agency Bookkeeping	3
TRAV 6	Air Travel International II	3
TRAV 15	Marketing & Sales Management	3
TRAV 17	Travel Agency Law	3
RECOMMENDED		UNITS
OA 1	Typewriting I	3
BDP 1	Principles of Business Data Processing I	3

Certificate

		UNITS
TRAV 1	Introduction to Travel Industry	3
TRAV 2	Travel Agency Operation	3
TRAV 3	Air Travel North America I	3
TRAV 4	Air Travel North America II	3
TRAV 5	Air Travel International I	3
TRAV 6	Air Travel International II	3
TRAV 7	Environmental Aspects of Travel I	3
TRAV 8	Environmental Aspects of Travel II	3
TRAV 9	Travel Salesmanship	3

COURSE DESCRIPTIONS

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

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

University of California

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

California State Universities and Colleges

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

CSU — Baccalaureate

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

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

Course Repeatability for Credit

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

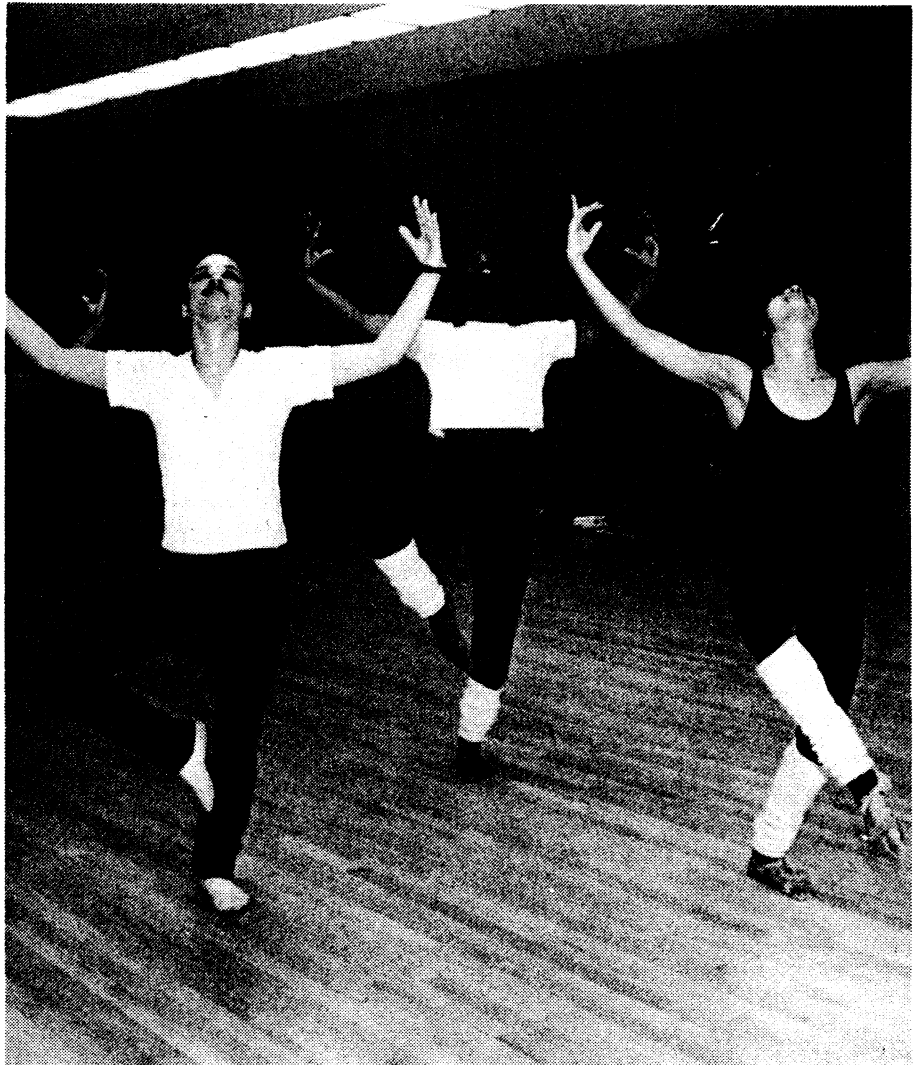
ACCOUNTING

(See Business also)

1 Introductory Accounting I (5)

UC:CSU

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



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

Acceptable for Management 1A credit, UCLA

2 Introductory Accounting II (5)

UC:CSU

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

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

management controls are covered. Students complete a manufacturing firm practice set. *Acceptable for Management 1B credit, UCLA*

3 Intermediate Accounting (3)

CSU

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

Lecture 3 hours.

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

15 Tax Accounting 1 (3) CSU

Prerequisite: Accounting 1 or equivalent and permission of instructor.

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

Tax laws, accounting procedures, and preparation of returns required for federal and California State income taxes as they apply to individuals.

20 Managerial Accounting (3) CSU

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

21 Bookkeeping and Accounting I (3) UC:CSU

Prerequisite: Business 38, which may be taken concurrently.

Fundamentals of double entry bookkeeping; preparation of the trial balance; work sheets and simple financial statements; use of controlling accounts; the control of cash and bank reconciliation statements are presented. Students complete a mercantile firm practice set. *Credit allowed only for either Accounting 1 or 21. Accounting 21 and 22 together equal Accounting I and are acceptable for Management 1A credit, UCLA.*

22 Bookkeeping and Accounting II (3) UC:CSU

Prerequisite: Accounting 21 or equivalent and permission of instructor.

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

37 Accounting Machine Practice (1-1)

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

Laboratory 2 hours.

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

44 Life Insurance Accounting (LOMA 4) (2)

Prerequisite: Insurance 1 and 2.

Lecture 2 hours.

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

Cooperative Work Experience Education

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

185 Directed Study - Accounting (1) CSU**285 Directed Study - Accounting (2) CSU****385 Directed Study - Accounting (3) CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Accounting on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ADMINISTRATION OF JUSTICE**1 Introduction to Administration of Justice (3) UC:CSU**

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

2 Concepts of Criminal Law (3) UC:CSU

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

3 Legal Aspects of Evidence (3) UC:CSU

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

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

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

5 Criminal Investigation (3) CSU

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

6 Patrol Procedures (3) CSU

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

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

7 Traffic Control (3) CSU

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

8 Juvenile Procedures (3) CSU

Prerequisite: Administration of Justice 1 or equivalent.

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

10 Firearms (1-1) CSU

Prerequisite: Administration of Justice major.

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

11 First Aid (1) CSU

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

12 Powers of Arrest for Security Officers (4)

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

14 Report Writing (3) CSU

Lecture 3 hours.

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

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

16 Recruitment Selection Process (3) CSU

Lecture 2 hours; discussion 1 hour.

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

17 Human Relations in Law Enforcement (3) CSU

Lecture 2 hours; discussion 1 hour.

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

39 Probation and Parole (3) CSU

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

42 Advanced Criminal Law (3) CSU

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

60 Arrest, Search and Seizure (3) CSU

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

62 Fingerprint Classification (3) CSU

Lecture 3 hours.

A practical course which covers the technical terminology of fingerprinting, pattern interpretation, classification of fingerprints, the taking of fingerprints, searching & filing procedures, and time will be devoted to laboratory work in the classroom.

64 Latent Fingerprints (3) CSU

This course will give the student thorough training in latent print science, making the latent prints visible by means of materials and chemicals, use of the fingerprint camera, comparison of these prints with the suspects prints and courtroom preparation and procedures.

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

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

72 Correctional Procedures (3)**CSU**

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

75 Introduction to Corrections (3)**CSU**

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

80 Facility Protection and Loss Control (3) CSU

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

Cooperative Work Experience Education

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

AIRCRAFT ELECTRONICS TECHNOLOGY**1 Scientific Calculator Electronics Mathematics (4) CSU**

Lecture 3 hours; laboratory 3 hours.

A review of arithmetic, graphs, algebra and trigonometry as performed on the scientific calculator. Also, showing their application to aircraft electronics circuits.

2 Aircraft Direct Current Theory and Laboratory (4) CSU

Prerequisite: Aircraft Electronics Technology 1 or equivalent.

Lecture 3 hours; laboratory 3 hours.

A study is made of series, parallel, semi-parallel and complex circuits involving more than one source of EMF voltage dividers and the construction of basic meters are stressed. In the laboratory, practice is provided in the application of the basic laws of electricity to Aircraft DC equipment and soldering techniques, making solderless connections, making wiring bundles, harness construction and repair.

3 Aircraft Alternating Current Theory and Laboratory (4)

Prerequisites: Aircraft Electronics Technology 2 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

4 Aircraft Semiconductor and Integrated Circuit Applications (4)

Prerequisite: Aircraft Electronics Technology 3 or equivalent.

Lecture 3 hours; laboratory 3 hours.

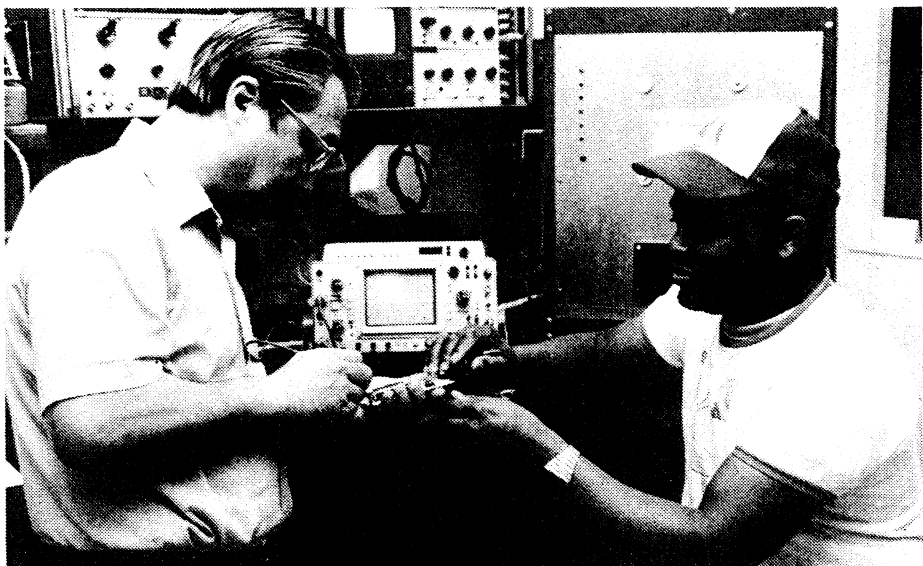
This course presents basic principles of semiconductors, crystal diodes, metallic rectifiers, transistors, Zener diodes, tunnel diodes and vacuum tubes. Instruction is offered in audio amplifier calculations, analysis of amplifier circuits using vacuum tubes and transistors. In the laboratory experience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

5 Aircraft Electronic Circuit Analysis (4) CSU

Prerequisite: Aircraft Electronics Technology 4 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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



6 Aircraft Electronic Circuit Analysis II (4) CSU

Prerequisite: Aircraft Electronics Technology 5 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

7 Aircraft Receiver and Transmitter Principles I (4) CSU

Prerequisites: Aircraft Electronics Technology 6 or equivalent.

Lecture 3 hours; laboratory 3 hours.

Instruction is offered in the theory of operation of Aircraft AM, FM, and single sideband receivers and transmitters for communication and navigation equipment. In the laboratory practice is provided in testing, alignment and troubleshooting procedures for aircraft communication receivers, transmitters and navigation receivers.

8 Aircraft Receivers and Transmitters Principles II (4) CSU

Prerequisites: Aircraft Electronics Technology 7 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

9 Radio Communications (4) CSU

Prerequisites: Aircraft Electronics Technology 8 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

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

Prerequisites: Aircraft Electronics Technology 3 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

11 Aircraft Multiplex Systems (4) CSU

Prerequisites: Aircraft Electronics Technology 4 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

12 Aircraft Entertainment and Intercom Systems (4) CSU

Prerequisites: Aircraft Electronics Technology 8 or equivalent.

Lecture 3 hours; laboratory 3 hours.

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

51 Aircraft Electronic Multiplexing (4) CSU

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

Lecture 3 hours; laboratory 3 hours.

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

52 Avionic Modular Components & Systems (4) CSU

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

Lecture 3 hours; laboratory 3 hours.

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

53 Current Communication/Navigation Circuit Applications (4)

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

Lecture 3 hours; laboratory 3 hours.

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

185 Directed Study - Aircraft Electronics Technology (1) CSU

285 Directed Study - Aircraft Electronics Technology (2) CSU

385 Directed Study - Aircraft Electronics Technology (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Aircraft Electronics Technology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

AIRCRAFT PRODUCTION SKILLS

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

1 Applied Mathematics for Aircraft Production Skills (2)

Lecture 2 hours.

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

2 Aircraft Sub-Assembly Blueprint Reading (1)

Laboratory 3 hours.

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

3 Aircraft Basic Tools Procedure (1)

Lecture 1 hour.

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

4 Aircraft Structural Units and Materials (1)

Lecture 1 hour.

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

5 Aircraft Production Measuring Tools (2)

Lecture 2 hours.

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

6 Aircraft Production Methods (1)

Laboratory 3 hours.

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

7 Aircraft Riveting and Sub-Assembly (2)

Laboratory 6 hours.

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

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

Lecture 2 hours.

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

9 Aircraft Fasteners and Hardware Assembly (1)

Laboratory 3 hours.

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

Facility Protection and Loss Control (3) B.

ALLIED HEALTH

2 Medical Science for Allied Health Personnel (3)

Lecture 3 hours.

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

3 Fundamentals of Clinical Techniques (3)

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

Lecture 2 hours; laboratory 3 hours.

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

AMERICAN SIGN LANGUAGE (See EDUCATION-SPECIAL)

ANATOMY

1 Introduction to Human Anatomy (4) UC:CSU

Prerequisite: Biology 5 or Biology 6 with a grade of C or better.

Recommended Biology 5. If Biology 3 was taken prior to fall 1977, it may be used as the prerequisite if a grade of C or better was earned.

If Biology 3 is used as the prerequisite, then high school or college chemistry is highly recommended or consent of instructor.

Lecture 3 hours; laboratory 3 hours.

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

185 Directed Study - Anatomy (1) UC:CSU

285 Directed Study - Anatomy (2) UC:CSU

385 Directed Study - Anatomy (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Anatomy on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ANTHROPOLOGY

101 Human Biological Evolution (3) UC:CSU

The course focuses on the dynamic relationship between human biology, culture and the physical environment, as interpreted within the framework of evolutionary theory and the science of genetics. It traces man's place in the animal kingdom, human fossil ancestors — together with the associated archaeological evidence and analyzes human physical variability within the framework of Mendelian and population genetics. Major anthropological films and other visual materials are utilized to provide visual involvement in developing an in-depth understanding of the human species.

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

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU

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

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

103 Archaeology: Reconstructing the Human Past (3) UC:CSU

The course focuses on the discovery and reconstruction of the ways of life of extinct societies through the excavation, analysis and interpretation of their material remains, including refuse, stone tools, pottery, burials, housing, etc. By examining these remains within the context of the environment and changeover time, students acquire a means of understanding man's past and gain an opportunity to learn from the past.

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

112 Comparative Social Organization (3) UC:CSU

Prerequisite: Anthropology 102 (formerly Anthropology 5).

Major theoretical orientations within the field of cultural anthropology, methodological problems of anthropological analysis and social organization within a comparative framework including traditional and contemporary societies are analyzed.

Acceptable for general anthropology credit, UCLA.

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

The course deals with the components, function and symbolism of religious beliefs and related manifestations such as magic, witchcraft, voodoo, demons, gods, totemism, divination, mana, shamanism, ghosts, curing, ancestor worship and cults. Special emphasis is given to tribal religious systems through the

use of information gathered by anthropologists during field work in tribal societies. Some non-tribal religious development is included for comparative purposes. Selected anthropological films are utilized in the course for comparative purposes, as well as to provide visual involvement in developing an in-depth understanding of religious behavior.

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

122 People of the Cities: Urban Anthropology

Prerequisite: Anthropology 102 (formerly Anthropology 5) or consent of instructor.

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

124 Sex Roles in Human Societies (3) UC:CSU

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

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

132 North American Indians (3) UC:CSU

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

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

133 The Peoples and Cultures of Africa (3) UC:CSU

Prerequisite: Anthropology 102 (formerly Anthropology 5).

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

Acceptable for general anthropology credit, UCLA.

150 Current Topics in Anthropology (3) UC:CSU

Students are introduced to the major analytical and empirical contributions of the main

sub-fields of anthropology to foster understanding of the varied aspects of human behavior in the past as well as today.

185 Directed Study - Anthropology (1) UC:CSU

285 Directed Study - Anthropology (2) UC:CSU

385 Directed Study - Anthropology (3) UC:CSU-

Conference 1 hour per unit.

Allows student to pursue Directed Study in Anthropology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 credits in Directed Study may be taken for credit.

ARCHITECTURE

1 Introduction to Architecture (1)

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

2 Backgrounds of Architecture I (2) UC:CSU

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

4 Beginning Architectural Graphics (3) UC:CSU

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

5 Architectural Drawing I (3) CSU

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

Materials Charge.

Lecture 2 hours; laboratory 4 hours.

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

6 Architectural Drawing II (3) CSU

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

Materials Charge.

Lecture 2 hours; laboratory 4 hours.

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

7 Architectural Drawing III (3) CSU

Prerequisite: Architecture 6.

Materials Charge.

Lecture 2 hours; laboratory 4 hours.

This course offers a study of construction methods, materials and building ordinances.

Preparation of working drawings for a small two-story commercial type III construction, or problems of similar difficulty, are assigned.

8 Architectural Drawing IV (3) CSU

Prerequisite: Architecture 7.

Materials Charge.

Lecture 2 hours; laboratory 4 hours.

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

10 Freehand Drawing I (2) UC:CSU RPT 2

Laboratory 4 hours.

Techniques of graphic rendering using pencil, pen and ink and water color for the architectural student and draftsman are learned. Both freehand drawing and drafting board methods are stressed.

Acceptable for credit, 3 units only, UC campuses.

12 Architectural Rendering (2) UC:CSU RPT 2

Laboratory 4 hours.

Techniques of graphic rendering using pencil, pen and ink and water color for the architectural student and draftsman are learned. Both freehand drawing and drafting board methods are stressed.

Acceptable for credit, 3 units only, UC Campuses.

15 Applied Descriptive Geometry (2) CSU

Prerequisite: Architecture 5 or General Engineering 2 or equivalent.

This course in advanced graphical problem-solving techniques includes the representation of geometrical magnitudes; relations between point, line and plane; intersection and development of surface and architectural and engineering applications.

17 Architectural Perspective (2) UC:CSU

Lecture 1 hour; laboratory 3 hours.

The methods of making three-dimensional pictorial drawings are utilized. The projection systems presented include one-, two- and three-point, measuring point, sketch, perspective grid and shades and shadows.

18 Strength of Architectural Materials I (3) CSU

Prerequisite: Math 3 and Architecture 5 or equivalent.

This course is an introductory study of statics and of the strength and mechanical properties of timber, steel and concrete and the design of simple members. The course is primarily for advanced architectural students and is useful for State Exam candidates.

20 Methods of Construction (2) CSU

Prerequisite: Architecture 21 or permission of instructor.

The uses, installation, fastening, detailing and appropriateness of various basic construction materials, their combinations and assemblies are studied. The course assists the

draftsperson or builder by showing the relationship between construction methods and drawings, specifications and codes.

21 Materials of Construction (3) CSU

Future design professionals and technicians study sources, selection criteria, codes, appropriateness, availability, manufacturing installation and detailing of basic materials and typical assemblies used in modern construction. Materials include wood, concrete, metals, roofing and finishes.

22 Equipment of Buildings (3) CSU

Prerequisite: Architecture 5.

This course is an introductory study of the equipment of buildings, including plumbing, heating, air-conditioning, lighting, electrical wiring and acoustics. The course is for undergraduates, employed design technicians and State Exam candidates.

23 Construction Estimating (3) CSU

Prerequisite: Architecture 5 or equivalent.

Methods used by estimators and architectural technicians are studied to determine exact and approximate quantities and costs of materials and labor used in construction.

33 Basic Architectural Design I (3) UC:CSU

Prerequisite: Architecture 5, which may be taken concurrently.

This course explores the nature and limitations of materials using two- and three-dimensional studies of form and composition in black and white and color.

34 Basic Architectural Design II (3) UC:CSU

Prerequisite: Architecture 33 with a grade of C or better.

This course extends the study of the theory of color and the use of various materials in three-dimensional composition.

Cooperative Work Experience Education

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

185 Directed Study - Architecture (1) CSU

285 Directed Study - Architecture (2) CSU

385 Directed Study - Architecture (3) CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Architecture, on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ART

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

1 Survey of Art History I (3)**UC:CSU**

The chronological development of Western art from prehistoric times to the Renaissance with emphasis upon the cultural factors which contributed to its evolution is studied.

2 Survey of Art History II (3)**UC:CSU**

NOTE: Art 1 is not a prerequisite to Art 2.

The chronological development of Western art from the Renaissance to the twentieth century with emphasis upon the cultural factors which contributed to its evolution is studied.

3 Fundamentals of Art I (3)**UC:CSU**

This comparative study of the visual arts is designed to expand visual awareness and visual experience and to increase the student's ability to understand and evaluate those forms that are part of the environment. The areas covered range from the home, community and industry to a broad interpretation of painting, sculpture and architecture. This class is designed for non-art majors.

6 Interiors (3) UC:CSU

This course presents a practical application of the elements and principles of design. It introduces the student to the functional and aesthetic problems of living space needs. Contemporary and traditional elements of design are studied. Emphasis is placed on knowledge of available materials in the marketplace.

See NOTE Art 7.

7 Interior-Exterior Design (3)**UC:CSU**

This course enables students to apply the practical elements of design to interior-exterior space planning. Methods of analysis of living space and problem-solving exercises give students practical experience.

NOTE: Maximum credit allowed, 3 units Art 6 and 7, UC campuses.

8 Contemporary Art (3) UC:CSU

Recommended: Art 2 or Humanities 3.

Twentieth century trends in painting, sculpture and architecture are studied.

11 Beginning Design I (3) UC:CSU

Lecture 1 hour; studio 3 hours.

This course provides an introduction to organization on the two dimensional plane. Scale, shape, texture, motion and color are focused upon. Fundamentals of modulations, modification and variation are explored. Students are expected to complete an additional 2 hours per week of studio homework.

12 Beginning Design II (3)**UC:CSU**

Prerequisite: Art 11 with a grade of C or better or consent of instructor.

Lecture 1 hour; studio 3 hours.

This continuation of Art 11 stresses the individual's sensitivity to color enabling the

painter, designer or layperson to utilize color for expression. Students are expected to complete an additional 2 hours per week of studio homework.

13 Three-Dimensional Design (3)**UC:CSU**

Prerequisite: Art 11 with a grade of C or better or consent of instructor. Art 12 may be taken concurrently.

Lecture 1 hour; studio 3 hours.

This course provides an introduction to the organization of forms in three dimensions. Experimental problems in a variety of materials using various spatial constructions are dealt with. Students are expected to complete an additional 2 hours per week of studio homework.

14 Intermediate Design (3)**UC:CSU**

Prerequisite: Art 12.

Lecture 1 hour; studio 3 hours.

A continuation of advanced design concepts with emphasis upon individual research, experimentation and the development of individual abilities is provided. Students work in two- and three-dimensions, experimenting with a wide variety of equipment in a wide variety of media. Students are expected to complete an additional 2 hours per week of studio homework.

16 Airbrush Techniques I (3)

Laboratory 4 hours.

Instruction and demonstrations are provided in the operation of the airbrush as a means of accomplishing black and white rendering and photo retouching for both commercial and technical art. Photo retouching and rendering in both fields as well as coverage in effective techniques and handling of the media are dealt with.

17 History of Costume (3) CSU

Lecture 3 hours.

This course provides students with information concerning the development of costume through the ages. Reference is made to the reflection and influence of history of costume on present-day fashions and how inspiration for current fashion is affected by this study. This course is especially designed for students of fashion design and theater arts.

18 Fashion Design (3) CSU

Lecture 1 hour; studio 3 hours.

This introduction to the elements of design in relation to the requirements of the human figure stresses the creative approach to pattern making. A survey is made of fashion and current problems in the fashion industry — materials used, style orientation, selectivity, detail. Students are expected to complete an additional 2 hours per week of studio homework.

20 Drawing I (3) UC:CSU

Lecture 1 hour; studio 3 hours.

This introduction to drawing places emphasis upon fundamental rendering of three-dimensional form in space. Pencil, pen and charcoal are used. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptable for Art 10A credit, UCLA. See NOTE Art 28.

21 Drawing II (3) UC:CSU

Prerequisite: Art 20 with a grade of C or better or equivalent.

Lecture 1 hour; studio 3 hours.

Compositional aspects of drawing such as watercolor techniques as applied to still life, natural forms, landscape and the human figure are explored. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptability — See NOTE Art 28.

22 Painting I (3) UC:CSU

Prerequisite: Art 12 and 21 with a grade of C or better or consent of instructor.

Lecture 1 hour; studio 3 hours.

This course continues the development of draftspersonship and exposure to art concepts related to imagery, paint quality, color and composition. Various media and mixed media in drawing and painting are explored with emphasis upon specific techniques. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptable for Art 20A credit, UCLA. See NOTE Art 28.

23 Painting II (3) UC:CSU

Prerequisite: Art 22 with a grade of C or better or consent of instructor.

Materials Charge.

Lecture 1 hour; studio 3 hours.

This course consists of drawing from the human figure with emphasis upon the development of observation, structure and draftspersonship. Various media are explored stressing line and tone. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptability — See NOTE Art 28.

24 Figure Drawing I (3) UC:CSU

Prerequisite: Art 20 with a grade of C or better or equivalent.

Materials Charge: Approximately \$12.00 per semester.

Lecture 1 hour; studio 3 hours.

An introductory study of human structure and proportion is provided. Fundamental drawing approaches are explored in black and white media with emphasis upon the development of observation and skill in graphic representation. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptability — See NOTE Art 28.

25 Figure Drawing II (3) UC:CSU

Prerequisite: Art 24 with a grade of C or better or equivalent.

Materials Charge: Approximately \$12.00 per semester.

Lecture 1 hour; studio 3 hours.

This course consists of drawing from the human figure with emphasis upon the development of observation, structure and draftspersonship. Various media are explored stressing line and tone. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptability — See NOTE Art 28.

26 Advanced Life (3) UC:CSU

Prerequisite: Art 12 and 25 with grades of C or better or consent of instructor.

Materials Charge: Approximately \$12.00 per semester.

Lecture 1 hour; studio 3 hours.

This course consists of drawing from the human figure with problems in anatomy, structure, draftspersonship and pictorial space. Various pictorial concepts motivated by the human image are explored. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptability — See NOTE Art 28.

27 Beginning Oil Painting (3) UC:CSU

Prerequisite: Art 12 and 21 with grades of C or better or equivalent.

Lecture 1 hour; studio 3 hours.

An introduction to fundamental skills in oil media, canvas preparation and brush techniques is provided. Composition and color theory is studied as it applies to still life, landscape and natural forms. Students are expected to complete an additional 2 hours per week of studio homework.

Acceptability — See NOTE Art 28.

28 Intermediate Oil Painting (3) UC:CSU

Prerequisite: Art 27 with a grade of C or better or equivalent.

Lecture 1 hour; studio 3 hours.

A continuation of Art 27, this course emphasizes composition, interpretation and expression. Students are expected to complete an additional 2 hours per week of studio homework.

NOTE: Any or all of these courses combined (Art 20, 21, 22, 23, 24, 25, 26, 27, 28, 30): Maximum credit allowed, 16 units, UC campuses.

30 Perspective Drawing I (3) UC:CSU

The understanding and manual skills necessary in the making of drawings, which accurately represent three-dimensional forms in one-, two- and three-point perspective with multiple secondary vanishing points are developed.

Acceptability — See NOTE Art 28.

37 Sculpture I (3) UC:CSU

Prerequisite: Art 13 with a grade of C or better or concurrent enrollment in Art 13 or equivalent.

Materials Charge.

Lecture 2 hours; studio 4 hours.

Design in three dimensions and in relief and basic sculptural processes and materials are explored.

Acceptable for Art 25 credit, UCLA. See NOTE Art 66.

38 Sculpture II (3) UC:CSU

Prerequisite: Art 37.

Materials Charge.

Lecture 2 hours; studio 4 hours.

A study of design in three dimensions, this course emphasizes individual exploration of experimental sculptural materials and techniques.

Acceptability — See NOTE Art 66.

42 Beginning Advertising Design I (3) CSU

Prerequisite: Art 11 or consent of instructor.

Lecture 2 hours; studio 2 hours.

This introductory course in visual communication emphasizes advertising art and design. Included are principles of advertising media, layout, lettering, typography and the preparation of artwork for printing.

50 Crafts Workshop I (3) UC:CSU

Prerequisite: Art 11 with a grade of C or better or equivalent.

Materials Charge.

Lecture 1 hour; studio 3 hours.

The application of design principles and elements to various utilitarian or decorative objects is explored. Media include: paper, paint, textiles, leather and clay. Same as Art 65 with Art 66.

Acceptability — See NOTE Art 66.

51 Crafts Workshop II (3) UC:CSU

Prerequisite: Art 50 with a grade of C or better.

Materials Charge.

Lecture 1 hour; studio 3 hours.

Advanced techniques and processes are explored. Emphasis is placed upon design and craftsmanship.

Acceptability — See NOTE Art 66.

52 Ceramics I (3) UC:CSU

Prerequisite: Art 11 or equivalent.

Materials Charge.

Lecture 2 hours; studio 4 hours.

Instruction in wheel throwing and hand construction is provided. Simple experiments are conducted in the formulation of clay bodies and glazes. Analysis of form, function and decoration emphasizing the proper use of materials and tools in the basic methods of clay construction is stressed.

Acceptability — See NOTE Art 66.

53 Ceramics II (3) UC:CSU

Prerequisite: Art 52 or equivalent.

Materials Charge.

Lecture 2 hours; studio 4 hours.

Development of students' technical skills is continued with emphasis on individual growth in creative design abilities. Loading and firing of kilns and study of ceramic raw materials is included.

Acceptability — See NOTE Art 66.

56 Jewelry I (3) UC:CSU

Prerequisite: Art 11 with a grade of C or better or equivalent.

Materials Charge.

Lecture 2 hours; studio 4 hours.

The use of wood, plastic, metals and lost wax casting in the fabrication of contemporary jewelry and related objects is explored.

Acceptability — See NOTE Art 66.

57 Jewelry II (3) UC:CSU

Prerequisite: Art 56 with a grade of C or better.

Materials Charge.

Lecture 2 hours; studio 4 hours.

Contemporary jewelry and related objects are fabricated using advanced techniques and processes. Emphasis is placed upon design and craftsmanship.

Acceptability — See NOTE Art 66.

58 Printmaking I (3) UC:CSU

Prerequisite: Art 76 with a grade of C or better.

Lecture 2 hours; laboratory 4 hours.

Problems in various printmaking processes, such as relief printing and intaglio are considered.

Acceptability — See NOTE Art 66.

59 Printmaking II (3) UC:CSU

Prerequisite: Printmaking I.

Lecture 2 hours; laboratory 4 hours.

This intermediate course covers printmaking with intaglio, relief and planographic processes, experimentation in one selected printing process and printing in color.

Acceptability — See NOTE Art 66.

63 Jewelry Laboratory I (2) UC:CSU

Materials Charge.

Studio 3 hours.

Art 63 and 64 together are the equivalent of Art 56. Jewelry and laboratory techniques, including silver soldering and finishing, are presented.

Acceptability — See NOTE Art 66.

64 Jewelry Laboratory II (2) UC:CSU

Materials Charge.

Studio 3 hours.

This course is a continuation of Art 63. Art 63 and 64 together are the equivalent of Art 56.

Acceptability — See NOTE Art 66.

65 Crafts Laboratory I (2) UC:CSU

Materials Charge.

Studio 3 hours.

Laboratory activity in art crafts such as mosaic, textile design and enameling is provided. Art 65 and Art 66 together are the equivalent of Art 50.

Acceptability — See NOTE Art 66.

66 Crafts Laboratory II (2) UC:CSU

Materials Charge.

Studio 3 hours.

This course is a continuation of Art 65. Art 65 and 66 together are the equivalent of Art 50.

NOTE: UC will accept a maximum of 12 units from Art 37, 38, 50, 51, 52, 53, 56, 57, 58, 59, 63, 64, 65 and 66.

74 Ceramics Workshop (2) CSU

Prerequisite: Concurrent enrollment required in Art 52 or Art 53.

This course provides an open structured, studio experience for beginning and advanced potters. A variety of construction methods are undertaken simultaneously including hand-building, wheel-throwing and simple mold production. Techniques for surface enrichment, glazing and firing are explored at various levels of ability.

75 Creative Perception (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory 3 hours.

Explores new and different ways of receiving the human figure through contrasting and changing environments. Emphasizes sensory and awareness exercises and group participation in newer and personal art forms in many media.

98 Professional Practice of Interior Design (3) CSU

Prerequisite: Art 7 or consent of instructor.

Lecture 3 hours.

The student learns the various aspects of interior design. Topics considered include

types of design projects, expertise required by designers, client relationships, budgets and supervision.

185 Directed Study - Art (1)
UC:CSU

285 Directed Study - Art (2)
UC:CSU

385 Directed Study - Art (3)
UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ASTRONOMY

1 Elementary Astronomy (3)
UC:CSU

All areas of modern astronomy are discussed in this introductory course. Major topics include the sun, moon and planets; stars and galaxies; telescopes and other instruments; constellations; and the history of astronomy. Telescopic observations of celestial objects are part of the course.

Acceptable for Astronomy 3 credit, UCLA.

AVIATION MAINTENANCE TECHNICIAN

1 Maintenance Procedures (3) CSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 2.

Lecture 3 hours.

Instruction is offered in applied mathematics and physics, basic aerodynamics, aircraft drafting and basic electricity.

**2 Maintenance Procedures
Laboratory (2)**

Prerequisite: Must be taken concurrently with Aviation Maintenance 1.

Laboratory 6 hours.

Understanding and skills are developed by practical application of basic science related to the aviation maintenance and aerospace technology. Instruction is offered in mathematics, physics, basic aerodynamics, aerospace drafting and basic electricity.

3 Basic Aircraft Science (3) CSU

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 4.

Lecture 3 hours.

Instruction is offered to provide understanding of the necessary principles and theory of tubing, fabrication, fluid lines, hoses, fittings, aircraft materials and processes. Theory and methods for calculating aircraft weight and balance are stressed.

**4 Basic Aircraft Science
Laboratory (2)**

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 3.

Laboratory 6 hours.

An opportunity is provided to obtain experience in the fabrication of fluid lines, hoses and fittings, and in the methods and procedures for performing aircraft weight and balance checks.

**5 Basic Electricity and Auxiliary
Systems (3) CSU**

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 6.

Lecture 3 hours.

Instruction is offered in the use of maintenance publications, forms, records, privileges and limitations, with emphasis on cleaning, corrosion control, ground operations and service and cabin atmosphere control.

**6 Basic Electricity and Auxiliary
System Laboratory (2)**

Prerequisite: Must be taken concurrently with Aviation Maintenance Technician 5.

Laboratory 6 hours.

Determinations, classifications and identifications are made with manuals, regulations and forms as required. Cleaning and corrosion control operations are performed. Instruction is offered in the performance of line service functions with emphasis on practice and safety.

**7 Electrical and Instrument
Systems (3) CSU**

Prerequisite: Aviation Maintenance Technician 5.

Lecture 3 hours.

The course offers instruction in aircraft electrical systems, the operation and test procedures for DC generators, motors, alternators and regulators as prescribed in the FAA's AC 4313-1. Position and warning systems, meter measurement, wire size and current capacity are also included.

**8 Electrical and Instrument
Systems Laboratory (2)**

Prerequisite: Aviation Maintenance Technology 6.

Laboratory 6 hours.

Descriptive relations between various forms of energy are explained. The topical coverage progresses to the closed circuit and the laws governing voltage, current and power. An analysis of series, parallel and series-parallel circuitry is followed by a discussion of testing and measuring equipment. Treatment is both descriptive and analytical, supplemented by a presentation of practical consideration to provide a valid perspective.

**9 Assembly, Rigging and
Inspection Laboratory (3) CSU**

Prerequisite: Aviation Maintenance Technology 1.

Lecture 3 hours.

The course offers instruction in aircraft instruments systems, communication and navigation systems, ice and rain control systems, fire protection and fire detection systems and engine electrical systems.

**10 Assembly, Rigging and
Inspection Laboratory (2)**

Prerequisite: Aviation Maintenance Technology 2.

Laboratory 6 hours.

Experience is obtained in inspection, checking, servicing, troubleshooting and repair of instrument systems, communications and

navigation systems, ice and rain control systems, fire protection and detection systems and engine electrical systems.

**11 Aircraft Metal Assembly (3)
CSU**

Prerequisite: Aviation Maintenance Technology 1.

Lecture 3 hours.

This course offers a study of the principles, equipment and safety procedures used when working with wood, dope, fabric, soldering and welding. Emphasis is placed on inspection and repair of wood, fabric covered and welded structures.

**12 Aircraft Metal Assembly
Laboratory (2)**

Prerequisite: Aviation Maintenance Technology 2.

Laboratory 6 hours.

Experience is provided in recognizing materials, defects and airworthy quality repairs on wood, dope, fabric and welded structures. The opportunity to develop skill in welding steel, aluminum and stainless steel soldering electrical connectors and sweat soldering is given.

**13 Hydraulic, Landing Gear, and
Fuel Systems (3) CSU**

Prerequisite: Aviation Maintenance Technology 3.

Lecture 3 hours.

This course in sheet metal offers instruction in the materials, methods and fasteners of the airplane with emphasis on repair procedures.

**14 Hydraulic, Landing Gear, and
Fuel Systems Laboratory (2)**

Prerequisite: Aviation Maintenance Technician 4.

Laboratory 6 hours.

Sheet metal is cut, bent and formed to make parts and repairs to blue print specifications. Parts are riveted with standard and special rivets currently used in industry. Honeycomb repairs are also made.

**15 Propeller and Powerplant
Systems (3) CSU**

Prerequisite: Aviation Maintenance Technician 1 and 3.

Lecture 3 hours.

This course offers a study of the principles and theory of fluid and pneumatic power systems as utilized in aircraft hydraulic, landing gear, brakes and related systems.

**16 Propeller and Powerplant
Systems Laboratory (2)**

Prerequisite: Aviation Maintenance Technician 2 and 4.

Laboratory 6 hours.

Inspection procedures covering the relationship of airframe structures and the fuel pneumatic power systems are discussed. Complete systems, including landing gear, are operated with emphasis on troubleshooting and diagnosis.

**17 Ignition and Fuel Metering
Systems (2) CSU**

Prerequisite: Aviation Maintenance Technician 1 and 3.

Lecture 3 hours.

A study is made of assembly and rigging techniques in conjunction with inspection procedures. The relationship of airframe structures and the fuel system is emphasized.

18 Ignition and Fuel Metering Systems Laboratory (2)

Prerequisite: Aviation Maintenance Technician 2 and 4.

Laboratory 6 hours.

An opportunity is provided to develop the skills and techniques needed for the assembly and rigging of airframe structures; inspections and fuel systems are included.

19 Reciprocating Powerplant Overhaul (3) CSU

Prerequisite: Aviation Maintenance Technician 15 and 20.

Lecture 3 hours.

A study is made of the lubricants and lubricating systems of the aircraft engine and the principles of operation, installation, inspection, repair and functional check of propellers.

20 Reciprocating Powerplant Overhaul Laboratory (2)

Prerequisite: Aviation Maintenance Technician 16 and 18.

Laboratory 6 hours.

Experience is obtained in the use of publications and techniques required to remove, inspect, repair, install, functionally check and troubleshoot lubricating systems, propellers and their components.

21 Powerplant Trouble Shooting and Testing (3) CSU

Prerequisite: Aviation Maintenance Technician 19.

Lecture 3 hours.

Instruction is offered in the principles of operation of the units and systems for engine cooling, exhaust, induction and ignition.

22 Powerplant Trouble Shooting and Testing Laboratory (2)

Prerequisite: Aviation Maintenance Technician 20.

Laboratory 6 hours.

Experience is obtained with practical skills in the inspection, checking, repairing and operating of powerplant cooling, exhaust, induction and ignition components and systems.

23 Inspection and Evaluation (3) CSU

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams.

Lecture 3 hours.

This course offers instruction on the function and maintenance aspects of fuel metering systems, engine fuel systems, engine instruments, fire protection systems and engine inspection.

24 Inspection and Evaluation Laboratory (2)

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 22 or authorization for written exams.

Laboratory 6 hours.

An opportunity is provided to develop a practical working knowledge, skill and troubleshooting ability on fuel metering systems, engine fuel systems, engine instruments, fire protection systems and engine inspection.

25 Federal-Oral and Practical Examinations (3) CSU

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 24 and written exams passed or Aviation Maintenance Technician 23 through Aviation Maintenance Technician 24 and written exams passed.

Lecture 3 hours.

Inspection of reciprocating engine operating principles and overhaul procedures, including inspection and repair is taught.

26 Federal-Oral and Practical Examinations (2)

Prerequisite: Aviation Maintenance Technician 1 through Aviation Maintenance Technician 24 and written exams passed or Aviation Maintenance Technician 23 through Aviation Maintenance Technician 24 and written exams passed.

Laboratory 6 hours.

Practice is provided for skill development in the reciprocating engine overhaul, inspection and repair.

27 Aviation Maintenance Technician XIV (3) CSU

Prerequisite: Completion of Aviation Maintenance Technician 1-10; 21-26 and concurrent enrollment in 28.

Lecture 3 hours.

Instruction is offered in the methods and procedures used in conjunction with the removal, inspection, service, repair, overhaul, installation and troubleshooting of reciprocating and turbine engines.

28 Aviation Maintenance Technician XIV Laboratory (1½)

Prerequisite: Completion of Aviation Maintenance Technician 1-10; 21-26 and concurrent enrollment in 27.

Laboratory 4½ hours.

This course offers an opportunity for the development of skills, workable knowledge and practices in the removal, inspection, service, repair, overhaul, installation and troubleshooting of reciprocating and turbine engines.

29 Aviation Maintenance Technician XV (3) CSU RPT 2

Prerequisite: Completion of Aviation Maintenance Technician 1-28 or verification of eligibility to take the FAA examinations for the Aviation Maintenance Certificate and concurrent enrollment in 30.

Lecture 3 hours.

This course offers the opportunity for a certification competency evaluation as preparation for the Federal Aviation Administration Mechanic certification written examination, with emphasis on current regulations.

30 Aviation Maintenance Technician XV Laboratory (1½) RPT 2

Prerequisite: Completion of Aviation Maintenance Technician 1-28 or verification of eligibility to take the FAA examinations for the Aviation Maintenance Certificate and concurrent enrollment in 29.

Laboratory 4½ hours.

An opportunity for a certification competency evaluation in skills and abilities is offered in

this course by doing project work similar to the FAA current procedures.

31 Inspection Authorization for Aviation Mechanics (3)

Prerequisite: FAA Mechanic Certificate with Airframe and Powerplant ratings.

Lecture 3 hours.

Instruction is offered on the Certificated Aviation Mechanic reviewing regulations, inspection procedures and preparation for the Federal Aviation Administration Mechanic Inspection Authorization.

45 Survey of the Metric System (2) CSU

Lecture 2 hours.

This course is a survey of the metric system of measurement and includes a comparison between the American and metric measuring systems. The problems of converting U.S. industry and the working person to the use of the metric system are discussed in detail.

46 Aircraft Blueprint Reading (2)

Lecture 2 hours.

This course in aircraft mechanics includes training in interpreting orthographic projections, dimensions, abbreviations and symbols for the purposes of fabricating, assembling, installing, repairing and inspecting aircraft parts.

50 Aircraft Welding I (2)

Laboratory 6 hours.

Laboratory training is given in the welding of ferrous and non-ferrous metal airplane parts, a phase separate from usual heavy gas and electric welding. A greater portion of the training period is devoted to welding metal fittings, tube assembly, motor mounts, landing gears and the repair of tube assemblies.

51 Aircraft Welding II (2)

Prerequisite: Aircraft Welding.

Laboratory 6 hours.

This laboratory course offers advanced training in the welding of ferrous and non-ferrous metal airplane parts.

53 Aeronautical Ground School I (3) CSU

Lecture 3 hours.

This course offering fulfills the Federal Aviation Administration requirements of private pilot ground school instruction with the basic study of aeronautics, Federal Aviation Regulations, physiology of flight, fundamentals of flight, meteorology, navigation and flight planning.

61 Science of Aeronautics I (3) CSU

Lecture 3 hours.

Instruction is offered in Basic Aeronautical Navigation procedures of dead reckoning and radio, with emphasis on flight planning and the use of published aids. This course is presented as preparation for the FAA Commercial Pilot Rating.

70 Science of Aeronautics II (3) CSU

Prerequisite: Aviation Maintenance Technician 61.

Lecture 3 hours.

A study is made of the special problems and procedures for air navigation by use of dead reckoning, radio, radio communications information manuals and flight planning.

72 Science of Aeronautics III (3) CSU

Prerequisite: Aviation Maintenance Technician 70.

Lecture 3 hours.

Instruction is offered in weather interpretation of cold fronts, warm fronts and occluded fronts, thunderstorm structure and icing. These are presented in preparation for FAA Private Pilots, Commercial and Instrument Pilots' ratings.

74 Science of Aeronautics IV (3) CSU

Prerequisite: Aviation Maintenance Technician 72.

Lecture 3 hours.

This course is an advanced study of meteorology for the pilot in preparation for the FAA Rating of Commercial Pilot, Instrument Pilot and air transport rating.

87 Science of Aeronautics V (3) CSU

Prerequisite: Aviation Maintenance Technician 74.

Lecture 3 hours.

This course is designed to apprise the commercial pilot aspirant of the correct servicing procedure for aircraft, and the checks a pilot should make, including the safety requirements and procedures.

88 Science of Aeronautics VI (3) CSU

Prerequisite: Aviation Maintenance Technician 87.

Lecture 3 hours.

Instruction is offered in instrument ground school with instrument time offered in the GAT I Link Trainer as preparation for FAA Instrument Rating.

89 Preventive Maintenance for Pilots (3)

Lecture 3 hours.

Aircraft maintenance that is permitted by pilots is discussed and demonstrated. Part 43 of the Federal Aviation Agency is used as the guiding rule. A complete aircraft is used for demonstration.

185 Directed Study - Aviation Maintenance Technician (1) CSU**285 Directed Study - Aviation Maintenance Technician (2) CSU****385 Directed Study - Aviation Maintenance Technician (3) CSU**

Conference 1 hour per unit.

Allows students to pursue Directed Study in Aviation Maintenance Technician on a con-

tract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

BIOLOGY**3 Introduction to Biology (4) UC:CSU**

Lecture 3 hours; laboratory 3 hours.

Biological principles, activities and relationships of living organisms to each other and the world they live in, with emphasis on their correlations to the human organism are surveyed.

4 Heredity and Human Development (3) UC:CSU

Lecture 3 hours.

This is an introductory genetics course for non-science majors. Emphasis is placed on the facts and fictions of heredity including its relationship to evolution, reproduction, genetic counseling and various human conditions and diseases.

5 Introduction to Human Biology (4) UC:CSU

Lecture 3 hours; laboratory 3 hours.

This course provides a basic introduction to biological principles. In addition, emphasis is given to the study of the basic unit of life, the cell, and animal tissues. This course is the prerequisite for Anatomy 1, Microbiology 1, Microbiology 20 and Physiology 1. Recommended for non-biology science majors (Formerly Zoology 5.)

6 General Biology I (5) UC:CSU

Prerequisite: Chemistry 1 with a grade of C or better, concurrent enrollment in Chemistry 1 and consent of instructor or consent of instructor.

Lecture 3 hours; laboratory 6 hours.

The principles of molecular biology, cell structure and function, genetics, evolution and organization at the tissue level in plants and animals are studied. Biology 6 and 7 satisfy requirements of lower division zoology and botany for biological science majors.

Acceptable for Biology 1A and 1B credit, UCLA, when both Biology 6 and 7 are completed.

7 General Biology II (5) UC:CSU

Prerequisite: Biology 6 or its equivalent with a grade of C or better or consent of instructor.

Lecture 3 hours; laboratory 6 hours.

This course covers the principles of organ and organ system physiology in plants and animals, ecology and the course of evolution. A survey of the various plant and animal groups is included.

Acceptable for Biology 1A and 1B credit, UCLA, when both Biology 6 and 7 are completed.

10 Natural History I (4) UC:CSU

Recommended: Some prior biology experience.

Lecture 2 hours; laboratory 3 hours.

This course surveys the plants and animals of Southern California, their history, ecology, interrelationships and classification, with emphasis on the valley and marine environments of the local Santa Monica and San Gabriel Mountains. Laboratory experience includes field trips to each area.

185 Directed Study - Biology (1)

UC:CSU

285 Directed Study - Biology (2)

UC:CSU

385 Directed Study - Biology (3)

UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Biology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

BROADCASTING**1 Fundamentals of Radio and Television Broadcasting (3)**

UC:CSU

Required of all Broadcasting majors. Open to others.

Lecture 3 hours.

This course focuses on the basic phases of radio and television broadcasting, including its history, legal aspects, networks, FCC, programming, use of motion pictures and videotapes, sales, public service, studio procedure and station personnel.

3 Voice and Diction for Radio and Television (3) CSU

Lecture 3 hours.

Training in the development of radio and television announcing procedures including microphone and camera techniques, announcer duties and responsibilities and continuity programming are covered. Fundamentals of good speech are emphasized with attention given to creating a vocal personality and visual presence.

4 Microphone Technique (3) RPT 2

This course deals with basic skills in the use of the microphone for the actor, the speaker, the announcer and the general student. Techniques are learned for the use of microphone in radio, television, motion pictures, public speaking and recording.

5 Radio and Television Acting (3) UC:CSU RPT 2

Lecture 3 hours; laboratory 1 hour.

Fundamentals of acting before a microphone or video camera are stressed. Students perform in commercials and scenes using VTR equipment. Through playback, analysis of technique and instructor critique, students develop and enhance their acting abilities.

Acceptable for credit: 12 units maximum from Broadcasting 5, 46, and Theatre 42, 44, 45, 46, UC campuses.

8 Radio Announcing II (3) RPT 2

This course provides training in announcing news, commercials, station breaks, interviews, phone-in shows and DJ shows.

15 Radio and Television Production (4) CSU RPT 4

Lecture 3 hours; laboratory 3 hours.

The principles of radio and television production are emphasized. Scripting, mixing, directing and producing the program are discussed and put into practice in the TV studio. Students assist the staff in on-campus productions such as the taping of instructor lectures, acting class assignments and educational visual aids.

46 Fundamentals of Television Production (4) CSU RPT 2

Prerequisite: Completion of, or concurrent enrollment in Broadcasting 1.

Lecture 3 hours; laboratory 3 hours.

The history and development of television as a communications medium are studied. The uses of television and responsibilities of the broadcast media are discussed. Students analyze content and form of current programs. Fundamentals of television production are taught, and instruction is given in the operations and functions of broadcast facilities. A tour of a major network facility is included as part of the course.

See acceptability Broadcasting 5.

BUSINESS

Also listed alphabetically in this catalog: Accounting, Business, Business Data Processing, Finance, Law, Management, Marketing, Office Administration, Real Estate, Supervision.

1 Introduction to Business (3) CSU

(NOTE: Students who are business majors or who are considering a change to this major are advised to take this course as a foundation. It is a survey of the fundamental aspects of all phases of business.

Forms of business organization, finance, personnel problems, marketing, managerial aids and business-government relations are surveyed. Students are given an overview of all facets of business.

31 Business English (3)

Business 31 and 32 satisfy the six Communications units required for graduation. This course offers intensive review of the mechanics of English: spelling, grammar, punctuation, sentence structure and word usage. It develops business vocabulary as well as English skills necessary in business. Same as Office Administration 31.

32 Business Communications (3) CSU

Prerequisite: Business 31 with a grade of C or better (or equivalent), and the ability to type.

This course teaches practical psychology in dealing with people through business correspondence. It affords experience in composing the basic types of letters used in business (inquiry, order, acknowledgement, sales, collection, credit, application and personal business), as well as experience in writing reports. Emphasis is placed upon vocabulary building, correct English usage and fundamentals of clear, direct and meaningful expression. Same as Office Administration 32.

38 Business Computations (3) CSU

This course provides a brief review of the fundamentals of computations followed by applications of non-algebraic mathematics to wage payment methods and payroll preparations; percentage, markon, markup, mark-down and turnover, cash and trade discounts; simple interest and applications of compound interest principles to investment, annuity and depreciation problems

Cooperative Work Experience Education

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

99 Business Workshop (1)

Laboratory 3 hours.

This course is designed to improve the students basic understanding of business concepts by responding to the individual needs of the student. Tutorial assistance and self-instruction techniques are employed.

185 Directed Study - Business (1) CSU

285 Directed Study - Business (2) CSU

385 Directed Study - Business (3) CSU

Conference 1 hour per unit.

Allows students to pursue Directed Study in Business on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

BUSINESS DATA PROCESSING

1 Principles of Business Data Processing I (3) UC:CSU

Principles of data processing as used in business and industry, including punched card data processing, electronic computers and their applications to business systems are covered. Elements and capabilities of electronic computers, programming and systems design and flow charting are introduced. Same as Computer Science-Information Technology 1.

Acceptable for credit. Maximum: 3 computer courses (nine units) regardless of departments, UC campuses.

21 Business Computer Programming I (3) UC: CSU

Prerequisite: Business Data Processing 1 or equivalent experience with consent of instructor.

This introductory course in Business Data Processing programming uses the Report Program Generator (RPG) programming language. The basic principles and general concepts of RPG programming are covered, providing the student with a basic computer programming course. Students program and test programs on a computer. Same as Computer Science-Information Technology 3.

See acceptability, Business Data Processing 1.

22 Programming Business Computers (3) UC:CSU

Prerequisite: Business Data Processing 1 or equivalent experience with consent of instructor.

This introductory course in Business Data Processing programming is for those students who are currently employed in data processing or for those who need a one semester transfer course. Elements and capabilities of computers, programming and system design and flowcharting are studied. Students are introduced to FORTRAN, COBOL and the Assembly languages. A computer is available for students to run and "debug" their programs.

See Acceptability, Business Data Processing 1.

23 Programming Laboratory (1) CSU RPT 3

Prerequisite: Current enrollment or credit for a course in programming.

Laboratory 2 hours; assigned by instructor. Practice in the actual programming of typical business and industrial problems is given in the class. A computer is available on campus for students to run and "debug" their programs.

27 FORTRAN Programming (3) UC:CSU

Prerequisite: BDP 21 or 22, Computer Science 37 or 38, Math 20 or 23 or equivalent experience with consent of instructor.

Students learn to use the FORTRAN language to program non-mathematical and commercial problems. Students write programs run on a computer. Emphasis is placed on the use of the computer as a tool. The concepts of structured programming, featuring modular programming and top-down design techniques are emphasized. Same as Computer Science-Information Technology 27.

See Acceptability, Business Data Processing 1.

29 Fundamentals of COBOL Programming (3) UC:CSU

Prerequisite: Business Data Processing 21 or 22 or equivalent experience with consent of instructor.

COBOL (Common Business Oriented Language) is a language which facilitates the programming of computers for business applications. This course is intended to cover the four divisions, flowcharting and the logic used in COBOL. Students learn the concepts of structured programming featuring modular programming, top-down design technique, GO TO-less programming and other techniques of structured programming. Students develop a clear, understandable, program which is run on the computer. Same as Computer Science-Information Technology 11.

Acceptable for credit, UC campuses. Maximum: 3 computer courses regardless of department.

Business Data Processing 21, Computer Science-Information Technology 1 and 29, Computer Science-Information Technology 11 and 30 or Computer Science-Information Technology 12: maximum credit allowed, one course.

30 Advanced COBOL Programming (3) UC:CSU

Prerequisite: Business Data Processing 29 or equivalent experience with consent of instructor.

This course covers advanced COBOL pro-

gramming concepts using the Report Writer Feature, Sort Feature, Mass Storage Devices, Table Handler, Segmentation and other advanced COBOL programming techniques. Students program and test programs on a computer.

Acceptability — See *Business Data Processing 29*.

31 Business Data Processing Systems (3) UC:CSU

Prerequisite: Business Data Processing 21 or 22 or equivalent experience with consent of instructor.

This course covers initiating, planning, executing and implementing systems in business. Business systems are analyzed from a "total system" concept using techniques such as flowcharting and procedural and simplification studies. The application of computers to complex systems and large clerical operations is considered. Students study the life cycle of a computer-based business system ranging from the problem definition to the processes of system design, development and operation. The design of real-time, on-line and time sharing systems is studied also. Same as Computer Science-Information Technology 8.

Acceptability — See *Business Data Processing 29*.

55 APL and Basic Programming (3) UC:CSU

Prerequisite: Business Data Processing 1 or equivalent experience with consent of instructor.

This introductory course in programming uses interactive programming languages. The basic concepts of time sharing and interactive programming languages are studied. A select set of problems using APL and BASIC programming languages is solved. This course is of interest to data processing as well as non-data processing students. Students run and test programs on computer terminals which are located on campus.

Acceptability—See *Business Data Processing 29*.

58 Assembly Language Programming I (3) UC:CSU

Prerequisite: Business Data Processing 22 or equivalent experience with consent of instructor.

The student learns to program IBM 360/370 Assembler language effectively — including data presentation, component and program organization. The use of registers, addressing, arithmetic (decimal and fixed point) and macro instructions are covered through programming projects. Same as Computer Science-Information Technology 17.

Acceptability — See *Business Data Processing 29*.

59 Assembly Language Programming II (3) UC:CSU

Prerequisite: Business Data Processing 58 or equivalent with consent of instructor.

This course covers the IBM 360/370 Operating System job control language, data set organization, linkage editor and control programming services. In addition, input-output codes, multi-processing and multi-programming features are presented. Same as Computer Science-Information Technology 18.

Acceptability — See *Business Data Processing 29*.

Cooperative Work Experience Education

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

185 Directed Study - Business Data Processing (1) CSU

285 Directed Study - Business Data Processing (2) CSU

385 Independent Study - Business Data Processing (3) CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Business Data Processing on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

CHEMISTRY

1 General Chemistry I (5) UC:CSU

Prerequisites: 1. Chemistry 10 with a grade of C or better within the last two years and a satisfactory score on a chemistry placement examination given in advance of registration. Students should consult the Admissions Office, the Counseling Office or the Chemistry Department for dates of examinations.

2. A minimum of two years of high school mathematics or completion of Mathematics 20 or its equivalent.

Lecture and conference 5 hours; laboratory 4 hours.

Principles and theories of general inorganic chemistry are covered.

Laboratory work is largely quantitative.

With Chemistry 2 acceptable for Chemistry 11 ABC, BL, CL credit, UCLA. No credit for Chemistry 3, 4 or 10 if taken after Chemistry 1.

One course maximum credit for 4 or 10.

2 General Chemistry II (5) UC:CSU

Prerequisite: Chemistry 1 with a grade of C or better within the last two years.

Lecture and conference 5 hours; laboratory 4 hours.

Chemistry 2 continues with the coverage of the principles and theories of general inorganic chemistry begun in Chemistry 1. It also presents introductions to electrochemistry, thermodynamics, nuclear chemistry and organic chemistry. Laboratory work includes both quantitative experiments and qualitative analysis.

Chemistry 1 and 2 are acceptable for Chemistry 11 ABC, BL, CL credit, UCLA. No credit for Chemistry 3, 4 or 10 if taken after Chemistry 1.

3 Introductory Chemistry (5) UC:CSU

Prerequisites: A knowledge of basic arithmetic as taught in Mathematics 30 (Arithmetic for College Students) is essential; Mathematics 31 (Elementary Algebra) or one year of high school algebra is highly recommended.

Lecture and conference, 4 hours; laboratory, 3 hours.

This introductory course emphasizes the principles of chemistry, including inorganic and organic chemistry. It is intended for students in nursing, home economics, physical education, elementary education, and for liberal arts majors who need a physical science laboratory course. Students intending to take Chemistry 1 should take Chemistry 10 rather than Chemistry 3.

4 Basic Chemistry (3) UC:CSU

Lecture-demonstration 3 hours; no laboratory.

A survey of chemistry as a science and its relationship to other sciences is made. Mathematics is held to a minimum while basic chemical ideas are developed. This course is not open to students who have completed Chemistry 1, 3 or 10. It is designed to fulfill the non-science major's general education requirements.

Acceptable for Physical Science M2 or Chemistry M2 credit, UCLA.

Maximum of one course from Chemistry 3, 4 or 10.

No credit for Chemistry 3, 4, or 10 if taken after Chemistry 1.

5 Quantitative Analysis I (4) UC:CSU

Prerequisite: Chemistry 2 with a grade of C or better.

Lecture 2 hours; laboratory 6 hours.

The principles and techniques of gravimetric and volumetric analysis are presented, followed by an introduction to instrumental methods of analysis.

Acceptable for Chemistry 5 credit, UCLA.

9 Introductory Organic and Biochemistry (4) UC:CSU

Prerequisite: Chemistry 1, 3 or 10, with a grade of C or better.

Lecture 3 hours; laboratory 3 hours.

This course is designed for students who are majoring in dental hygiene, home economics or nursing. Emphasis is placed on organic chemistry and the processes that occur in living tissues. The relationship between organic and biochemistry is presented at the molecular as well as the cellular level.

10 Elementary Chemistry (5) UC:CSU

Prerequisite: One year of high school algebra or Mathematics 31 and a satisfactory score on an entrance examination testing background for this course.

Lecture and conference 5 hours; laboratory 2 hours.

This basic chemistry course presents elementary principles of general chemistry, including nomenclature and problem solving. Students whose previous chemistry background is inadequate for Chemistry 1 should take this course in preparation for Chemistry 1. Chemistry 10 is also recommended for students who have been away from high school chemistry for more than two years.

Acceptable for Physical Science M2 or Chemistry M2 credit, UCLA.

Maximum of one course from Chemistry 3, 4, or 10. Maximum of 4 credits transferable to UC. No credit for Chemistry 3, 4, or 10, if taken after Chemistry 1.

14 Introductory Organic Chemistry

Prerequisite: Chemistry 2 with a grade of C or better.

Lecture 3 hours; laboratory 6 hours.

The student is introduced to structure, bonding, stereochemistry and functional group chemistry with emphasis on mechanisms. In the laboratory the essential skills of preparation, isolation, purification and identification of organic compounds are presented.

Chemistry 14 and 15 acceptable for Chem. 21, 22, 24 credit, UCLA.

15 Introductory Biochemistry (5) UC:CSU

Prerequisite: Chemistry 14 with a grade of C or better.

Lecture 3 hours; laboratory 6 hours.

An introduction to the structure, properties, and metabolism of carbohydrates, fats, proteins, nucleic acids, vitamins and hormones. Relationships between metabolism and energy are presented. In the laboratory, the preparation and reactions of biologically important compounds, both chemical and enzymatic, are investigated.

Chemistry 14 with 15 acceptable for Chem. 21, 22, 24 credit, UCLA.

30 Chemistry Review (1)

Prerequisite: Concurrent enrollment in Chemistry 3, 4 or 10.

This is a 1-hour-per-week review period in which students who have difficulty with problem-solving are provided opportunities for supervised study and work in chemical calculations.

185 Directed Study - Chemistry (1) UC:CSU

285 Directed Study - Chemistry (2) UC:CSU

385 Directed Study - Chemistry (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

CHILD DEVELOPMENT

1 Child Growth and Development (3) UC:CSU

Lecture 3 hours.

The process of human development from pre-birth to adolescence is studied. Emphasis is placed on development which enables children to reach physical, mental, emotional and social maturity.

2 The Child and the School (3) CSU

Prerequisite: Verification of annual tuberculosis test.

Lecture 3 hours.

This is a survey course of preschool educa-

tion. The student becomes aware of various types of schools offering experiences to children between 2 and 5 years of age. The personal characteristics of preschool teachers and opportunities for careers in the field are studied. Curriculum suitable for preschool children is included.

3 Creative Experiences for Children I (3) CSU

Recommended: Child Development 1 and 2.

Lecture 3 hours.

Many types of creative experiences for young children are explored including painting, clay, music, drama, art materials and language development. The student has an opportunity to learn to set up, control and evaluate children's experiences in a classroom setting.

6 The Residential Child Care Worker (3) CSU

Lecture 3 hours.

This is a basic "How-to" training course for staff of children's institutions and group homes and for foster parents dealing with emotionally disturbed, neglected, dependent, retarded and physically handicapped children.

10 Child Health (3) CSU

Recommended: Child Development 1 and 2.

Lecture 3 hours.

This course includes information on the nutritional needs and physical and mental well-being of children from birth to adolescence. Information dealing with special problems/handicaps is included. Habits and attitudes toward health are discussed. Community resources which are available to assist in the physical and mental well-being of the child are explored.

11 Home, School and Community Relations (3) CSU

Recommended: Child Development 1 and 2.

Lecture 3 hours.

A study is made on the effect of children's homes, schools and communities on their development. Special emphasis is placed on the dynamics of human relations in the multi-cultural urban setting. The cooperation between all agencies connected with the young child is studied in depth.

12 Parent-Teacher 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 (3) CSU

Prerequisite: Child Development 1 and 2 or consent of instructor. Verification of annual tuberculosis test.

Lecture 2 hours; laboratory 3 hours.

Teaching methods and program planning for preschool students are examined along with

the use of materials and equipment in the classroom. Observation and limited participation in the preschool classroom are included as well as discussions on the development of well-adjusted personality during the preschool years.

22 Laboratory in Child Development (4) CSU RPT 2

Prerequisite: Child Development 1, 2 and 21. Verification of annual tuberculosis test.

Lecture 2 hours; laboratory 6 hours.

Work with nursery school children is conducted under the direction of a nursery school staff member and is supplemented by the supervision of the course instructor. Emphasis is placed on developing, implementing and evaluating classroom experiences for young children.

30 Infant Studies (3) CSU

Prerequisite: Child Development 1.

Lecture 3 hours.

A survey of infant-toddler development and current educational programs is provided. Principles of infant-toddler care and environmental and curricular design are studied. An opportunity for observation and participation in field and clinical work is offered.

34 Observing and Recording Children's Behavior (3) CSU

Lecture 2 hours; laboratory 1 hour.

This course includes observing, recording and interpreting children's behavior in a variety of settings. Diaries, anecdotes and other forms of written and oral records are explored and used.

41 Organization and Administration of Nursery Schools (3) CSU

Prerequisite: Child Development 1 and 11 or consent of instructor. Recommended: Child Development 2.

Lecture 3 hours.

The principles and practices of nursery school organization and administration covered include organizational structure, budgeting, personnel policies and practices, records, statistics, reporting and relationship with community resources.

Cooperative Work Experience Education

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

CHINESE

1 Elementary Chinese I (5)

UC:CSU

Fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple Mandarin Chinese are dealt with. Basic facts on the geography, customs and culture of China are also included.

21 Fundamentals of Chinese I (3)

UC:CSU

Lecture 2 hours; laboratory 1 hour.

This course introduces the fundamentals of

pronunciation and grammar structure. Practical material for simple conversation, based on everyday experiences, is offered. Emphasis is placed upon the spoken language. Chinese 21 and Chinese 22 together are equivalent to Chinese 1.

NOTE: Chinese 21 and Chinese 22 equal Chinese 1, UC.

22 Fundamentals of Chinese II (3) UC:CSU

Lecture 2 hours; laboratory 1 hour.

This course completes the elementary grammar of Chinese. Practical material for simple conversation, based on everyday experiences, is offered. Emphasis is placed upon the spoken language.

See NOTE: Chinese 21.

CINEMA

(For classes in Cinema see Theatre 501, 505, 525, 526, 507, 509, 517.)

COMPUTER SCIENCE — INFORMATION TECHNOLOGY

(See also Business Data Processing)

1 Principles of Business Data Processing I (3) UC:CSU

Principles of Data Processing, including a survey of electronic computer systems, components, languages and techniques are covered. Examples of scientific and commercial applications are given. Elements and capabilities of electronic computers, programming, systems designing and flow charting are introduced. Computers and related equipment in the campus data center are used to familiarize the student with the actual operation of typical systems. Same as Business Data Processing 1.

See NOTE: Computer Science — Information Technology 27.

3 Business Computer Programming I (3) UC:CSU

Prerequisite: Computer Science I or equivalent experience with consent of instructor.

This introductory course in programming is for those students who are currently employed in data processing, who need a one semester transfer course or who plan to proceed to more detailed studies of programming techniques. Students are introduced to FORTRAN, COBOL and the ASSEMBLY languages. A computer is available on campus for students to "debug" and run their programs.

See NOTE: Computer Science-Information Technology.

7 RPG Programming (3) UC:CSU

Prerequisite: Computer Science-Information Technology 1 or equivalent experience with consent of instructor.

This course provides a specialization in the techniques of data processing with emphasis on the programming of reports using the Report Program Generator (RPG). The basic principles and general concepts of RPG language and programming are covered, providing the student with a basic computer pro-

gramming course. Students write and test programs on the campus computer.

See NOTE: Computer Science-Information Technology 27 and Computer Science-Information Technology 11: UC Campuses.

11 COBOL Programming I (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or 7 or equivalent experience with consent of instructor.

COBOL (Common Business Oriented Language) is a language which facilitates the programming of computers for business applications. The course is intended to cover the four divisions, flowcharting and logic used in COBOL. Students learn the concepts of structured programming, featuring modular programming, top-down design technique, GO TO-less programming and other techniques of structured programming. Students develop a clear, understandable, program to be run on the computer. Same as Business Data Processing 29.

NOTE: Computer Science-Information Technology 7 or Business Data Processing 21; Computer Science-Information Technology 11 or Business Data Processing 29; Computer Science-Information Technology 12 or Business Data Processing 30; maximum credit allowed, one course, UC campuses.

See NOTE: Computer Science-Information Technology 27.

12 COBOL Programming II (3) UC:CSU

Prerequisite: Computer Science-Information Technology 11 or equivalent experience with consent of instructor.

Advanced COBOL programming concepts and techniques, such as the SORT feature, table handling and segmentation and job control language features that pertain to COBOL, are studied. Students program and then test their programs on the campus computer.

See NOTE: Computer Science-Information Technology 27 and Computer Science-Information Technology 11.

17 Assembly Language Programming I (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or equivalent experience with consent of instructor.

This course presents IBM 360/370 ASSEMBLY language programming — including data presentation, component and programming organization. The use of registers, addressing, arithmetic (decimal and fixed point) and macro instructions are covered through programming projects.

See NOTE: Computer Science-Information Technology 27.

18 Assembly Language Programming II (3) UC:CSU

Prerequisite: Computer Science-Information Technology 17 or equivalent experience with consent of instructor.

This course covers the IBM 360/370 Operating System job control language, data set organization, linkage editor and control programming services. In addition, input-output

codes, multi-processing and multi-programming are dealt with.

See NOTE: Computer Science-Information Technology 27.

27 FORTRAN Programming (3) UC:CSU

Prerequisite: Computer Science-Information Technology 3 or 7, 37 or 38, Math 20 or 23 or equivalent experience with consent of instructor.

Students learn to use the FORTRAN language to program typical, practical problems as would be encountered in scientific, industrial and commercial applications. Students write programs which are run on the campus computer. Emphasis is placed on the computer as a tool. The concepts of structured programming, featuring modular programming and top-down design techniques, are emphasized. Same as Business Data Processing 27.

NOTE: Acceptable for credit UCLA. Maximum: 3 computer courses (nine units) regardless of department.

37 Digital Computer Programming (3) UC:CSU

Recommended: Business Data Processing 1 or its equivalent.

This course provides an introduction to machine language programming. It includes a brief survey of machine hardware and operating system software, and an introduction to the use of symbolic assembly language. The campus computer and its operating system and assembler are used to assemble and execute student programs and to provide experience in operating and programming typical computer systems. On-line systems technology and processing are emphasized.

See NOTE: Computer Science-Information Technology 27.

38 Computer Operations (3) UC:CSU

Recommended: Business Data Processing 1 or its equivalent.

This course provides an introduction to the operation of modern computer systems. Operating systems and computer system software are described in general. Students learn to operate the computer and its peripheral equipment through job control language and become familiar with the operation and management of a computer center, by using the campus computer. On-line systems technology and processing are emphasized.

See NOTE: Computer Science-Information Technology 27.

39 Advanced Computer Programming (3) UC:CSU

Prerequisite: Computer Science-Information Technology 1 or 27, Mathematics 62 or equivalent experience with consent of instructor.

This advanced course introduces the use of modern microprocessors in computing, with special emphasis on the application of the BASIC language to a wide variety of current problems such as color graphics, dynamic games, high resolution plotting, computerized music and disk file manipulations. Particular attention is paid to the interface between BASIC and the machine language of

typical microprocessors and their monitor systems. Students learn to operate, program and understand the applications of two very popular microprocessor types, the 6502-based APPLE II and the Z80-based CROMEMCO, both of which are available on campus.

Cooperative Work Experience Education

Computer Science-Information Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

COOPERATIVE EDUCATION

The following courses provide Cooperative Work Experience Education credit. See Work Experience Education in the General Information Section of the Catalog. Limits to transfer credit are explained in the Cooperative Education Credit Guide.

191 Work Experience in Major I

(1) UC:CSU

291 Work Experience in Major I

(2) UC:CSU

391 Work Experience in Major I

(3) UC:CSU

491 Work Experience in Major I

(4) UC:CSU

Prerequisite: Employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

192 Work Experience in Major II

(1) UC:CSU

292 Work Experience in Major II

(2) UC:CSU

392 Work Experience in Major II

(3) UC:CSU

492 Work Experience in Major II

(4) UC:CSU

Prerequisite: Completion of course 191, 291, 391 or 491, Work Experience in Major I, and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

193 Work Experience in Major III

(1) UC:CSU

293 Work Experience in Major III

(2) UC:CSU

393 Work Experience in Major III

(3) UC:CSU

493 Work Experience in Major III

(4) UC:CSU

Prerequisite: Completion of course 191, 291, 391 or 491, Work Experience in Major I and course 192, 292, 392 or 492. Work Experience in Major II and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

194 Work Experience in Major IV

(1) UC:CSU

294 Work Experience in Major IV

(2) UC:CSU

394 Work Experience in Major IV

(3) UC:CSU

494 Work Experience in Major IV

(4) UC:CSU

Prerequisite: Completion of course 191, 291, 391 or 491, Work Experience in Major I; course 192, 292, 392 or 492, Work Experience in Major II; course 193, 293, 393 or 493, Work Experience in Major III and employment in a field related to the students' major as verified by the signature of the Cooperative Education Advisor.

Advanced supervised training is conducted in the form of on-the-job training in an employment area that will enhance the students' educational goals on campus.

Limits to transfer credit: See Cooperative Education Credit Guide.

195 Work Experience - General I

(1)

295 Work Experience - General I

(2)

395 Work Experience - General I

(3)

Prerequisite: None

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major, but must be educational.

Limits to transfer credit: See Cooperative Education Credit Guide.

196 Work Experience - General II

(1)

296 Work Experience - General II

(2)

396 Work Experience - General II

(3)

Prerequisite: None

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major, but must be educational.

Limits to transfer credit: See Cooperative Education Credit Guide.

DENTAL HYGIENE

(Courses are open to Dental Hygiene Majors only.)

100 Principles of Clinical Dental Hygiene (2)

Lecture 2 hours.

This course provides beginning dental hygiene students with the scientific knowledge and understanding of the basic principles of dental techniques and procedures for applying complete oral hygiene services.

101 Introduction to Clinical Dental Hygiene I (2)

Laboratory 6 hours.

This introductory course to clinical dental hygiene is designed to develop the skills and techniques required for performing the oral prophylaxis and orienting students to the role and function of the dental hygienist as a member of the preventive dentistry team.

102 Radiology I — Introduction to Radiology (1)

Lecture 1 hour.

This course includes a study of the theory and development of radiation; radiation safety and the technique of exposing, processing and mounting radiographs. Lectures include the rationale for and interpretation of radiographs as they relate to dental hygiene.

103 Radiology I — Laboratory (1)

Laboratory 3 hours.

Clinical laboratory experience in intraoral radiological techniques; darkroom processing and mounting procedures and interpretation of radiographs for preliminary evaluation are discussed and applied.

104 Tooth Morphology (2)

Lecture 1 hour; laboratory 3 hours.

A detailed study is made of permanent and deciduous dentition including morphology, eruption, function and occlusion. Laboratory sessions include comparison of various extracted teeth and the functional relationships of teeth.

105 General Pathology (2)

Lecture 2 hours.

This course focuses on the major diseases and disorders which students will encounter in practice. Scientific terms and disease mechanisms are introduced by stressing the patient as well as the disease.

106 Anatomy and Embryology for Dental Hygiene (3)

Prerequisite: Enrollment in the Dental Hygiene program at West Los Angeles College.

Lecture 2 hours; lecture/demonstration 1 hour.

A detailed study of the Anatomy and Embryology of the human head, neck, face and jaw through lecture and demonstration.

150 Preventive Dentistry (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Lecture 1 hour.

This course provides the fundamentals for the clinical application of preventive dentistry procedures. Content centers on the use of dental fluorides, caries susceptibility testing,

dietary analysis, plaque control therapy and communications skills for effective patient counseling.

151 Clinical Dental Hygiene II (3)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Under supervision in a clinical environment at UCLA, students apply knowledge and basic clinical skills learned in DH 101 and other pre-clinical classes toward proficiency in the care and treatment of the dental hygiene patient.

152 Radiology II — Advanced Radiology (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Lecture 1 hour.

This course is intended to familiarize students with advanced intra-oral, extra-oral and specialized radiographic techniques. A knowledge and understanding of panoramic, cephalometric and photographic surveys and equipment are discussed. More advanced interpretive radiographic evaluations as they pertain to dental hygiene are emphasized.

153 Radiology II — Laboratory (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Laboratory 3 hours.

Clinical laboratory experience in extra-oral, specialized intra-oral and preliminary radiographic interpretations are developed.

154 Oral Pathology (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Lecture 2 hours.

This course provides an introduction to interpretation of clinical and histological pathologic conditions. Students view oral abnormalities with the use of slides and radiographs.

155 Dental Materials (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Lecture 2 hours.

The purpose of this course is to study the properties, composition and manipulation of materials used in the field of dentistry and dental hygiene. The study of dental materials enables the dental hygienist to understand the behavior of these materials and thus subsequent manipulation.

156 Head and Neck: Histology and Embryology (3)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Lecture 2 hours; laboratory 3 hours.

The embryonic development of the head, neck, face and jaws is discussed with special emphasis on the development of the oral cavity and teeth; microscopic structure of tissues of the oral cavity and head and neck are correlated with gross anatomic structure.

200 Introduction to Dental Pathology (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Lecture 1 hour.

This course provides an introduction to the understanding, recognition and proper treatment of dental tissue pathology. Lectures and discussion cover the aspects of occlusal dysfunction, dental caries, pulpal pathology, alterations and injuries to tooth tissue, treatment planning and principles of advanced instrumentation.

201 Clinical Dental Hygiene III (4)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Clinic 12 hours.

Under supervision in a clinical environment, students apply specific knowledge and skills learned in pre-clinical and clinical courses, as well as from other clinic related classes. Rotating assignments into various dental specialty clinics provide an opportunity to learn about the role of the dental hygienist in these areas. Care and treatment of the special patient is discussed in a core course with UCLA dental students.

202 Dental Specialties and Expanded Functions (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Lecture 2 hours.

This course is designed to enable the dental hygiene student to understand and appreciate the various aspects of dentistry to which dental hygiene is allied. The specialized areas of dental practice are presented to establish a proper perspective of dental hygiene in its relationship to the subdivisions of dentistry.

203 Dental Specialties and Expanded Functions-Laboratory (1)

Laboratory 3 hours.

Expanded functions for the dental hygienist deals with the integration of the hygienist into the dental team as a flexible auxiliary for present and future positions in the oral health delivery system. Areas of study include: placement and removal of rubber dams; myofunctional therapy; sizing of stainless steel crowns; sizing, placement and removal of temporary crowns; mouthguard construction; placement and removal of anterior and posterior matrices; placement and condensation of composite restorations; placement, condensation and finishing of amalgam restorations and design of restorative preparations.

204 Dental Health Education (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Lecture 1 hour.

This introductory course to dental health education is designed to orient dental hygiene students in the role of the dental health educator. This course applies educa-

tional techniques in teaching elementary pre-school aged children and those with special handicaps.

205 Dental Health Education - Practicum (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Practicum 3 hours.

This course is the practical experience which coordinates with the lecture course, Dental Health Education, DH 204.

206 Periodontics (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Lecture 2 hours.

This course is designed to provide dental hygiene students with a basic background in periodontics. The role of the dental hygienist in the prevention and treatment of periodontal disease is emphasized. Lectures on anatomy, histology and pathology of the periodontium are correlated with the clinical aspects of periodontal treatment and various therapeutic measures currently in use. Emphasis is placed on root planing and soft tissue curettage.

207 Pain Control (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.

Management of pain control through the use of local anesthetics nitrous oxide and oxygen sedation is studied through lectures and laboratory practice.

208 Pharmacology (3)

Prerequisite: Enrollment limited to 2nd year Dental Hygiene students.

Lecture 3 hours.

This course presents the general principles of pharmacology including the pharmacodynamics, pharmacokinetics, adverse reactions, and contraindications of drugs. Emphasis will be placed on those drug groups especially relevant to dental practice including the general anesthetics, local anesthetics, sedatives, analgesics, antiseptics, autonomic drugs, and antibiotics.

250 Advanced Periodontal Seminar (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Lecture 1 hour.

In seminars, students discuss auxiliary procedures for the periodontally involved patient. Cases are presented and discussed. Emphasis is placed on treatment planning and evaluation of treatment.

251 Clinical Dental Hygiene IV (4)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better. Clinic 12 hours.

Under supervision in a clinical environment, students apply knowledge and clinical skills learned in pre-clinical and clinical courses, as well as from other clinic related classes toward increasing proficiency in treatment of

the dental hygiene patient. Rotating assignments into various dental specialty clinics provide an opportunity to observe and participate as a dental hygienist in these areas.

252 Essentials of Dental Hygiene Practice (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.
Lecture 2 hours.

Through lecture, class discussion and group activities, students focus on the changes which are confronting health care professionals. Areas of discussion are role delineation, legal considerations, ethics and practice managements.

253 Community Dental Health (2)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.
Lecture 2 hours.

This course is an introduction to the principles of dental public health. It includes the history and trends in dental care delivery, the functions of governmental and voluntary health agencies, dental disease prevention, epidemiology and statistics.

254 Community Dental Health - Practicum (1)

Prerequisite: Open only to Dental Hygiene students who have completed all Dental Hygiene program courses attempted with a grade of C or better.
Practicum 2 hours.

The purpose of this course is to introduce students to problems, ideas, concepts and program planning in public health and community dentistry. The major emphasis of the course is the application of systematic planning, implementation and evaluation of community education programs. Through the course project students are directly involved in identifying dental health problems, identifying and analyzing the target group, collecting baseline data, writing program objectives, writing basic health education methodologies and evaluating a dental health education program.

ECONOMICS

1 Principles of Economics I (3)

UC:CSU

This introductory course provides the student with an understanding of the basic economic principles and forces which govern the production and distribution of goods and services. Topics include: forms of business organizations; the role of government in the economic system; value and price in a free enterprise system; labor-management relations and contemporary economic developments.
Acceptable for Economics 1 credit, UCLA.

2 Principles of Economics II (3)

UC:CSU

This is an introductory course in the principles of macroeconomics. Topics considered include: the national income; business fluctuations; the financial system; public finance; international economics and application of economic principles to contemporary economic developments.

Acceptable for Economics 2 credit, UCLA.

4 Economics for the Consumer (3)

UC:CSU

Students study economics from the consumer viewpoint. The course deals with the consumer's place in the economy, budgeting, family financial management, consumer choice, consumer credit, saving and investment, estate planning, insurance and consumer aids.

7 Economics and Investment

(Loma 5) (2)

Prerequisite: Insurance 1 and 2.

Lecture: 2 hours.

Students completing this course should understand the economy, price and market-mechanisms, organization of society, money and banking, distribution of income, investment objectives and securities and their acquisition, particularly as they relate to insurance. The course also prepares students for the national examination for Part 5 of the LOMA program.

10 Economic History of the United States (3) UC:CSU

This course stresses the economic aspects of United States history. Topics considered are: colonial commerce and agriculture, economic aspects of the Revolution, rise of the factory system, internal transportation and communication, the agrarian revolution, the consolidation of business, the labor movement, business cycles and world economic relations. Same as History 15.

Acceptable for Economics 10 credit, UCLA.

185 Directed Study - Economics

(1) UC:CSU

285 Directed Study - Economics

(2) UC:CSU

385 Directed Study - Economics

(3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Economics on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

EDUCATION

1 Introduction to Teaching (3)

UC:CSU

Recommended for those interested in or planning to enter the teaching profession.

A general introduction to various fields of educational thought and practice is provided. The nature of teaching and the qualifications which lead to success in the field of education are studied. Vocational opportunities and current practice in the classroom are discussed. Same as Education 2 with Education 3.

A student may receive credit only for Education 1 or for Education 2 and 3. No credit will be given for all three courses or for combinations of Education 1 and 2 or Education 1 and 3.

UCLA. Maximum credit: 3 units for any combination of Education 1, 2 or 3.

2 Introduction to Education I (1)

UC:CSU

Students are provided with an opportunity to ascertain their interest in and aptitude for a career in education. Course assignments include observation of teachers at work.

Education 2 with Education 3 is equivalent to Education 1.

UCLA. Maximum credit: 3 units for any combination of Education 1, 2 or 3.

3 Introduction to Education II (2)

UC:CSU

Prerequisite: Tuberculin Test or Chest X-Ray required before tutoring.

This course provides a survey of current educational trends and includes an analysis of personal qualifications required for success in the field. Opportunities to tutor individual students on the elementary, secondary or community college level are also provided. Additional time is required for tutoring.

Education 2 with Education 3 is equivalent to Education 1.

UCLA. Maximum credit: 3 units for any combination of Education 1, 2 or 3.

4 Principles and Practices for Teacher-Aides (3)

Theory and techniques of teacher-aide involvement in assisting regular teachers in practical ways in the school and the classroom are covered.

5 Introduction to Instructional Media (3)

This course provides an introduction to the innovative field of educational technology and media — including an overview of the area relating educational media to the learning process. Students select, use and evaluate actual media materials in the College Study Center Laboratory. They are provided with an integral audio-visual educational media and technology utilization sequence through hands-on experiences with educational media chosen by them. It provides students with options to utilize media for their own purposes or to assist other students in utilizing media. Individual sections of the course may be taken separately (5A-5B-5C) and may be repeated, utilizing different media packages.

10 Principles of Teacher Assisting

(3) UC:CSU

This course assists the educational aide in gaining a greater understanding of the teacher-student aid relationship and its effect on the learning environment in the classroom. Development of communication skills and of tutoring techniques is stressed.

15 The Educator's Function in Drug Abuse Abatement (3)

This course assists teachers in obtaining accurate, up-to-date, non-propagandistic, realistic, information about drugs, and how to present this information in a relevant way to young people, so that teachers can lead their students toward sane decision-making. A major emphasis is to deter students, if possible, from the current patterns in our culture which encourage indiscriminate drug use.

Cooperative Work Experience Education

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

185 Directed Study - Education (1) UC:CSU

285 Directed Study - Education (2) UC:CSU

385 Directed Study - Education (3) UC:CSU

Prerequisite: Consent of Instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Education on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

EDUCATION-SPECIAL

20 American Sign Language I (4) UC:CSU

Lecture 3 hours; laboratory 2 hours.

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

25 American Sign Language II (4) UC:CSU

Prerequisite: Special Education 20 with a grade of C or better.

Lecture 3 hours; laboratory 2 hours.

This course is a continuation of American Sign Language I. In-depth study of the structure of American Sign Language as used by deaf adults is provided. Receptive and expressive skills and sign vocabulary are developed.

ELECTRONICS

Applicable laboratory material fees will be announced by the instructor.

2 Introduction to Electronics* (3) CSU

Recommended: Electronics Technology majors should enroll in Electronics 10 concurrently.

Lecture 3 hours.

An overview of the field of applied electronics and its employment opportunities is presented. An introduction to components, nomenclature and symbols is presented and a familiarization of equipment specifications and physical units is obtained.

4 Fundamentals of Electronics I (4) CSU

Prerequisite: One year of high school algebra or Mathematics 31. Day Students: Recommended that Electronics 2 and 10 be taken concurrently.

Evening Students: Recommended that Electronics 10 be taken concurrently.

Lab fee for material used.

Lecture 3 hours; laboratory 3 hours.

The detailed study of direct current theory

and applications is made. Topics include DC circuits, Ohm's Law, power sources, magnetism, capacitance, inductance and transient circuits. Emphasis is placed on solving DC circuits using Kirchoff's Laws, mesh and nodal methods, Thevenin's and Norton's Theorems. This course prepares the student for alternating current circuits. Laboratory experience in Ohm's Law, Kirchoff's Laws and instrumentation circuits is given. Laboratory practices include component evaluation and identification, breadboard construction of basic circuits, resistor and capacitor color codes, schematic reading and an introduction to the theory and use of electronic instruments. Students begin measurements with the volt-ohm-milliammeter and digital voltmeter. A scientific pocket calculator is required.

6 Fundamentals of Electronics II* (4) CSU

Prerequisite: Electronics 4 or equivalent with at least a grade of C, Electronics 10 with at least a grade of C. Recommended: Electronics 6 and 12 should be taken concurrently.

Lab fee for material used.

Lecture 3 hours; laboratory 3 hours.

A study of the theory and practice of alternating current principles providing a foundation for understanding transistor circuits is presented. Topics include series and parallel LCR circuits, resonance, transformers, coupling, filters and an introduction to pulse waveform terms and values. The laboratory course includes experiments covering material discussed in the lecture. Extensive use is made of signal generators, the laboratory time-base oscilloscope, the digital voltmeter, Q-meter and the impedance bridge.

A scientific pocket calculator is required.

10 Mathematics of Electronics I* (3) CSU

Prerequisite: One year of high school algebra or Mathematics 31.

Lecture 3 hours.

The first course in the mathematics techniques used to solve electronic problems is presented. Scientific notation and units are followed by algebraic operation in fractions, fractional equations, factoring and quadratic equations. A scientific pocket calculator is required. Mathematics 31, Elementary Algebra, may be substituted when Electronics 10 is not offered.

12 Mathematics of Electronics II* (3) CSU

Prerequisite: Electronics 10 with a grade of C or better or consent of instructor.

Lecture 3 hours.

This second course in the techniques of electronics mathematics prepares students for Electronics 6. Trigonometry is applied to electronic circuit problems. Triangle solutions, periodic functions, plane vectors and vector algebra are included with calculator applications and logarithms. A scientific pocket calculator is required.

Mathematics 20, Intermediate Algebra, may be substituted as a requirement when Electronics 12 is not offered.

20 Electronic Circuits I* (4) CSU

Prerequisite: Electronics 6, concurrent enrollment or consent of instructor.

Lab fee for material used.

Lecture 3 hours; laboratory 3 hours.

This is the first course in linear circuit analysis and design. The lecture develops and analyzes transistor circuits. It includes a study of the theory and the operation of solid state diodes and bipolar and field-effect transistors with a complete analysis of their basic circuitry. Circuits include voltage and power amplifiers, oscillators and power source circuits. Integrated circuits are introduced. The laboratory supports the principles of the solid state circuits studied in the lecture. Students breadboard, test and evaluate power sources, audio, video and DC amplifiers. Extensive use is made of the transistor curve tracer, signal generators and the time-base oscilloscope.

A scientific pocket calculator is required.

22 Electronic Circuits II* (4) CSU

Prerequisite: Electronics 20 or consent of instructor.

Lab fee for material used.

Lecture 3 hours; laboratory 3 hours.

A continuation of solid-state linear circuit analysis and design from Electronics 20 includes design details of cascade resistance and direct coupled amplifiers, integrated differential and operational amplifiers, power amplifiers and sine wave oscillators. There is an introduction to feedback and distortion. The laboratory provides test and evaluation of the circuits and systems studied in lecture. Extensive use of the digital voltmeter time-base oscilloscope and signal generator are continued.

A scientific pocket calculator is required.

24 Electronic Circuits III* (4) CSU

Prerequisite: Electronics 20 and 22 or consent of instructor.

Lab fee for material used.

Lecture 3 hours; laboratory 3 hours.

This is the third course in the circuit design and analysis sequence of solid state switching circuits, pulse techniques, bistable and monostable multivibrators, blocking and time-base oscillators, waveshaping and sweep circuits. Digital logic circuit introduction is made. The laboratory permits the students to breadboard and test advanced solid-state switching circuits using high performance test equipment. Use of the pulse generator, function generator and delayed time-base oscilloscope are made.

A scientific pocket calculator is required.

28 Electrical and Electronic Circuits Drafting I (2) UC:CSU

Prerequisite: Concurrent enrollment in Electronics 4 or equivalent is desirable.

This is a wide scope drafting course that includes, along with the basic fundamentals, the additional training needed to convert engineering data into a form that can readily be used for documentation or production. Some of the topics covered are: current technology standards, industrial terms, format of standard circuits, wiring lists, circuit board layout and charts and graphs. A set of simple drawing equipment to be supplied by the student.

44 Communications Electronics (3)

Prerequisite: Electronics 20 or consent of instructor.

Lecture 3 hours.

This course includes electronic circuit analysis relative to data/information transmittal and reception and aids students to attain one of various FCC commercial or amateur licenses. Topics of study include electromagnetic waves, propagation, antennas, amplitude and frequency modulation. Emphasis is on the analysis of AM and FM radio receivers and transmitters, including methods of testing, alignment and adjustment. A study is made of radio laws and operating procedures.

54 Computer Logic* (4)

Prerequisite: Electronics 20 or consent of instructor. Concurrent enrollment in Electronics 22 is desirable.

Lab fees for material used.

Lecture 3 hours; laboratory 3 hours.

An introduction to electronic computers is made. A brief treatment of programming, number systems and Boolean Algebra is presented. Analysis, design and utilization of principal computer circuits such as logic gates, flipflops and memory networks are presented. Design of binary counters and application of Boolean Algebra to perform binary arithmetic are presented. Laboratory work verifies logic circuit design and includes basic computer circuit breadboarding and analysis methods with fault location techniques.

56 Computer Circuits* (3)

Prerequisite: Electronics 22 or consent of instructor. Concurrent enrollment in Electronics 24 is desirable.

Lecture 3 hours.

Detailed study of the function of digital computers and logic requirements is done along with instruction in logic tables and trees. An introduction to programming and numbering systems is presented. The laboratory includes the application and evaluation of the logic equations and requirements developed in lecture class. Microcomputers, CRT terminals and other hardware are utilized with high performance instrumentation to teach the standard fault location techniques in computer systems.

57 Computer Circuits Laboratory (1)

Prerequisite: Concurrent enrollment in Electronics 56.

Laboratory 3 hours.

The laboratory provides evaluation of digital computer circuits through the use of computer trainers. Stored program concepts are covered using machine programming to develop software diagnostics. The analysis of fault location in computer circuits is also covered.

66 Television Circuits I* (3)

Prerequisite: Electronics 22, consent of instructor or concurrent enrollment in Electronics 22. Concurrent enrollment in Electronics 67 is required.

Lecture 3 hours.

A study and analysis of monochrome television circuits and systems is made. Emphasis is placed on video and control information transmission and processing in the receiver

system. RF, IF, sweep and gain control circuit analysis are done. Fault location and fix from symptom recognition are made. There is also an introduction to color television.

67 Television Circuits I Laboratory* (1)

Prerequisite: Electronics 22, consent of instructor or concurrent enrollment in Electronics 22. Concurrent enrollment in Electronics 66 is required.

Laboratory 3 hours.

The laboratory enables students to trouble shoot television circuits and practice fault recognition and location. Test equipment unique to television trouble-shooting is introduced.

68 Television Circuits II* (3)

Prerequisite: Electronics 66, 67, and 22. Concurrent enrollment in Electronics 24, 69 or consent of instructor.

Lecture 3 hours.

The theory of color television receivers and equipment is presented. The color system and broadcasting are studied. Studio equipment is discussed including video tape recorders. The operation of color circuits is presented.

69 Television Circuits II Laboratory* (1)

Prerequisite: Electronics 66, 67, and 22. Concurrent enrollment in Electronics 24, 68 or consent of instructor.

Laboratory 3 hours.

The laboratory application of color television receivers and equipment along with practical fault location and equipment adjustment practice is conducted. Unique television troubleshooting equipment usage is continued.

Cooperative Work Experience Education

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

ENGINEERING, GENERAL**1 Introduction to Science, Engineering and Technology (2) UC:CSU**

This course is a series of lectures for all students in engineering and technology. The lectures acquaint the students with the various branches of engineering and technology and with the employment opportunities in these branches. Professional engineers, specialists and technicians describe their work and the educational requirements of their respective fields.

2 Introduction to Engineering Drafting (3) UC:CSU

Prerequisite: High school drawing, college drafting or General Engineering 52.

Materials Charge.

Lecture 1 hour; laboratory 5 hours.

Intermediate level multi-view and pictorial drawings are covered. Emphasis is placed upon practical application to detail and assembly drawing. Sketching, auxiliary views and linear tolerancing are included.

3 Engineering Drawing Systems (3) UC:CSU

Prerequisite: General Engineering 2.

Materials Charge.

Lecture 1 hour; laboratory 5 hours.

This course consists of making a variety of engineering drawings typical in major fields of engineering. Technical sketching is emphasized. Various tables and handbooks and their uses are considered.

4 Engineering Descriptive Geometry (3) UC:CSU

Prerequisite: General Engineering 2.

Lecture 1 hour; laboratory 5 hours.

This course presents the fundamental principles of engineering descriptive geometry and their application to engineering problems; orthographic projection, including auxiliary views and oblique views; point, line and plane problems and intersections and developments.

5 Materials of Engineering (3) UC:CSU

Prerequisite: Chemistry 1 or equivalent.

Lecture 2 hours; laboratory 3 hours.

A study is made of mechanical properties of materials as they relate to atomic and crystal structure. Included is the study of atomic structure, phases, crystals, solid solutions and microstructure. Among properties investigated are stress, strain, thermal reactions, hardness and impact strength.

6 Processing of Engineering Materials (3) UC:CSU

Prerequisite: General Engineering 2 or second semester standing.

This study of modern manufacturing processes includes pattern making, sand casting, permanent mold casting, machine tool operations, hot and cold work metals (plastics and protective coatings), gas and electric welding, assembly operations, inspection and quality control. Laboratory demonstrations are included. Field trips to manufacturing plants in the surrounding area are required.

7 Statics (3) UC:CSU

Prerequisite: Chemistry 1 or equivalent.

Lecture 2 hours; laboratory 3 hours.

Force systems and equilibrium conditions are studied, with emphasis on engineering problems covering structures, machines, distributed forces and friction. This course is required of all engineering majors.

10 Graphic Measurements (3)

Covering the basics in technical mathematics, this course includes the fundamentals of measurements, ratio and proportion, percentages, applied geometry, fundamentals of basic algebra and use of the slide rule or pocket calculator.

11 Engineering Calculations I (3)

Elementary algebra and trigonometry are applied to the solution of engineering problems. Topics such as linear equations and vectors are included.

12 Engineering Calculations II (3)

Prerequisite: General Engineering 11 or equivalent.

Lecture 5 hours

Advanced algebra and trigonometry are applied to the solution of engineering problems. Included are topics such as complex quantities, logarithms, variation, systems of equations and properties of trigonometric functions.

30 Metallurgical Materials and Practices (3)

A theoretical and practical approach to the concepts and principles of behavior common to most metals is presented. The properties and heat treatment of steel, as well as properties and application of some non-ferrous metals, are thoroughly examined. Phases of the manufacturing processes as they affect the metallurgical structure are considered.

35 Advanced Engineering Drawing (3) UC:CSU

Prerequisite: General Engineering 3 and 4 or consent of instructor.

Lecture 1 hour; laboratory 5 hours.

Principles of advanced engineering drawing, descriptive geometry, mechanism and graphic statics are covered.

40 Engineering Fundamentals Review (3-3)

Prerequisite: Experience in engineering and consent of instructor.

This course is geared toward a review of the main branches of engineering so that students will be prepared for the State Engineering-in-Training Examination. Included are the fundamentals of mathematics, physics and chemistry, as well as the engineering branches of statics, thermodynamics, heat transfer, dynamics, fluid mechanics, electrical and strength of materials.

52 Elementary Engineering Drafting (3)

Materials Charge.

Lecture 1 hour; laboratory 5 hours.

Instruction is provided in the proper use and care of drawing instruments; in technical lettering; geometric construction; orthographic and pictorial views; sectional views; developments; fasteners and dimensioning.

53 Technical Illustration I (3)

Prerequisite: General Engineering 52 or equivalent High School or College Drafting.

Principles and techniques in isometric projection as they apply to technical publications, production illustration and illustration within engineering departments are covered. A basic study of exploded and cutaway views is included.

54 Technical Illustration II (3)

Prerequisite: General Engineering 53.

Lecture 1 hour; laboratory 5 hours.

This course deals with drawing principles and techniques in dimetric projection, trimetric projection and rotation, as they apply to technical publications; production illustration and illustration within engineering departments. Basic aerospace structures are also included.

Cooperative Work Experience Education

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

185 Directed Study - Engineering, General (1) UC:B UC:CSU**285 Directed Study - Engineering, General (2) UC:B UC:CSU****385 Directed Study - Engineering, General (3) UC:B UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Engineering, General on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ENGLISH**1 College Reading and Composition I (3) UC:CSU**

Prerequisite: Satisfactory score on placement test or completion of English 28 with a grade of C or better.

This course develops skills in writing essays and in reading nonfiction materials critically. The prerequisite to these techniques is an understanding of the elements of punctuation, sentence structure, spelling and paragraph development.

Acceptable for English 3 credit, UCLA.

2 College Reading and Composition II (3) UC:CSU

Prerequisite: English 1 with a grade of C or better.

This course extends the reading and writing skills obtained in English 1. Critical reading and interpretation of literary works in the genres of the novel, the short story, the play and the poem are emphasized. Students are required to write critical essays about these literary forms.

Acceptable for English 4 credit, UCLA.

3 World Literature I (3) UC:CSU

Prerequisite: English 1.

This survey of world literature in translation begins with works of the Near and Far East, continues with the Greek epic and drama, follows with Latin and Italian literature and closes with major writings from Spain, France and Germany through the sixteenth century. Critical papers are required.

Acceptable for Humanities 1A credit, UCLA.

4 World Literature II (3) UC:CSU

Prerequisite: English 1.

This course surveys continental and oriental literature which has been translated, from the seventeenth century to the present and emphasizes works from France, Germany, Scandinavia, Russia, Japan and China. Critical papers are required.

Acceptable for Humanities 1B credit, UCLA.

5 English Literature I (3) UC:CSU

Prerequisite: English 2.

This survey of English literature begins with Beowulf and continues to the decline of neo-

classicism in the 18th century, with special emphasis on the major figures and works. The writing of critical papers is required.

Acceptable for English 10A credit, UCLA.

6 English Literature II (3) UC:CSU

Prerequisite: English 2.

This survey of English literature includes writings from the Romantic Age to the English writers of the present. The writing of critical papers is required.

English 5, 6 acceptable for English 10 ABC credit, UCLA.

7 American Literature I (3) UC:CSU

Prerequisite: English 1.

This survey of American literature, from the earliest period through the Civil War, includes major literary works which express the social and political concerns of a pluralistic society. The writing of critical papers is required.

8 American Literature II (3) UC:CSU

Prerequisite: English 1.

This survey of the United States' literature, from the Civil War to the present, places special emphasis upon those writers who significantly treat the social, political and philosophical problems of the period. The writing of critical papers is required.

9 California Literature (3) UC:CSU

This course deals with the environmental, cultural and historical aspects of writing that is by Californians or about California.

10 The Twentieth Century Novel (3) UC:CSU

Prerequisite: English 1.

This course is a study of the Twentieth Century novel from 1910 to the present. Landmark European, British and American novels are read and discussed, with written critical papers forming a complementary activity.

11 Fiction (3) UC:CSU RPT 2

Prerequisite: English 1.

A discussion of selected great novels and novelists from the 18th and 19th century French, German, Russian, English and American literature is conducted. The writing of critical papers is required.

12 Poetry (3) UC:CSU RPT 2

Prerequisite: English 1.

This course is designed to increase the students' understanding and appreciation of all forms of poetry through reading, discussion and analysis of selected English language poetry. The writing of critical papers is required.

13 Dramatic Literature (3) UC:CSU

Prerequisite: English 1.

An historical survey of dramatic literature is made, with emphasis on the works of major playwrights, such as Sophocles, Shakespeare, Moliere, Shaw, Ibsen, O'Neill and Williams. The writing of critical papers is required.

14 Contemporary Literature (3)**UC:CSU***Prerequisite: English 1.*

This course concentrates on significant American and British literature since 1900. Some attention is paid to historical, social and cultural influences on this literature. The writing of critical papers is required.

15 Shakespeare I (3) UC:CSU*Prerequisite: English 1.*

Poems and plays selected from the works of Shakespeare are studied. Some attention is paid to the background of his times and to the Renaissance theater. The writing of critical papers is required.

18 Children's Literature (3)**UC:CSU***Prerequisite: English 1.*

This course is a survey of the literature suitable for children of different age levels and is recommended for prospective nursery, kindergarten and elementary teachers. Parents will also find the course material helpful in discovering what reading material is available for a child's home library.

19 The Literature of American Ethnic Groups (3) UC:CSU*Prerequisite: English 28 or equivalent.*

This course considers noteworthy fiction and other literature arising from the traditions and contemporary problems of several ethnic groups, each of which offers a unique contribution to American life.

21 English Fundamentals (3)*Prerequisite: Satisfactory performance on English placement exam or completion of English 47 with a grade of C or better.*

This course stresses instruction in writing for the student who needs to improve basic communication skills. The primary objective of the course is the mastery of the basic sentence and its variations. The term "mastery of the sentence" implies more than the ability to choose correct answers in exercise books; it implies competence at writing related clusters of sentences and simple paragraphs.

*See English 21 A-B-C.***21 A-B-C English Fundamentals****(1) RPT 3***Prerequisite: Satisfactory performance on English placement exam or completion of English 47 with a grade of C or better.*

This course consists of three one-credit parts. Students may register for one or all segments. Since the material in the grammar workbook is sequential, students must pass module A material with a grade of C or better before moving on to module B. They then must pass module B with a grade of C or better before moving on to module C. Each one-credit section provides individual instruction in the basic skills involved in related clusters of sentences and simple paragraphs.

*English 21A, 21B and 21C are the equivalent of English 21.**See English 21.***22 Technical English (3)**

Technical English is designed for students in the business, industrial and technical fields.

Instruction covers writing, reading and speaking. Emphasis is placed upon the writing of business and technical correspondence, procedures and a variety of reports; the summarizing of trade reports, technical reports and other technical data and the preparation and presentation of oral reports.

23 Vocabulary Building (3) CSU*Prerequisite: Satisfactory score on English placement test or English 1.*

This beginning course in the technique of enlarging and enriching the individual's vocabulary looks toward a more adequate understanding and use of words. It includes the history of language and a survey of the varied elements which make up our individual vocabularies. The student is given an introduction to the laws of word formation, derivatives from Latin, Greek and Old English and the application of prefixes and suffixes to the roots of words. This course counts towards the graduation requirement of six units in Communications.

27 Writers' Round Table (3)**UC:CSU RPT 3***Prerequisite: English 1 or equivalent.*

English 27 deals with the writing of poetry, fiction and drama by introducing the student to the basic elements of each genre through reading and writing assignments. Class discussion of student writing is an important part of the course.

28 Intermediate Reading and Composition (3)*Prerequisite: Completion of English 21 with a grade of C or better or satisfactory score on English placement test.*

English 28 is a composition course designed for two types of students: those who need additional help and preparation before continuing with English 1, and those who wish to improve their basic English skills in a terminal writing course. The primary stress in English 28 is on writing — short paragraphs at first, progressing by the end of the course to two or three full-length compositions, a total of ten to fifteen papers. This course satisfies the A.A. Communications requirement.

30 Communications I: Understanding Literature (3)*Prerequisite: Satisfactory performance on English placement exam or completion of English 47 with a grade of C or better.*

This course helps students increase their enjoyment and understanding of literature and provides instruction in sentence-writing techniques. Students analyze the reading selections for characterization, theme, plot, point of view and tone.

33 Basic Vocabulary (3)

This course familiarizes students with the wealth of information contained in dictionaries, and instructs them in their usage as a tool for communication. The student's vocabulary is increased through a systematic study of word structure, prefixes, suffixes and combining forms. The student becomes aware of the utility and beauty of language.

34 Afro-American Literature (3)**UC:CSU***Prerequisite: English 1 or equivalent.*

This course surveys the literary, social and historical aspects of essays, novels, dramas, short stories and poetry written by Afro-Americans. Critical papers are required.

35 Special Readings (3)

This course is primarily concerned with selected readings and discussions of fictional and non-fictional literature. The material is chosen to broaden the students' interest in themselves as individuals and in their role as members of society. This course counts towards the graduation requirement of 6 units in communications.

36 Children's Literature for the Pre-school Child (1) CSU

This course provides a survey of literature suitable for children ages 2-6 with emphasis on techniques of selection and presentation of such literature. Storytelling (with visual aids where feasible), acquaintance with literature particularly suited to the pre-school child and the early development of desirable attitudes toward reading are stressed. This course is recommended for prospective nursery school and kindergarten teachers.

39 Women in Literature (3)**UC:CSU***Prerequisite: English 1 or equivalent.*

This course acquaints students with literature by women and about women.

40 Literature and the Motion Picture (3) UC:CSU*Prerequisite: English 28 or equivalent.*

Lecture 3 hours.

This course is designed to develop skills in analyzing and evaluating the comparative arts of literature and the motion picture. The student will be given the opportunity to view feature length films of cultural and artistic significance and read related works of literature including novels, short stories, plays, and film scripts.

43 College Conversational English as a Second Language (3) UC:CSU RPT 2

Continued practice is provided in conversation and composition based on readings in order to develop vocabulary and fluency in the English language.

Acceptable for credit: 8 units maximum from English 43, 44, 45 and Speech 9 with only 3 units allowable from Speech 9, UC campuses.

44 College English as a Second Language I (5) UC:CSU

Only students whose native language is not English are allowed to take this course. The fundamentals of English as a second language include drill in the construction of sentences and their word order, grammar, idioms, punctuation, capitalization, vocabulary and spelling. Reading for comprehension and practice in writing compositions are included. On completion of this course a student will be certified for English 28, English 21, English 45 or English 1.

See Acceptability English 43.

45 College English as a Second Language II (5) UC:CSU

Prerequisite: English 44 with a grade of C or better or equivalent.

This course is planned for students to whom English is a second language. It continues work on the fundamentals of English, providing drill in grammar, idioms, vocabulary and spelling. Greater emphasis is placed upon writing of essays and reading of textual materials. Upon completion of this course, a student will be certified for English 28, 21 or 1. See *Acceptability English 43*.

46 Reading and Study Improvement (3)

Prerequisite: Satisfactory score on English placement test or completion of English 47 with a grade of C or better.

This course is designed to aid the student in increasing reading and study efficiency. Each student is assisted in analyzing reading skills and, by means of intensive practice with a variety of reading equipment, learns how to read more effectively for a variety of purposes: textbook reading, on-the-job reading tasks and other situations where rapid reading and high retention are desirable.

47 Reading Clinic (3) RPT 2

Prerequisite: Appropriate score on English placement test and concurrent registration in Psychology 22. The two courses are the first in the CBS program. One hour of additional practice is required in the Instructional Center.

English 47 offers the student the opportunity to increase reading and study skills to college level. Emphasis is placed on sight vocabulary, reading comprehension, study techniques and specific weaknesses, as revealed by diagnostic tests.

50 Mythology and Literature (3) UC:CSU

Prerequisite: English 1.

An introduction to the mythology of Western and Near-Eastern civilizations is broadened to include märchen, fairy tales, legends, creation myths and fables. The writing of critical papers is required.

51 The Short Story (3) UC:CSU

Prerequisite: English 1.

The short story as a literary genre, with emphasis on analysis and class of individual stories, is covered. Technique and meaning of the works are considered in their own right and in relationship to others of the genre. Selections range from authors who are seminal figures in the short story to the most recent writers, and include a sampling of American, European and other authors. The writing of critical papers is required.

52 The English Bible as Literature (3) UC:CSU

Prerequisite: English 1.

A study of the Old and New Testaments, this course is concerned with characters and their dramatic choices and with literary elements such as structure, imagery and theme. Aspects of the Bible as art are considered as well. The writing of critical papers is required.

53 The Mexican-American in Literature (3) UC:CSU

Prerequisite: English 28 or equivalent.

This course is a study of the significant works and movements of Mexican-American literature from 1900 to the present and of the Spanish literary masterpieces which influenced Mexican-American writers. The writing of critical papers is required.

54 A Literature Survey of the Jewish Experience in America (3) UC:CSU

Prerequisite: English 1 or equivalent.

A survey of Yiddish Literature in English translation and of literature in English by American Jewish authors reflects the Jewish experience in American poetry, prose, drama and folksong, from the very beginnings (c. 1386) to the present.

64 Reading and Writing: Basic Skills (3) RPT 2

This course provides individual diagnosis and instruction in: reading comprehension skills, grammar and punctuation emphasizing the reading and writing of sentences, phonics for spelling and comprehension improvement. See *English 64 A-B-C*. The course consists of three one-credit modules. Students may register for one or all modules. Each one-credit module provides individual diagnosis and instruction in various skills according to student needs. Module A offers reading comprehension skills. Module B offers grammar and punctuation, which emphasizes the reading and writing of sentences. Module C offers phonics for spelling and comprehension improvements. English 64A, 64B and 64C are the equivalent of English 64. Students who have completed any other English course may elect to take English 64 to reinforce the skills.

67 Writing Laboratory (.5)

Prerequisite: None.

Laboratory: 1 hour.

This course is designed to improve the student's writing abilities by providing supervised instruction. English 67 emphasizes individual conferences and completion of specific assignments based on personal needs and skills required in both English and other college courses.

70 Science Fiction (3) UC:CSU

Prerequisite: English 1.

Lecture 3 hours.

English 70 presents works of science fiction and fantasy as literature. Attention is paid to the influences of mythology, politics and philosophy upon these writings. The writing of critical papers is required.

89 Current Dramatic Events (1) CSU RPT 4.

This course is designed to enrich the student's academic experience, to expand cultural awareness by providing opportunities to attend a wide variety of plays presented in the greater Los Angeles area and to discuss these plays with guest artists and faculty members.

185 Directed Study - English (1) UC:CSU**285 Directed Study - English (2) UC:CSU****385 Directed Study - English (3) UC:CSU**

Prerequisite: A grade of C or better in English 1 and/or consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

ENVIRONMENTAL SCIENCE**1 Man and His 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 Man and His Environment: Biological Process (3) UC:CSU

A study of the interactions of humans and their environment, this course covers the problems of population, pollution, food production and consumption and energy flow from the biological view point.

3 Man and His Environment Laboratory (1) UC:CSU

Prerequisite: Prior completion or concurrent enrollment in Environmental Studies 1 or 2. Some biology recommended.

Laboratory 3 hours.

This laboratory provides the opportunity to investigate processes discussed in the Environmental Studies 1 and 2 lectures. Students study succession of land and aquatic biomes, structure and function of ecosystems, populations of plants and animals and behavior and distribution of selected vertebrates and invertebrates.

4 The Social Environment (3) UC:CSU

This course provides a framework for the analysis of "human ecology" from the perspectives of the biological, physical and behavioral sciences. It focuses upon problems related to population change, environmental threats and urban ecology. Technology, politics, economics and other cultural obstacles to the solution of environmental problems are analyzed. Same as Sociology 6.

FAMILY AND CONSUMER STUDIES**1 Career Opportunities (2) CSU**

Lecture 2 hours.

This is an introductory course in Family and Consumer Studies with emphasis on employment in the field, general consumer education and personal development.

2 Consumer Studies and Management (3) CSU

Lecture 3 hours.

This course is designed to improve quality of life by emphasizing definition and clarification of values and goals and stressing the decision-making process. Knowledge of economics and environmental factors which affect everyday life is emphasized. The art of being a consumer is studied, as well as the understanding of the use of life's major resources: time, money and energy — all to improve contemporary living.

6 Challenges of Aging (3) CSU

Prerequisite: None.

Lecture 3 hours.

This introduction to aging explores the developmental changes and specific needs of the older adult. It examines scientific and applied theories of aging and comparative cultural features of the role of the aged. This course is designed for paraprofessionals and others who are interested in working with older adults.

13 Fashion Analysis (3) UC:CSU

Prerequisite: Art 11.

Lecture 2 hours; laboratory 1 hour.

Basic art principles in apparel design and selection are studied. Special consideration is given to line and color with individual application. Experience is gained in making flat patterns, and the influence of historic fashions is studied.

20 Contemporary Nutrition (3) UC:CSU

Prerequisite: None.

Lecture 3 hours.

This is a nontechnical course designed to inform the student of the importance of nutrition and to apply this knowledge in establishing good eating habits. It provides the student with experience with meal planning, food selection, preparations, and understanding food labels.

21 Nutrition (3) UC:CSU

Lecture 3 hours.

This basic survey course is important to all those interested in nutrition. The fundamentals of nutrition which affect human growth and health maintenance, including weight control and dietary requirements, throughout the life cycle are studied. Food compositions and the nutritional aspects of food preparation are explored.

Cooperative Work Experience Education

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

FINANCE

1 Principles of Finance (3) CSU

Principles of money, banking, corporate organization, stocks, bonds, the marketing of securities, financial policies of corporations, insurance, real estate and the Federal Reserve System are taught.

2 Investments (3) CSU

The principles of investment, the various types of investments, the operations of investment markets and sources of information are covered.

8 Personal Finance and Investments (3) CSU

This course contains lectures, discussions and practice in applying the principles of accounting, banking, finance office methods, management, production and merchandising to one's personal affairs. Family budgeting, consumer credit, home ownership, life and property insurance, investment and savings plans, social security and retirement plans and personal record keeping are stressed.

31 Insurance Principles (3) CSU

An introduction to insurance fundamentals and principles is provided.

33 Fire and Inland Marine Insurance (3) CSU

Prerequisite: Finance 31 or permission of instructor.

This course is designed for students who have completed a basic insurance course or who have had some experience in the insurance business. The general principles of insurance are treated. Special emphasis is placed upon fire insurance and inland marine insurance.

35 Casualty Insurance I (3) CSU

This course introduces the student to the illnesses, injuries and other medical conditions encountered in insurance claims work.

36 Casualty Insurance II (2) CSU

Prerequisite: Finance 35.

The basic principles of insurance claim handling are developed by group discussion and by lectures given by prominent attorneys and claims managers. Subjects included are first party claims, third party claims, policy coverages, damage appraisals, the law of torts, legal doctrines and injury evaluations.

Cooperative Work Experience Education

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

FIRE SCIENCE

1 Introduction to Fire Protection (3) CSU

An introduction to the fire service and fire protection, career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public and private fire protection services; specific fire protection functions; fire chemistry and physics are considered.

2 Fire Company Organization and Procedure (3) CSU

Prerequisite: Fire Science 1, concurrent enrollment in Fire Science 1, employment as a fire fighter or approval of instructor.

This course in practical application of records, reports and company training covers the his-

tory and authority of the fire company; equipment and building maintenance; work organization, discipline and morale.

3 Hazardous Materials I (3) CSU

This course covers the basic fundamentals of chemistry used in fire service; types of chemicals and processes and laws at federal, state and local levels pertaining to use, storage and transportation of chemicals.

5 Related Codes and Ordinances (3) CSU

Lecture 3 hours.

Instruction is given in national, state and local ordinances which are applicable to the fire service; electrical, plumbing and building codes; the Health and Safety Code; the functions of the State Fire Marshall and inter-governmental coordination and relations.

6 Fundamentals of Fire Prevention (3) CSU

Prerequisite: Fire Science 1 or concurrent enrollment in Fire Science 1, employment as a fire fighter or approval of instructor.

This course covers fundamentals of fire prevention; techniques, procedures, regulations and enforcement; discussion of hazards in ordinary and special occupancies, supplemented by field trips and lectures from industry and organization and functions of the Fire Prevention Bureau.

8 Fire Hydraulics (3) CSU

Lecture, 3 hours.

This course includes a review of applied mathematics, the study of hydraulics laws as applied to the fire service and application of formulas and mental calculation to hydraulics and water supply problems.

9 Fire Fighting Tactics and Strategy I (3) CSU

Lecture 3 hours.

Instruction is given in the art of using manpower, equipment and apparatus on the fire ground. Practical method of how to attach, control and extinguish structural, watershed, waterfront, oil and other types of fires are emphasized. Field exercises are included.

13 Fire Investigation (3) CSU

Lecture 3 hours.

Methods of determining point of fire origin, path of fire travel and fire causes, recognizing and preserving evidence, interviewing witnesses, arson laws and types of arson fires, court testimony and reports and records are topics studied in this course.

14 Rescue Practices I (3) CSU

Lecture 3 hours.

Instruction is given in life-saving practices pertaining to the fire company. Training for rescuator squads, the use of rescue equipment, the fire department's role in civil defense and other disaster acts are covered. Chemicals and diseases that affect breathing are considered as well as California law on first aid and the uses of breathing apparatus.

17 Fire Apparatus (3) CSU

Lecture 3 hours.

Principles of the care, maintenance and operation of fire department vehicles are studied. Subjects covered include theory of inter-

nal combustion engines, power development and transmission, torque and horsepower, electrical and brake systems, carburetion, engine tune-up and trouble shooting, characteristics of fuels and lubricants and other related principles of automotive vehicles.

21 Fire Protection Equipment and Systems (3) CSU

Lecture 3 hours.

The course includes a study of portable fire extinguishing equipment, sprinkler systems for special hazards and fire alarm and detection systems.

FOREIGN TRADE

(See Transportation 8)

FRENCH

1 Elementary French I (5) UC:CSU

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France. Same as French 21 with French 22; or French 51 with French 61.

2 Elementary French II (5)

UC:CSU

Prerequisite: French 1 with a grade of C or better, two years of high school French or equivalent.

This course completes the basic grammar of the French language. Films and filmstrips are employed to improve comprehension, enrich vocabulary and to serve as topics for oral discussion and written composition. Same as French 52 with French 62.

3 Intermediate French I (5)

UC:CSU

Prerequisite: French 2 with a grade of C or better or three years of high school French.

This course provides a review of the fine points of grammar and seeks to perfect fluency, comprehension and cultural knowledge through dramatic films, short novels, poetry, plays, music and magazines. Same as French 53 with French 63.

4 Intermediate French II (5)

UC:CSU

Prerequisite: French 3 or four years of high school French.

This course continues to refine speaking, reading and writing comprehension skills through the literary and visual media. Same as French 54 with French 64.

5 Advanced French I (5) UC:CSU

Prerequisite: French 4.

This course continues the study of advanced composition and grammar through literature, film and music. The readings are the basis for regular composition work and student discussion in French.

8 Conversational French (2)

UC:CSU RPT 4

Prerequisite: French 2 or equivalent with a grade of C or better or consent of instructor.

This course helps students develop the ability to express themselves fluently, idiomatically

and correctly in French. Conversational material is selected from magazines, newspapers and selected books.

Acceptable for credit, French 10 ABCD, UCLA for a maximum of 8 units.

10 French Civilization (3) UC:CSU

This course consists of lectures and discussions in English on the geography, history, government and institutions of France; the life and customs of its people; its literature, arts and sciences and its contributions to civilization. It is especially recommended to all students of French. Same as History 22.

21 Fundamentals of French I (3)

UC:CSU

Lecture 2 hours; laboratory 1 hour.

This course stresses the speaking, reading and writing of simple French. The student is introduced to basic conversational patterns and to the systematic study of practical grammar.

French 21 and French 22 together are equivalent to French 1.

22 Fundamentals of French II (3)

UC:CSU

Lecture 2 hours; laboratory 1 hour.

This course is a continuation of French 21.

French 21 and French 22 together are equivalent to French 1.

51 Grammar, Reading and Writing I (3) UC:CSU

This course stresses practice in understanding, reading and writing simple French, and includes an introduction to French civilization through readings. Emphasis is placed upon grammar and the written language.

52 Grammar, Reading and Writing II (3) UC:CSU

This course includes review and further study of the fundamentals of the French language with emphasis on mastery of vocabulary, useful phrases and idioms, practice in written expression and continued study of French civilization through selected readings. Emphasis is placed upon grammar and the written language.

French 52 and 62 together equal French 2.

53 Grammar, Reading and Writing III (3) UC:CSU

This course provides a review of grammar and practice in the use of idiomatic construction. Intensive and extensive reading and discussion of French short stories are included. The course is conducted in French. Emphasis is placed upon grammar, reading and written language skills.

French 53 and 63 together equal French 3.

54 Grammar, Reading and Writing IV (3) UC:CSU

This course provides a review of grammar and practice in the use of idiomatic construction. It includes intensive and extensive reading and discussion of French short stories. The course is conducted in French. Emphasis is placed upon grammar, reading and written language skills.

French 54 and 64 together equal French 4.

61 Elementary Conversation I (2)

UC:CSU

This course introduces the fundamentals of the French language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language. *French 51 and 61 together equal French 1.*

62 Elementary Conversation II (2)

UC:CSU

This course includes review and further study of the fundamentals of the French language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

French 52 and 62 together equal French 2.

63 Intermediate Conversation I (2)

UC:CSU

This course provides an opportunity for students to review and reinforce basic skills, to be able to speak French with a fair degree of accuracy and to comprehend and express themselves accurately in conversational situations involving French literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

French 53 and 63 together equal French 3.

64 Intermediate Conversation II

(2) UC:CSU

This course provides an opportunity for students to review and reinforce basic skills, to be able to speak French with a fair degree of accuracy and to comprehend and express themselves accurately in conversational situations involving French literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

French 54 and 64 together equal French 4.

185 Directed Study - French (1)

UC:CSU

285 Directed Study - French (2)

UC:CSU

385 Directed Study - French (3)

UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

GEOGRAPHY

1 Physical Geography (3) UC:CSU

A systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation) and an analysis of their interrelationships and patterns of world distribution are considered.

Acceptable for C-ography 1 credit, UCLA.



2 Cultural Elements of Geography (3) UC:CSU

Geography 1 is not a prerequisite for Geography 2. The cultural elements of geography and their correlation with the physical environment are introduced. Population patterns, cultural diversity, livelihood, settlement, environmental modification and perception are emphasized.

Acceptable for Geography 3, credit, UCLA.

3 Introduction to Weather and Climate (3) UC:CSU

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

Acceptable for Atmospheric Science 3 credit, UCLA.

Note: Same as Meteorology 3.

4 Map Reading and Interpretation (2) UC:CSU

Lecture 2 hours.

The use of maps, aerial photography, space photography and other remote sensing imagery are considered. Interpretation of physical and cultural elements of the landscape is emphasized.

7 World Regional Geography (3) UC: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.

14 Geography of California (3) UC:CSU

The geographic regions of California are described and analyzed. Environmental diversity, population, resources and current problems are considered.

185 Directed Study - Geography (1) UC:CSU

285 Directed Study - Geography (2) UC:CSU

385 Directed Study - Geography (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Geography on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

GEOLOGY

1 Physical Geology (3) UC:CSU

This course surveys the materials and structures of the earth and the agents and processes which modify it. A study of rocks and their mineral composition; the work of rivers, winds, glaciers and oceans as agents of erosion; and volcanoes and earthquakes as forces which change the surface of the earth are covered. The main purpose of the class is to stimulate student interest in the geological aspects of the environment in which they will spend their lives.

Acceptable with Geology 6 (Lab) for Physical Science 3G or Geology 1 credit, UCLA.

2 Earth History (3) UC:CSU

(Formerly Historical Geology) Prerequisite: Geology 1.

Principles of interpretation of earth history are covered. The evolution of continents, oceans, mountain systems and other features of the earth and the development and evolution of life are dealt with. North American geology is stressed.

Acceptable with Geology 7 (Lab) for Geology 2 credit, UCLA.

6 Physical Geology Laboratory (2) UC:CSU

Prerequisite: Geology 1 or concurrent enrollment in Geology 1.

Laboratory 3 hours.

This course deals with laboratory exercises which aid students in the identification of rock-forming minerals, igneous, metamor-

phic and sedimentary rocks and the interpretation of topographic and geologic maps. *Acceptable with Geology 1, for Physical Science 3G credit, UCLA.*

7 Earth History Laboratory (2)

UC:CSU

Prerequisite: Geology 2 or concurrent enrollment in Geology 2, Geology 6 or consent of instructor.

Laboratory 3 hours.

This course deals with laboratory exercises which aid students in the identification of fossils and the use of fundamental principles of historical geology in solving practical geological problems. Field trips are held during class time.

Acceptable with Geology 2 for Geology 2 credit, UCLA.

10 Introduction to Environmental Geology (3) UC:CSU

Prerequisite: Geology 1 or consent of instructor.

Laboratory 3 hours.

This course focuses on environmental problems of a geological nature including those generated by man's activities as well as natural hazards. Topics of discussion include, but are not limited to, earthquakes and other geologic hazards, water resources, mineral and energy resources, waste disposal, construction problems, erosion and mass wasting and land use.

185 Directed Study - Geology (1)

UC:CSU

285 Directed Study - Geology (2)

UC:CSU

385 Directed Study - Geology (3)

UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Geology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

GERMAN

1 Elementary German I (5)

UC:CSU

This course corresponds with the first two years of high school German. The student learns the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple German. The course includes basic facts on the geography, customs and culture of German-speaking nations and an introduction to German songs, poems and proverbs. Emphasis is placed on the spoken language. Same as German 51 with German 61.

2 Elementary German II (5)

UC:CSU

Prerequisite: German 1 with a grade of C or better, two years of high school German or equivalent.

This course completes the study of elementary grammar and continues the mastery of basic sentence patterns, vocabulary and useful phrases and idioms, with practice

in oral and written expression. It includes readings dealing with literature, art, music and history of German-speaking nations. More songs, poems and proverbs are learned. Emphasis is on the spoken language. Same as German 52 with German 62.

3 Intermediate German I (5)

UC:CSU

Prerequisite: German 2 with a grade of C or better or three years of high school German.

This course provides a review of grammar, study of more advanced texts (both practical and literary), practice in speaking and writing and outside reading in German literature. Same as German 53 with German 63.

4 Intermediate German II (5)

UC:CSU

Prerequisite: German 3 or four years of high school German.

This course continues a review of grammar, with an emphasis on more advanced language use. Readings from classic and modern literature are included. Same as German 54 with German 64.

8 Conversational German (2)

UC:CSU RPT 4

Prerequisite: German 2 or equivalent with grade of C or better or consent of instructor.

This course helps students develop the ability to express themselves fluently, idiomatically and correctly in German. Conversational material is selected from magazines, newspapers and books.

51 Grammar, Reading and Writing I (3) UC:CSU

This course stresses practice in understanding, reading and writing simple German and provides an introduction to German civilization through readings. Emphasis is placed upon grammar and the written language. *German 51 and 61 together equal German 1.*

52 Grammar, Reading and Writing II (3) UC:CSU

This course includes review and further study of the fundamentals of the German language with emphasis on mastery of vocabulary, useful phrases and idioms, practice in written expression and continued study of German civilization through selected readings. Emphasis is placed upon grammar and the written language.

German 52 and 62 together equal German 2.

53 Grammar, Reading and Writing III (3) UC:CSU

This course provides a review of grammar and practice in the use of idiomatic construction. Intensive and extensive reading and discussion of short stories are included. The course is conducted in German. Emphasis is placed upon grammar, reading and written language skills.

German 53 and 63 together equal German 3.

54 Grammar, Reading and Writing IV (3) UC:CSU

This course provides a review of grammar, practice in the use of idiomatic construction and intensive and extensive reading and discussion of German short stories. The course is

conducted in German. Emphasis is placed upon grammar, reading and written language skills.

German 54 and 64 together equal German 4.

61 Elementary Conversation I (2)

UC:CSU

This course introduces the fundamentals of the German language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language. *German 51 and 61 together equal German 1.*

62 Elementary Conversation II (2)

UC:CSU

This course includes review and further study of the fundamentals of the German language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms, practice in oral expression and communication skills. Emphasis is placed upon the spoken language.

German 52 and 62 together equal German 2.

63 Intermediate Conversation I (2)

UC:CSU

This course provides an opportunity for students to review and reinforce basic skills so that they will be able to speak German with a fair degree of accuracy, and to comprehend and express themselves accurately in conversational situations involving German literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

German 53 and 63 together equal German 3.

64 Intermediate Conversation II (2) UC:CSU

This course provides an opportunity for students to review and reinforce basic skills so that they will be able to speak German with a fair degree of accuracy, and to comprehend and express themselves accurately in conversational situations involving German literature, customs, lifestyles, social forces, travel, etc. Emphasis is placed upon the spoken language and conversational practice.

German 54 and 64 together equal German 4.

185 Directed Study - German (1)

UC:CSU

285 Directed Study - German (2)

UC:CSU

385 Directed Study - German (3)

UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in German on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

HEALTH

9 Health for the Mature

Individual (3) UC:CSU

This course is designed to meet the personal needs and interests of the mature, older student in the area of protection, preservation

and prolongation of physical and emotional health during the later years of life. Emphasis is placed upon those personal methods and public institutional services which can promote greater freedom from the discomforts and anxieties associated with aging. This course does not duplicate Health 10 and meets the graduation requirements. *Maximum 1 course from 9 and 10, UC campuses.*

10 Health Education (2) UC:CSU

(Not an activity class.)

Each student is given the opportunity to develop a scientific understanding of personal and community health and to form basic principles of healthful living. No credit is given for students who have completed Health 11. The class fulfills State requirements in health education for all students. *Maximum 1 course from 9 and 10, UC campuses.*

12 Safety Education and First Aid (3) UC:CSU

The prevention of accidents, care of common injuries and emergency procedures at the scene of accidents are dealt with. This course meets the certification requirements of both the standard and advanced first aid courses offered by the American Red Cross.

40 Use and Abuse of Drugs (1) CSU

The role drugs play in maintaining good health is studied. Emphasis is placed upon the psychological, sociological and physiological effects of drug misuse on the individual and society.

HEBREW

1 Elementary Hebrew I (5)

UC:CSU

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases and the ability to understand, read, write and speak simple Hebrew are stressed. Emphasis is placed upon the spoken language.

2 Elementary Hebrew II (5)

UC:CSU

This course continues the presentation of grammatical forms and provides additional training in oral and written composition and reading.

Acceptable for Hebrew 1C credit, UCLA.

21 Fundamentals of Hebrew I (3)

UC:CSU

This course introduces the fundamentals of pronunciation and grammatical structure.

Hebrew 21 and Hebrew 22 together are equivalent to Hebrew I.

22 Fundamentals of Hebrew II (3)

UC:CSU

Prerequisite: Hebrew 21.

This course completes the elementary grammar of Hebrew.

Hebrew 21 and Hebrew 22 together are equivalent to Hebrew I.

51 Grammar, Reading and Writing I (3) UC:CSU

This course stresses practice in understanding, reading and writing simple Hebrew. *Hebrew 51 and 61 together equal Hebrew 1.*

52 Grammar, Reading and Writing II (3) UC:CSU

This course includes review and further study of the fundamentals of the Hebrew language with emphasis on mastery of vocabulary and useful phrases and idioms.

61 Elementary Conversation I (2) UC:CSU

This course introduces the fundamentals of the Hebrew language, with emphasis on correct pronunciation, mastery of vocabulary and useful phrases and idioms. Practice in oral expression and communication skills is provided. Emphasis is placed on the spoken language.

Hebrew 51 and 61 together equal Hebrew 1.

62 Elementary Conversation II (2) UC:CSU

This course includes review and further study of the fundamentals of the Hebrew language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms and practice in oral expression and communication skills. Emphasis is placed on the spoken language.

Hebrew 52 and 62 together equal Hebrew 2.

HISTORY**1 Introduction to Western Civilization I (3) UC:CSU**

This course provides a broad historical study of the main cultural, economic and political trends and events, from the rise of civilization in the Near East to the Age of Absolutism. *Acceptable for History 1A credit, UCLA. History 1 with 2 acceptable for History 1ABC credit, UCLA.*

2 Introduction to Western Civilization II (3) UC:CSU

This course surveys Western Civilization from the intellectual and revolutionary ferment of the seventeenth century to contemporary times. Attention is given to the philosophical writers, whose ideas have had a tremendous impact on American political and cultural institutions.

Acceptable for History 1C credit, UCLA. History 1 with 2 acceptable for History 1ABC credit, UCLA.

3 History of England and Great Britain I (3) UC:CSU

The political, economic and cultural development of the British Isles and the Empire from the earliest times to the eve of the American Revolution is covered.

4 History of England and Great Britain II (3) UC:CSU

This course deals with the history of Great Britain from the American Revolution to the present. It particularly directs the American student to a study of British political and cultural forces that have shaped relevant institutions in the United States.

11 Political and Social History of the United States I (3) UC:CSU

The political, social, economic and constitutional history of the United States from the colonial settlements through the Civil War is surveyed.

Credit not granted for History 11 if credit is obtained for History 14, 16, 33 or 41.

NOTE: One course maximum from 11, 14, 16, 33 and 41 transferable to UC. One course maximum from 12, 13, 16 and 42 transferable to UC.

12 Political and Social History of the United States II (3) UC:CSU

The political, social, economic and cultural history of the United States from the Reconstruction to the present is surveyed.

Credit not granted for History 12 if credit is obtained for History 13, 16 or 42. See NOTE History 11.

13 The United States in the Twentieth Century (3) UC:CSU

The major political, economic, intellectual and cultural movements and events of the twentieth century are surveyed.

Credit not granted for History 13 if credit is obtained for History 16 or 42.

See NOTE: History 11.

14 Selected Issues of United States History (3) UC:CSU

The basic issues in the history of the United States, including a study of the philosophy underlying the Declaration of Independence and the Constitution, the conflicting viewpoints of Hamilton and Jefferson, the causes of the Civil War, the impact of the Industrial Revolution, an evaluation of the Progressive Movement and the New Deal and the significance of America's emergence as a world power are discussed critically.

Credit not granted for History 14 if credit is obtained for History 11, 16, 33 or 41.

See NOTE: History 11.

15 Economic History of the United States (3) UC:CSU

Same as Economics 10.

16 History of the Afro-American (3) UC:CSU

A survey of Afro-American history from the colonial period to the present is conducted.

Credit not granted for History 16 if credit is obtained for History 11, 12, 13, 14, 41 or 42.

See NOTE: History 11.

19 History of Mexico (3) UC:CSU

The history of Mexico, including Indian Mexico, the Spanish conquest, War of Independence, the Age of Santa Ana, the Period of Reform, the Reign of Diaz, the Revolution of 1910 and the Period of Reconstruction, is surveyed. A review of contemporary Mexico with its cultural, social, political and economic trends is also included.

20 History of California and the Pacific Coast (3) UC:CSU

A general survey of the History of the Pacific Coast of North America from the period of the explorations to the present.

21 History of the Russian People (3) UC:CSU

The development of Russia from the earliest times to the present day — with emphasis upon the 19th and 20th centuries — is surveyed. Special attention is paid to autocracy, social structure, reform movements, Russian Marxism, Soviet totalitarianism under Lenin, Stalin and their successors and Tzarist and Soviet foreign policy.

22 French Civilization (3) UC:CSU

Same as French 10.

23 Latin American Civilization (3) UC:CSU

Same as Spanish 10.

27 History of Africa (3) UC:CSU

The history of Africa from ancient times to the present is considered. The geopolitics of the African continent, the nature of African cultures, the advent of European explorers and empire builders, the growth of nationalism, the progress of African states since independence and Afro-American relations are emphasized.

29 Asian Civilization: The Middle East (3) UC:CSU

This course is an introductory survey of the principal social, cultural and political institutions of the Middle East.

33 Short History of the United States (3) UC:CSU

This course surveys American history, emphasizing the major forces and movements which molded the American nation. It is designed for the two-year occupational major and fulfills the United States History and Constitution requirement for graduation.

See NOTE: History 11.

41 The Afro-American in the History of the United States I (3) UC:CSU

This course provides a survey of U.S. History from early Colonial Era through the Civil War, with special emphasis on the contribution of the Afro-American. It provides a background in the political and social development of the United States for students majoring in the Social Sciences and for those who wish to gain a better understanding of the Afro-American in American civilization.

Credit not granted for History 41 if credit is obtained in History 11, 14, 16, or 33.

See NOTE: History 11.

42 The Afro-American in the History of the United States II (3) UC:CSU

A survey of U.S. History from the end of the Civil War to the present time, this course provides information about the Afro-American's part in the social and political development of American Civilization.

Credit not granted for History 42 if credit is obtained in History 12, 113 or 16.

See NOTE: History 11.

50 Twentieth Century Europe (3) UC:CSU

The political, economic, social and cultural history of the European nations with reference to their relations with the rest of the world is surveyed.

52 The Role of Women in the History of the United States (3) UC:CSU

This course concentrates on the political, economic, social and intellectual history of women in the development of the United States from the early colonial era to the present day, with special emphasis on their contributions as well as their problems.

185 Directed Study - History (1) UC:CSU

285 Directed Study - History (2) UC:CSU

385 Directed Study - History (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

HUMANITIES

1 Cultural Patterns of Western Man (3) UC:CSU

Recommended: English 1 or 28.

This course is an introduction to the general concepts of the humanities. Philosophy, music, literature, painting, sculpture and architecture are studied and compared in relation to their background, medium, organization and style. A survey of some of the most productive periods of Western history, from ancient Greece to seventeenth-century Baroque, is included. Emphasis is placed upon awareness of differences in cultural heritages, values and perspectives as revealed in the arts.

2 Studies in Selected Cultures (3) UC:CSU RPT 2

This course provides an in-depth study of various selected areas and cultures of the world. Historical background, key personalities, contributions and significance of the various arts are presented. Students should check in the schedule of classes each semester for countries, areas or cultures to be studied.

3 The Arts of Contemporary Man (3) UC:CSU

This cultural history includes a study of the literature, philosophy, music, painting, architecture and sculpture of the 17th, 18th, 19th and 20th centuries in Western Europe and America in terms of the ideas and basic needs which stimulated the artist and thinkers and the contribution of their work toward the development of contemporary society.

5 Interdisciplinary Studies in the Liberal Arts (3) UC:CSU

Prerequisite: Humanities 1 or 3 or consent of instructor.

This course provides an opportunity for an in-depth interdisciplinary study of various aspects of a particular historical era, its leading themes and definitive issues, OR it provides an opportunity for an interdisciplinary study of one or more of the timeless themes of man. The points at which art, music, literatures, philosophy and science interact with major political, economic and social developments of the age are stressed. The specific age or themes are announced in the registration bulletin.

7 Women in the Arts (3) CSU

This course is an introduction to the study of women's roles within the arts. The survey includes art, music, literature, theatre, dance and cinema. Emphasis is placed upon the lives and the contributions of certain outstanding women. The approach is interdisciplinary as it explores the material involved from social, artistic, historical and psychological viewpoints.

8 Great Women, Great Eras (3) UC:CSU RPT 2

Selected studies in the lives and times of great women, from Ancient times to the present, constitute the content for this course. Women's place in history and their overall contributions to our cultural heritage are included. In addition, an appreciation and respect for all of humanity are fostered.

60 Man and His World: Technology and the Humanities (3) UC:CSU

The purpose of this course is to involve the student in a study of the urban environment and society. The approach is interdisciplinary, involving such subjects as art, music, literature, drama, philosophy, technology and history. Emphasis is placed upon the exploration of the interaction existing between individuals and society, as well as the interrelationships existing between the humanities and technology within modern society, so that the student can gain a better understanding of the modern world and its culture.

89 Current Musical, Dramatic and Art Events (2) CSU RPT 4

Humanities 89 is designed to enrich students' academic experiences, to expand their cultural awareness, by providing opportunities to attend a series of lectures on a wide variety of topics and to discuss these topics with faculty members and guest lecturers. Opportunities may also be provided to attend and discuss other cultural events.

185 Directed Study - Humanities (1) UC:CSU

285 Directed Study - Humanities (2) UC:CSU

385 Directed Study - Humanities (3) UC:CSU

Prerequisite: Completion of two humanities courses with a grade of B or better and consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Humanities on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

INSURANCE

(See Finance 31, 33, 35, 36.)

1 Fundamentals of Life Insurance (LOMA 1) (2)

Lecture 2 hours.

Students completing this course will have a basic understanding of the nature of modern life insurance, including plans, terms, legal aspects, claims; health insurance, industrial insurance; group insurance and annuities. This course prepares students for the national examination for LOMA program Part 1.

2 Life Company Operations (LOMA 2) (2)

Lecture 2 hours.

Students completing this course will understand types of life insurance organizations, home and field office organization, mortality tables, premium calculation, risk selection, reinsurance, governmental regulation and taxation, life insurance companies' investments, financial statements and new developments. This course also prepares students for the national examination for LOMA program Part 2.

3 Legal Aspects of Life Insurance (LOMA 3) (2)

Prerequisite: Insurance 1 and 2.

Lecture 2 hours.

Students who complete the course will understand the formation and validity of the life insurance contract, the contract in operation, the rights of the policyholder and the rights of the beneficiary. This course also prepares students for the national examination for Part 3 of the LOMA program.

4 Mathematics of Life Insurance (LOMA 6) (2)

Prerequisite: Insurance 1 and 2

Lecture 2 hours.

Upon completion of this course, students will understand the mathematics of life insurance, annuities, calculation of premiums, reserves, dividends and nonforfeiture values. The course also prepares students for the national examination for Part 6 of the LOMA program.

JAPANESE

1 Elementary Japanese I (5) UC:CSU

The fundamentals of pronunciation and grammar, basic vocabulary and the ability to understand, read, write and speak simple Japanese are taught.

2 Elementary Japanese II (5)**UC:CSU***Prerequisite: Japanese 1*

This course continues the study of the Japanese language.

9 Japanese Civilization I (3)**UC:CSU**

Lecture 3 hours.

This course is a survey of the development of Japanese culture and its relationship to the Asiatic mainland from its beginnings to the Meiji Restoration. Lectures and readings are presented in English.

10 Japanese Civilization II (3)**UC:CSU**

Lecture 3 hours.

This course continues the survey of the development of Japanese culture from the Meiji Restoration to the present time.

12 Introduction to Japanese I (3)**UC:CSU**

Lecture 3 hours.

This basic course in spoken Japanese is recommended for those with no previous knowledge of the language. It stresses the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases and the ability to understand and speak simple Japanese. All materials are presented in Romanized Japanese (Romaji) to facilitate mastery of the spoken language.

13 Introduction to Japanese II (3)**UC:CSU***Prerequisite: Japanese 12*

Lecture 3 hours.

This course continues the presentation of spoken Japanese, pronunciation and intonation, grammar, basic vocabulary and the ability to speak and understand simple Japanese. The written language is introduced after the mid-term to prepare students who wish to continue with Japanese 1.

JOURNALISM**1 Collecting and Writing News (3)****UC:CSU***Prerequisite: Eligibility for English 28.*

This introductory course stresses instruction and practice in news gathering and news writing. Extensive practical writing experience is geared to the campus newspaper. It also includes a study of newspaper, radio and television news. Adherence to professional writing style and legal and ethical aspects of the profession are covered.

Acceptable for credit, 6 units maximum from Journalism 1, 2, 16 and 18, UC campuses.

2 Advanced Newswriting (3)**UC:CSU***Prerequisite: Journalism 1 with a grade of C or better.*

This course provides students with principles and practice in writing specialized types of newspaper stories and increases their mastery of fundamental reporting techniques. Interpretative writing skills, editorial writing and feature writing are included.

Acceptable for credit: 6 units maximum from jour-

nalism 1, 2, 16 and 18, UC Campuses.

4 Feature and Editorial Writing (3)**CSU RPT 2**

This course emphasizes research for and creativity in the writing of features, editorials and articles for newspapers, magazines and other professional publications. Students study the needs of individual publication and gain experience in writing to meet those demands.

5 Mass Communication (3)**UC:CSU RPT 2**

This course is a survey and evaluation of the mass media. Special attention is given to newspapers, magazines, radio, TV, motion pictures, public relations and advertising, as well as to their impact on society and the individual. Career opportunities in the fields are discussed.

8 Article Writing (3) CSU RPT 3

This course offers instruction in the writing of material for a magazine, including articles, editorials or reviews suitable for publication as well as practice in editing and in the use of illustrative materials.

9 Sports Reporting I (3) CSU*Prerequisite: Journalism 1.*

Lecture 2 hours; laboratory 3 hours.

This course includes principles and practice in writing reports of the various spring sports events, as well as articles concerning sports personalities, for use in newspapers, magazines and the electronic media. The history and rules of sports and the techniques of gathering data and keeping records are included.

10 Sports Reporting II (3) CSU*Prerequisite: Journalism 1.*

Lecture 2 hours; laboratory 3 hours.

This course includes principles and practice in writing reports of the various fall sports events, as well as articles concerning sports personalities, for use in newspapers, magazines and the electronic media. The history and rules of sports and the techniques of gathering data and keeping records are included.

16 Copyreading and Headline**Writing (3) UC:CSU***Prerequisite: Journalism 1 or permission of instructor.*

Lecture 1 hour; laboratory 2 hours.

Rules, principles and techniques of editing copy, rewriting, headline writing, make-up, correcting proof and other details of editing, with practical work on the desk of the College newspaper, are included.

Acceptable for credit: 6 units maximum from Journalism 1, 2, 16 and 18, UC Campuses.

17 Publication Laboratory (2) CSU**RPT 4***Prerequisites: Journalism 1 and consent of instructor.*

This course stresses constructive criticism of students' writing styles and news evaluation. Publication production plans are developed. The instruction is directed by the campus newspaper adviser, editor and staff members.

18 Practical Editing (3) UC:CSU**RPT 4***Prerequisites: Journalism 1 and consent of instructor.*

This course provides practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

Acceptable for credit, UCLA: 6 units maximum from Journalism 1, 2, 16 and 18.

20 Magazine Editing (3) CSU RPT**4**

This course presents a study of the theory and practice of writing and editing such printed material as magazines, literary publications, yearbooks, handbooks, brochures and catalogs. Artistic design, principles of harmony and unity and creativity in layout are stressed. Writing and editing copy; designing pages; selecting photographs, illustrations and design materials and preparing them for production; arranging production schedules and other aspects of publishing are included.

42 Principles of Public Relations**(3) CSU**

This course covers the psychology of public relations, job analysis and resumes. Personal public relations in job getting, job holding and supervision of personnel is included. Various types of public relations jobs are surveyed. The "how to" in the use of media in public relations campaigns is investigated. Media use in public relations, the relationships of advertising to public relations and radio public service spot announcements are also considered.

43 Public Relations Techniques (3)**CSU RPT 2**

This course is a comprehensive study of the various public relations techniques which are utilized in campaigns by businesses, educational institutions, public agencies and other organizations. Case histories are used to stimulate student initiative in problem-solving. The social impact of the various communications media and their role in public relations are also stressed.

44 Practical Public Relations**Workshop (2) CSU RPT 4***Prerequisites: Journalism 42 and 43 or Public Relations 1 or 2.*

Laboratory 6 hours.

This course offers practical applications of public relations theory. It requires the writing and dissemination of public relations releases to newspapers, magazines and the electronic media. Attention is given to arranging press conferences and releasing information concerning campus events.

185 Directed Study - Journalism**(1) UC:CSU****285 Directed Study - Journalism****(2) UC:CSU****385 Directed Study - Journalism****(3) UC:CSU***Prerequisite: Consent of instructor.*

Conference 1 hour per unit.

Allows students to pursue Directed Study in

Journalism on a contract basis under the direction of a supervising instructor.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

LAW

1 Business Law I (3) UC:CSU

Essentials of the law of contracts, in its application to everyday problems pertaining to business and to the individual, are covered. Elementary safeguards regarding sales and sales contracts are also considered. Case discussion and lecture method are utilized. Credit is not granted for students enrolled in or with credit in Business 5.

Acceptable for credit, UCLA maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

2 Business Law II (3) UC:CSU

This course covers essentials of the law of negotiable instruments, security devices, partnerships, corporations, estates and bankruptcy in their application to everyday problems of business.

Acceptable for credit, maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

23 Legal Procedures I (3)

This course introduces students to the legal terminology of the law office. The student is introduced to the forms and procedures used in the law office and courts. Fundamental typing skill is desirable.

24 Legal Procedures II (3)

Prerequisite: Law 23.

This course further strengthens the student's knowledge of legal terminology. The student develops the ability to understand and evaluate legal papers which are used in the law office and the courts. Fundamental typing skill is desirable.

30 Law for the California Layman (3) UC:CSU

A general viewpoint on the problems of preventive law is given so that students may learn to recognize the legal ramifications of their activities. Consideration is given to the law of contracts, sales, negotiable instruments, consumer protection, torts, real property, business associations, probates, family law, criminal law and other related areas.

Acceptable for credit, maximum one course from Law 1, 2 or 30 and Business 8, UC campuses.

Cooperative Work Experience Education

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

LIBRARY/MEDIA TECHNOLOGY

2 Library Resources (3) UC:CSU

The aim of this course is to help students become knowledgeable in the use of the card catalog, indexes, reference books and other library materials useful for research. Students learn how to look for information, where to look for it and how to assemble and present it properly.

15 Library Research Methods (1) UC:CSU

(Not open to L/MTA majors or students who have taken L/MT 1 or 2.)

A self-paced introduction to research methods and library organization. The student is trained in the use of reference materials, book classification systems, the card catalogue and specialized indexes.

LINGUISTICS

1 Introduction to Language and Linguistics (3) UC:CSU

Principles of both structural and historical linguistics and their application to language use, language learning and language teaching are considered.

185 Directed Study - Linguistics (1)

285 Directed Study - Linguistics (2) UC:CSU

385 Directed Study - Linguistics (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Linguistics on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

MANAGEMENT

(See Business also)

1 Principles of Management (3) CSU

Prerequisite: Business 1 or equivalent and consent of instructor.

This course provides an introduction to the principles of management. Detailed analysis of basic managerial functions including planning, organizing, staffing, directing and controlling in a business or administrative environment is made.

2 Organization and Management Theory (3) CSU

Prerequisite: Business 1 or equivalent and consent of instructor.

This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior; communications; motivation and leadership and organizational change and manpower development including organizational development, are examined.

3 Office Administration for Life Insurance (LOMA 7) (2)

Prerequisite: Insurance 1 and 2.

Lecture 2 hours.

Students completing this course will understand the life insurance company organization for marketing, sales management, office management, systems and data processing performance standards. The course also prepares students for the national examination for Part 7 of the LOMA program.

6 Public Relations (3) CSU RPT 2

This course covers the basic concepts and fundamentals involved in the organization of a public relations program. Community relations, customer relations, stockholder relations, press relations, public relations and special group relations are emphasized.

11 Management Practice (3) CSU

Prerequisite: Completion of all program requirements or consent of instructor; course to be taken in student's last semester.

This course is designed to be taken in the management student's final semester. It offers a simulated real world environment in which the student integrates knowledge from all business disciplines and engages in a decision-making game.

12 Managerial Economics (3) CSU

Prerequisites: Business 38 and Management 1 or equivalent and consent of instructor.

This course describes basic economic decision-making processes from the point of view of the practicing manager in a business firm. Emphasis is given to demand, cost, price and plant location analyses.

13 Small Business Management I (3) CSU

Prerequisites: Business 1 and Management 1.

This course teaches the student how to organize and operate a small business.

15 Small Business Management II (3) CSU

Prerequisite: Management 13.

This course focuses on problems confronting the small business firm and explores ways to effectively resolve each problem. The course includes guest lecturers and field trips and is case-oriented.

31 Human Relations For Employees (3) CSU

Prerequisite: Management 1 or equivalent and consent of instructor.

This course increases the student's leadership effectiveness by developing a better understanding of the human element in the management process. Emphasis is placed on effective communications; understanding one's self-perception; examination of factors effecting motivation, attitudes and behavior patterns within individuals and exposure to the styles of leadership.

Credit not granted to students with credit in Supervision 3.

32 Basic Interviewing (3) CSU

This introductory course acquaints students with elementary concepts and techniques of interviewing and counseling in the employment situation. An opportunity for the student to develop a beginning skill in the areas of discussing employee performance, grievance and disciplinary problems, employment interviewing and interviewing the public is provided.

33 Personnel Management (3) CSU

Prerequisite: Management 1 or equivalent and consent of instructor.

The growth and development of the field of personnel administration; unions and their relationship to business enterprises; em-

employee selection, training, rating, promotion, discharge, hours of work and method of payment; the handling of personnel problems; diagnosing organizational stability and employee service and programs are dealt with.

47 Industrial Organization and Communication (3) CSU

Prerequisite: Management 1 or equivalent and consent of instructor.

Research theory and application in psychology of communication in business and industry is examined. Perception and interpretation of messages, transmission of information and rumor, mass communications, persuasion and changes of beliefs and attitudes are included.

50 Local Government for the Manager (3) CSU

Prerequisite: Management 1.

This course develops an understanding of the principles and functions involved in the management of large governmental agencies, especially at the municipal level. Emphasis is placed upon management in the areas of personnel, finance, controls, organization and planning.

51 Management by Objectives (3) CSU

This course explores the benefits and problems of installing a management system based on results of achievement of specific goals. Major emphasis is placed on the action steps managements must take to install, evaluate and maintain such a system which heavily emphasizes management accountability.

Cooperative Work Experience Education

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

MARINE TECHNOLOGY

1 Outboard Motor Repair (4)

Lecture 4 hours.

Instruction is offered in the construction, maintenance and repair of two-stroke cycle and four-stroke cycle outboard motors, with emphasis on practical skills and practice.

MARKETING

(Formerly Merchandising)

1 Principles of Selling (3) CSU

This course emphasizes the practices and principles used in creative selling. Consumer buying behavior, advertising and sales promotion, the nature of personal selling, developing the sales plan, the selling process, industrial selling, retail selling and sales management are covered. Sales presentations, video tapes and case studies are used.

2 Advanced Selling (3) CSU

Prerequisite: Marketing 1 or consent of instructor. This course includes a review of the fundamentals of selling. Class members gain ex-

perience by developing and offering complete sales presentations in the various fields of selling.

3 Sales Management (3) CSU

Prerequisite: Marketing 1 or 21 or approval of instructor.

This course covers the role of the sales manager in the management of the sales and marketing force. Included in the course are the sales force organization, salesperson selection, training and supervision; salesperson compensation and expense; forecasting and planning; sales budgets and sales cost analysis and evaluation of salesperson performance.

11 Fundamentals of Advertising (3) CSU

The student is given a working knowledge of advertising's place in the American economy. The fundamentals of advertising media and how these activities relate to the operation of the advertising agency are taught.

21 Principles of Marketing (3) CSU

This course introduces students to various activities in the field of marketing. It provides a broad understanding of the principles involved in the distribution of commodities from the producer to the user or consumer. It covers the consumer market, consumerism, packaging and brands, pricing, wholesaling, retailing, sales promotion, personal selling and international marketing. Presentations, case studies and video tapes are used.

24 Marketing Problems (3) CSU

Prerequisite: Marketing 21.

Problems in the field of marketing within the various activity areas of product and service distribution from producer to consumer are emphasized. Typical problem areas include: promotional programs, selection of channels of distribution, product and pricing problems, marketing research and survey techniques, legal aspects of marketing and advertising programs. Case problems and role-playing techniques are used extensively and are augmented by lectures.

31 Retail Merchandising (3) CSU

A study of the fundamental principles of wholesaling and retailing operations including a study of store location, store layout, store organization, merchandise buying, pricing, stock planning and retail sales promotion is made. Personal duties and responsibilities are also studied, including the work of the department manager, store buyer, merchandise manager, publicity director, store superintendent and store controller. Field trips, speakers and video tapes are used.

32 Fashion Merchandising (3) CSU

This course provides detailed information about ready-to-wear merchandise. Technical functions of apparel merchandising such as seasonal buying procedures, specific selling points, consumer buying habits and knowledge concerning fashion trends and the fashion industry are included.

33 Retail Buying (3) CSU

Instruction is provided in the principles and techniques of retail buying, including merchandise selection and planning, inventory

and stock control procedures, retail mathematics and interpretation of buyers' reports.

34 Home Furnishing and Fashion Accessories (3)

Prerequisite: None.

Lecture 3 hours.

This course provides the information necessary to select and promote merchandise. It is a valuable tool for both sales and advertising. Included in the course of study are the sources of raw materials, manufacturing techniques, and merchandising vocabulary for leather goods, furs, jewelry, cosmetics, furniture, china, silverware, glassware, housewares, and papergoods.

36 Merchandising Display (3) CSU

Lecture 3 hours.

This course is designed for those particularly interested in fashion and home furnishing. Merchandising skills, basic knowledge, proper attitude and appreciation for merchandising display are developed. Actual experience is provided in the preparation of displays.

42 Sales Personality (3)

Prerequisite: Marketing 1.

This class offers a practical student-group approach on improving sales personality in order to increase sales efficiency and the volume of sales to satisfied customers.

Cooperative Work Experience Education

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

MATHEMATICS

In general, prerequisites to mathematics courses should have been completed within the past two calendar years. This means that the student should have a working knowledge of the subject matter of the prerequisite course. Students should contact a mathematics instructor if there are any questions about prerequisites. For all computer courses see Business Data Processing or Computer Science-Information Technology.

3 Trigonometry (3) CSU

Prerequisite: Mathematics 32 and 20 with a grade of C or better or consent of instructor. All others must take a placement examination.

This course of analytical trigonometry includes solutions of triangle problems, radian measure, graphs of trigonometric functions, trigonometric equations, identities, polar coordinates and inverse trigonometric function.

13 Linear Algebra (3) UC:CSU

Prerequisite: Mathematics 43 which may be taken concurrently.

A study of vector spaces, linear transformations and matrices, matrix algebra, determinants and solutions of systems of equations is made.

Acceptable for Mathematics 31C credit, UCLA.

14 Introductory Statistics (3)**UC:CSU**

Prerequisite: Mathematics 20 or two years of high school algebra or equivalent with a grade of C or better.

The principles of elementary statistics which are studied include measures of central tendency, measures of dispersion, the normal distribution probability and the histogram. Applications are made of the central limit theorem to the testing of hypotheses.

*Acceptable for Mathematics 50A credit, UCLA. *MATHEMATICS 54 must be taken concurrently with MATHEMATICS 14.*

15 Ordinary Differential Equations (3) UC:CSU

Prerequisite: Mathematics 43 with a grade of C or better.

This study covers first order differential equations and linear differential equations. Special methods for solution of these equations are developed and applied. Laplace Transforms are developed and used for the solution of differential equations and systems of equations. Existence theorems are stated and proofs are outlined. Series solutions and operator methods are included.

Acceptable for Mathematics 32C credit, UCLA.

17 Mathematics for Liberal Arts Students (3) UC:CSU

Prerequisite: Mathematics 31 and 32 with a grade of C or better.

This course familiarizes liberal arts students with mathematics as a deductive science. The topics developed are: modular number systems, real numbers and basic axioms that govern them, group theory, algebra of logic and selected topics from number theory.

20 Intermediate Algebra (5) CSU

Prerequisites: Mathematics 31 and 32 with a grade of C or better. All others must take a placement examination.

Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.

23 Mathematical Analysis for Business and Social Sciences I (5) UC:CSU

Prerequisite: Mathematics 20 or equivalent with a grade of C or better. All others must take a placement examination.

This course covers finite mathematics consisting of sets, graphing, linear programming, vectors, matrices, linear systems, combinations, probability, statistics, game theory and Markov chains with emphasis on applications to business and social sciences.

Acceptable for Mathematics 2 credit, UCLA. Maximum of 5 units allowed at UC.

24 Mathematical Analysis for Business and Social Sciences II (4) UC:CSU

Prerequisite: Mathematics 23 or equivalent with a grade of C or better or consent of instructor and Math 32 or equivalent.

Lecture 5 hours.

This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences.

Acceptable for Mathematics 4A credit, UCLA.

30 Arithmetic for College Students (3)

This course is designed to give the student an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, the student must have a genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

31 Elementary Algebra (5)

Prerequisite: Math 30 with a grade of C or better. All others must take a placement examination.

This is a first course in algebra. It covers the fundamental operations on natural numbers and carries on a logical development through all the real numbers. The course includes the solution of linear and quadratic equations and their graphs.

32 Plane Geometry (5)

Prerequisite: Mathematics 31 with a grade of C or better or equivalent.

This is a basic course in the fundamentals of Euclidean plane geometry, stressing the development of logical proof in a mathematical system.

35 Principles of Mathematics I (3) UC:CSU

Prerequisite: Two semesters of high school algebra or Mathematics 31 or equivalent.

This course helps students understand topics in mathematics, including sets, number bases, number systems, logic and probability. It is recommended for prospective elementary school teachers.

Acceptable for Mathematics 38 credit, UCLA.

40 Introduction to Analysis (5) UC:CSU

Prerequisite: Mathematics 3 or equivalent with a grade of C or better. All others must take a placement examination.

This course in *pre-calculus mathematics* combines the traditional courses of college algebra and analytic geometry and covers such topics as inequalities, functions, matrices and determinants, the binomial theorem, properties of the straight line, conics, algebraic and transcendental functions and parametric equations in rectangular and polar systems.

41 Calculus I (5) UC:CSU

Prerequisite: Mathematics 40 with a grade of C or better. All others must take a placement examination.

A study is made of the differentiation and integration of algebraic functions; applica-

tions of the derivative to maximum-minimum problems; related rates, motion of a particle and curve sketching; applications of the integral to the area between two curves; volumes of solids of revolution and work; the Fundamental Theorem of Integral Calculus.

42 Calculus II (5) UC:CSU

Prerequisite: Mathematics 41 with a grade of C or better or consent of instructor.

The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of integration, curves in polar coordinates and two-dimensional vectors.

Acceptable for Mathematics 31B credit, UCLA.

43 Calculus III (5) UC:CSU

Prerequisite: Mathematics 42 with a grade of C or better or consent of instructor.

The third course of calculus deals with such topics as multivariable calculus, partial differentiation, three-dimensional vectors, infinite series and differential equations.

Acceptable for Mathematics 32AB credit, UCLA.

54 Elementary Statistics Problem Solving (1) UC:CSU

Prerequisite: Concurrent enrollment in Mathematics 14

This course is intended for those students enrolled in Math 14. It supplements the statistics course work through problem analysis, problem solving, and the use of hand-held calculators.

60 Numerical Methods (1) CSU

Prerequisite: Mathematics 31 or one year of high school algebra with a grade of C or better or equivalent.

Laboratory 2 hours.

Designed for engineering, mathematics and science majors, this course develops proficiency in the use of automatic desk calculators and electronic computers. The student masters the fundamental arithmetic operations on desk computers and applies these skills to a wide variety of problems, including evaluation of various formulas and the programming of problems involving extensive arithmetical operations.

61 Introduction to Computer Programming (2) UC:CSU

See Computer Science 27

62 Digital Computer Programming (3) UC:CSU

See Computer Science 37

63 Advanced Computer Programming (3) UC:CSU

(See Computer Science 39)

64 Numerical Analysis (3) CSU

Prerequisites: Mathematics 63 and Mathematics 42 with a grade of C or better.

Methods of approximating the numerical values of functions and the solutions of algebraic and differential equations are developed in this course.

88 Mathematics Workshop (1)

Recommended: For students concurrently enrolled in any mathematics course.

Laboratory 3 hours

This course is designed to increase comprehension of all levels of mathematics utilizing tutorial assistance, calculations, computers, programmed texts, and other review material. Metric mathematics review included.

Credit/No Credit only.

99 Geometry Review (1)

Prerequisites: Math 31, Math 32 or equivalent.

Lecture 1 hour.

This course is designed to review those geometry topics emphasized in trigonometry and calculus. Geometry review includes pythagorean theorem and similar triangles.

185 Directed Study - Mathematics

(1) UC:B UC:CSU

285 Directed Study - Mathematics

(2) UC:B UC:CSU

385 Directed Study - Mathematics

(3) UC:B UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Mathematics on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

METEOROLOGY**3 Weather and Climate (3)**

UC:CSU

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

Acceptable for Atmospheric Science 3 credit, UCLA.

NOTE: Same as Geography 3.

MICROBIOLOGY**1 Introductory Microbiology (5)**

UC:CSU

Prerequisite: Biology 5 or Biology 6 with a grade of C or better.

Biology 5 recommended. (If Biology 3 was taken prior to fall 1977, it may be used as the prerequisite if a grade of C or better was earned.) Chemistry 11, Chemistry 3 or Chemistry 1 with a grade of C or better is also required or consent of instructor.

Lecture 3 hours; laboratory 6 hours.

This introduction to the field of microbiology includes bacterial physiology, cytology, genetics, growth and reproduction. Relation to disease and chemical agents are stressed, together with techniques.

Acceptable for Bacteriology 10 credit, UCLA
Acceptable for credit at UC campuses: one course only from Microbiology 1 or 20.

20 General Microbiology (4)

UC:CSU

Prerequisite: Biology 5 or Biology 6 with a grade of C or better.

Biology 5 recommended. (If Biology 3 was taken prior to fall 1977, it may be used as the prerequisite; then high school or college chemistry is highly recommended); or consent of instructor.

Lecture 3 hours; laboratory 3 hours.

This introduction to the fundamental principles of microbiology includes some aspects of microorganisms, their metabolism and genetics, their relation to disease and immunity and their control and uses.

Acceptable for credit at UC campuses: one course only from Microbiology 1 or 20.

**MOTORCYCLE
REPAIR MECHANIC****115 Motorcycle Repair I (6)**

This course offers shop practice in engine disassembly and inspection, valve and seat reconditioning and installation, checking tolerances, fitting parts and engine, reassembling. The student is given instruction in the use of various engine rebuilding equipment.

135 Motorcycle Repair III (6)

The theory of electricity, parallel circuits, series circuits, Ohm's Law, magnetism and induction, coils, capacitors, distributors, motors, relays and switches, batteries, generators and magnetos is studied.

141 Motorcycle Theory IV (6) B

Instruction is given in initial service set-up and adjustments of a new unit. Also, warranty service, preventive maintenance and tune-up techniques are covered.

MUSIC**101 Fundamentals of Music (3)**

UC:CSU

Basic rudiments of musical notation, scales, keys, intervals, common musical terms and elementary keyboard are studied. This is a preparatory course for Music 201 and Music 211.

Acceptable for Music 1 credit, UCLA.

111 Music Appreciation I (3)

UC:CSU

A broad survey of musical masterpieces from the Baroque period to the present is included. The emphasis is on perceptive listening. This course is designed for the non-music major.

Acceptable for Music 2A credit, UCLA.

112 Music Appreciation II (3)

UC:CSU

NOTE: Music Appreciation I is not a prerequisite to Music Appreciation II.

A broad survey of musical masterpieces with an emphasis on Twentieth Century styles and

composers. The music is approached through perceptive listening. This course is designed for the non-music major.

Acceptable for Music 2B credit, UCLA.

**121 Music History and Literature I
(3) UC:CSU**

Prerequisite: Music 101 or Music 200, or consent of instructor.

Changes in style and the techniques of composition are traced from Gregorian chant through the development of polyphony in the Middle Ages, the secular and sacred music of the Renaissance and the vocal and instrumental music of the Baroque period.

**122 Music History and Literature
II (3) UC:CSU**

Prerequisite: Music 101 or equivalent.

Styles, techniques and forms of music from 1750 to the present are traced. Special emphasis is placed on the development of the orchestra and its forms. The artistic philosophy of each style period is examined.

Note: Music History and Literature I is not a prerequisite to Music History and Literature II.

141 Jazz Appreciation (3) UC:CSU

A study of jazz from its beginning as a distinct style of music to its most progressive phases is undertaken. The characteristics and developments which have caused jazz to become recognized as unique and musical art form are emphasized. This course is designed for the non-music major.

151 Music in Recreation (1) CSU

This is a course designed for the student without previous musical background who wishes to sing folk songs and accompany other singers. The different types of American folk songs are surveyed, and instruction is given in playing the guitar for purposes of accompaniment.

152 Current Musical Events (1)

CSU RPT 4

An opportunity to survey current musical performances is provided. The rich variety of musical styles and practices in the Los Angeles area is revealed. This course is recommended for both music majors and non-music majors.

181 Applied Music I (1) UC:CSU**182 Applied Music II (1) UC:CSU****183 Applied Music III (1) UC:CSU****184 Applied Music IV (1) UC:CSU**

Prerequisite: Open to music majors by audition.
This course is designed for both vocal and instrumental students and provides credit for independent study. Fifteen one-hour lessons and a minimum of five hours of weekly independent music practice is required for the semester. The development of vocal/instrumental technique is emphasized. Workshop and recital participation is required.

Acceptable for credit; 12 units maximum from Music 181, 182, 183, 184, 321, 322, 323, 324, 341, 411, 412, 413, 414, 501, 561, 701, 705, 721, 731, 741 and 775; UC Campuses.

200 Introduction to Music Theory (4) UC:CSU

This course prepares the music major for Music 201 and Music 211 through intensive study of the notational structure of music, development of elementary sight singing and ear-training skills and emphasis on keyboard harmony. (Students enrolling in Music 200 should not enroll in Music 101 as this will result in a duplication of subject material.)

201 Harmony I (3) UC:CSU

Required of all music majors.

Prerequisite: Concurrent enrollment in Music 211. Also some pianistic ability and/or concurrent enrollment in an elementary piano course.

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, harmonic progression, harmonic structure of the phrase, harmonization of a given part and nonharmonic tones. Harmonic skill is developed through written exercises, analysis of classic examples and keyboard exercises.

202 Harmony II (3) UC:CSU

Prerequisite: Music 201 and concurrent enrollment in Music 212.

This course extends principles initiated in Music 201, including the structure of seventh chords, secondary dominants, altered nonharmonic tones and modulation to closely related keys.

203 Harmony III (3) UC:CSU

Prerequisite: Music 202 and concurrent enrollment in Music 213.

This course extends principles developed in Music 202, including augmented sixth chords, the Neapolitan sixth, altered dominants, diminished seventh chords, chromatic third-relation harmony, modulation to foreign keys and extended chords such as ninths, elevenths and thirteenths.

211 Musicianship I (2) UC:CSU

Required of all music majors.

Prerequisite: Concurrent enrollment in Music 201. Correlated with Harmony I, this course consists of a study of sight reading, one-part melodic dictation, simple harmonic dictation, elementary theory, including scale structure, keys, intervals, musical terminology and notation, and the basic principles of musicianship.

Acceptable for Music 1 credit, UCLA.

212 Musicianship II (2) UC:CSU

Prerequisite: Music 211 and concurrent enrollment in Music 202.

This course consists of sight reading, ear-training and keyboard application of the subject matter covered in Music 202.

213 Musicianship III (2) UC:CSU

Prerequisite: Music 212 and concurrent enrollment in Music 203.

This course consists of sight reading, ear-training and keyboard application of the subject matter covered in Music 203.

251 Jazz Improvisation Workshop (2) UC:CSU RPT 4

Prerequisites: Proficiency on a musical instrument, Music 201 and 211, or equivalent.

This course is designed for the proficient instrumentalist who desires to develop improvisational skills in the jazz idiom. Topics covered include scales, harmonic progressions, rhythms, phrasing, interpretation and form as related to the Jazz style.

299 Music Honors (1) UC:CSU RPT 4

Prerequisite: Designed for the advanced Music major with consent of department chairperson.

This course provides the gifted student in music with an opportunity for concentrated independent study in selected areas under the direct supervision of an instructor.

321 Elementary Piano I (2) UC:CSU

Student must have access to a piano as daily practice is required.

This course presents an introduction to music reading, scale playing, and the use of the pedals. The artistic performance of appropriate repertoire is emphasized.
See acceptability Music 185.

322 Elementary Piano II (2) UC:CSU

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts started in Elementary Piano I.
See acceptability Music 185.

323 Elementary Piano III (2) UC:CSU

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts developed in Elementary Piano II.
See acceptability Music 185.

324 Elementary Piano IV (2) UC:CSU

Student must have access to a piano as daily practice is required.

This course is a continuation of skills and concepts developed in Elementary Piano III.
See acceptability Music 185.

341 Intermediate Piano (2) UC:CSU

Prerequisite: Open to all students by audition.

The performance of appropriate repertoire is developed with emphasis on memorization and artistic interpretation.
See acceptability Music 185.

411 Elementary Voice I (2) UC:CSU

This course is an introduction to the proper use of the voice including attention to posture, breath control, tone quality, power, diction, range, and stage presence. Repertoire includes simple art songs and arrangements of folk songs and spirituals.

*Acceptable for Music 65 credit, UCLA.
See acceptability Music 185.*

412 Elementary Voice II (2) UC:CSU

Prerequisite: Music 411 or equivalent.

An extension of principles introduced in Music 411 with a greater emphasis on interpretation.

*Acceptable for Music 65 credit, UCLA.
See acceptability Music 185.*

413 Elementary Voice III (2) UC:CSU

Prerequisite: Music 411 and 412 or equivalent.

All aspects of solo singing are stressed, especially English, Italian, French and German diction. Repertoire includes art songs in the original language and less vocally demanding arias from opera and oratorio.

*Acceptable for Music 65 credit, UCLA.
See acceptability Music 185.*

414 Elementary Voice IV (2) UC:CSU

Prerequisite: Music 411, 412 and 413, or equivalent private study or consent of instructor.

This course is a continuation of principles and concepts presented in Music 413. The development of the student's ability to analyze and interpret the song repertoire is stressed.

*Acceptable for Music 65 credit, UCLA.
See acceptability Music 185.*

501 College Choir (1) UC:CSU RPT 4

Open to all students by audition.

This course consists of study and performance of selected choral literature for mixed voices, both accompanied and a cappella. The emphasis is placed on the development of reading skills, basic voice techniques and interpreting the score.

*Acceptable for Music 70B credit, UCLA.
See acceptability Music 185.*

561 Chamber Chorale (1) UC:CSU RPT 4

Open to all students by audition.

Rehearsal and performance of choral music for small ensembles. The music is chosen from all stylistic periods. Emphasis is placed upon reading skills, interpreting the score and the development of a professional attitude toward public performance.

Acceptable for Music 70C credit, UCLA see acceptability Music 185.

640 Beginning Guitar (2) UC:CSU

Lecture 3 hours.

This course covers basic guitar skills and techniques. Emphasis is placed on music reading. Beginning Guitar is an introduction to classical, commercial or folk guitar playing.

660 Folk Guitar (2) UC:CSU

Prerequisite: Music 641 or equivalent.

Lecture 3 hours.

This course is designed for students with limited musical background who wish to sing and accompany folk songs. The different types of folk songs are surveyed and instruction is given in playing the guitar for purposes of accompaniment.

**701 Instrumental Ensemble (1)
UC:CSU RPT 4**

Open to all musicians who play orchestral instruments.

This course provides an opportunity for instrumentalists to develop their technique and to increase their playing experience through the rehearsal and performance of music written for various instrumental ensembles. See acceptability Music 185.

**705 Chamber Music (1) UC:CSU
RPT 4**

Open to all musicians who play orchestral instruments by audition.

This course provides the qualified instrumentalist with the opportunity to rehearse and perform the standard literature for such typical ensembles as the piano trio, string quartet, woodwind quintet and brass quintet. See acceptability Music 185.

**725 Community Orchestra (1)
UC:CSU RPT 4**

Open to all students who play orchestral instruments by audition.

Standard orchestral literature is rehearsed and performed. Acceptable for Music 70H credit, UCLA. See acceptability Music 185.

**731 Rehearsal Band (1) UC:CSU
RPT 4**

Open to all students who play orchestral instruments without audition.

This course provides the opportunity for inexperienced instrumentalists to have a large ensemble experience through sight-reading and rehearsing standard band literature. See acceptability Music 185.

741 Band (2) UC:CSU RPT 4

Open to all musicians who play orchestral instruments by audition.

Standard band literature is rehearsed and performed. Acceptable for Music 70J credit, UCLA. See acceptability Music 185.

**775 Jazz Ensemble (1) UC:CSU
RPT 4**

Open to all instrumentalists by audition.

This course provides the instrumentalist with the opportunity to rehearse and perform music of the past in the "big band" tradition as well as contemporary compositions written for this ensemble. See acceptability Music 185.

NURSING

The following courses are offered on a modular basis, usually two to five weeks duration.

FIRST LEVEL**811 (Formerly Nursing 9A)
Orientation to Basic Patient Needs
(1) CSU**

Prerequisite: Approval to enter Nursing Program on advisement of nursing director.

Lecture 2 hours; laboratory 2 hours. Students examine nursing philosophy and

trends. Legal, moral and cultural aspects are covered. Expectations of students and faculty are examined and common goals are identified. Anxiety as it manifests itself in students and patients is discussed.

**812 (Formerly Nursing 9B)
Meeting Basic Patient Needs (2)
CSU**

Prerequisite: Approval to enter Nursing Program on advisement of nursing director.

Lecture 1 hour; laboratory 3 hours. Students learn basic skills and theoretical principles that allow them to identify patient needs, formulate a nursing diagnosis, develop a plan of care, implement the plan and evaluate the results.

**813 (Formerly Nursing 9C)
Psycho-Social Needs of Patients
(2) CSU**

Prerequisite: Approval to enter the Nursing Program on advisement of the nursing director.

Lecture 1 hour; laboratory 3 hours. Using the nursing process students provide care for patients experiencing dysfunction of their sexual and reproductive organs. Students care for pre and post operative GYN and GU patients.

**814 (Formerly Nursing 9D)
Meeting Needs of Patients with
Altered Sensorium (2) CSU**

Prerequisite: Approval to enter Nursing Program on advisement of the nursing director.

Lecture 1 hour; laboratory 3 hours. Using the nursing process, students care for patients with altered sensorium. Included are individuals with eye or ear dysfunction and/or neurological impairment. Emphasis is on psychological and physiological comfort and safety.

**815 (Formerly Nursing 9E)
Physical and Psychological Safety
(2) CSU**

Prerequisite: Approval to enter Nursing Program on advisement of nursing director.

Lecture 1 hour; laboratory 3 hours. This module has a dual focus. Psychological safety covering communication skills and physical safety covering procedures such as irrigations, instillations, medication administration and medical and surgical asepsis are the two areas focused upon.

**816 (Formerly Nursing 9F) Pain
Management (0.5) CSU**

Prerequisite: Completion of all the preceding Level One modules.

Lecture 1 hour. Students explore the concept of pain as a human experience, observing physiological and psychological manifestations. Theories of pain etiology, nursing diagnosis and pain management are included.

**817 Calculation & Administration
of Drugs and Solutions (3) CSU**

Prerequisite: Pre-Nursing Student/LVN, RN

Lecture 3 hours. Measurement of drugs and computation of solutions as they relate to nursing.

SECOND LEVEL**821 (Formerly Nursing 10A)
Nature of Disease (1) CSU**

Prerequisite: A grade of C or better and satisfactory clinical performance in Nursing Level One modules.

Lecture 2 hours; laboratory 1 hour. Students study the overall concept of health and disease including the significance of disease for the individual, changing concepts, disease causation and human responses with emphasis on endocrine responses. The holistic approach and therapeutic roles of the nurse are covered.

**822 (Formerly Nursing 10B)
Disturbances in Nutrition and
Elimination (2) CSU**

Prerequisite: Completion of all Nursing Level One modules with a grade of C or better.

Lecture 1 hour; laboratory 3 hours. Students use the nursing process to meet the needs of patients experiencing disturbances of the digestive system including upper and lower gastro-intestinal tract, liver, biliary tract and pancreas.

**823 (Formerly Nursing 10C)
Disturbances in Gaseous
Exchanges (2) CSU**

Prerequisite: Completion of all Nursing Level One modules with a grade of C or better.

Lecture 1 hour; laboratory 3 hours. Utilizing the nursing process students provide care for individuals experiencing disturbance in their homeostatic mechanism. Emphasis is on nursing problems resulting from the patients response to pathophysiology of gaseous exchange, cardio-peripheral-vascular anomalies and chronic obstructive lung disease.

**824 (Formerly Nursing 10D) Care
of the Patient with Neoplastic
Disorders (2) CSU**

Prerequisite: Completion of all Nursing Level One modules with a grade of C or better.

Lecture 1 hour; laboratory 3 hours. Using the nursing process, students meet the needs of patients experiencing disturbances of homeostasis resulting from malignant and benign tumors and neoplasms of the blood and blood-forming organs. Students care for select patients who have, are or will be experiencing chemotherapy, radiation therapy, radical surgery and other new or experimental modalities of treatment.

**825 (Formerly Nursing 10E)
Understanding Illness (2) CSU**

Prerequisite: Concurrent enrollment in Nursing 822, 823, 824.

Lecture 1 hour; laboratory 3 hours. In this module, students study predictable and non-predictable responses of individuals within a variety of cultures and how they respond to illness. Concepts of altered body image and the grieving process are explored and integrated into the clinical area. Special focus is on the psychological and physiological responses to diabetes mellitus.

**826 (Formerly Nursing 10F)
Sensory Deprivation and
Overload (0.5) CSU**

Prerequisite: Completion of all preceding modules.
Lecture 1 hour.
In this module, students study predictable responses of individuals to sensory overload and sensory deprivation, in a variety of cultures. A study of sleep deprivation is included.

THIRD LEVEL

**831 (Formerly Nursing 11A)
Orientation to Level 3 (1) CSU**

Prerequisite: Completion of all Nursing Level One and Two modules or acceptance of L.V.N. to R.N. Career Ladder program.
Lecture 2 hours.
This module explores the transition to the role of professional nurse. Students are introduced to nursing process; e.g., assessment diagnosis, planning and implementation of patient care in maternal, child, health and psychiatric settings. An overview of pharmacology and the law in the areas of nursing practice is introduced.

**832 (Formerly Nursing 11B)
Nursing During the Maternity
Cycle (2) CSU**

Prerequisite: A grade of C or better in all Nursing Level One and Two modules or acceptance to the L.V.N. to R.N. Career Ladder program.
Lecture 1 hour; laboratory 3 hours.
Utilizing the nursing process, students provide care for families during all phases of the maternity cycle.

**833 (Formerly Nursing 11C)
Psychiatric Nursing (2) CSU**

Prerequisite: A grade of C or better in all Nursing Level One and Two modules or acceptance to L.V.N. to R.N. Career Ladder program.
Lecture 1 hour; laboratory 3 hours.
Students study the expanded role of the nurse in a psychiatric setting. Concepts of mental health and etiology of disordered behavior are included.

**834 (Formerly Nursing 11D)
Patients with Severe Homeostatic
Disturbances (2) CSU**

Prerequisite: A grade of C or better in all Nursing Level One and Two modules or acceptance to the L.V.N. to R.N. Career Ladder program.
Lecture 1 hour; laboratory 3 hours.
In this module, students assess needs and provide care for adult patients experiencing moderate to severe disturbances in homeostatic mechanism due to disease process, trauma and/or surgery.

**835 (Formerly Nursing 11E)
Community Health Concepts (2)
CSU**

Prerequisite: Concurrent enrollment in Nursing 832, 833, 834.
Lecture 1 hour; laboratory 3 hours.
Students become familiar with the principles of learning public health concepts and

epidemiology and apply this knowledge. The role of the nurse as case finder and teacher of health is emphasized.

**836 (Formerly Nursing 11F)
Management of the Burn Patient
(0.5) CSU**

Prerequisite: All Nursing Level One and Two modules or acceptance to the L.V.N. to R.N. Career Ladder program.
Lecture 1 hour.
In this module, students study the major problems of the skin and its appendages including major and minor skin problems, trauma and burns. Students visit a burn center and discuss in small assembly session the physical and emotional needs of an individual who is experiencing major burn trauma.

FOURTH LEVEL

**841 (Formerly Nursing 12A)
History and Current Trends (1)
CSU**

Prerequisite: Completion of all preceding modules.
Lecture .5 hours; laboratory 1 hour.
Students examine their philosophy of nursing in relation to today's world. Current political issues affecting nursing are identified and discussed. Health care delivery systems and how they are meeting society's needs, along with nursing history, are covered.

**842 (Formerly Nursing 12B)
Critical Care Nursing (2) CSU**

Prerequisite: Completion of all preceding modules.
Lecture 1 hour; laboratory 3 hours.
Utilizing the nursing process, students care for individuals who are experiencing critical disturbances in their homeostatic mechanism. The module covers the most commonly experienced disorders found in patients in the critical care units.

**843 (Formerly Nursing 12C)
Nursing Care of Children (2) CSU**

Prerequisite: Completion of all preceding modules.
Lecture 1 hour; laboratory 3 hours.
Students utilizing the nursing process, provide care for children who are experiencing moderate to severe disturbances in their homeostatic mechanism. Included are developmental tasks of children and child rearing families.

**844 (Formerly Nursing 12D)
Patient Care Management (2.5) B**

Prerequisite: Completion of all preceding modules.
Lecture 5 hours.
Using the nursing process, students manage the care of groups of patients. Emphasis is on the horizontal and vertical communications and team leadership.

**845 (Formerly Nursing 12E) Stress
Management for Nurses (1.5) CSU**

Prerequisite: Concurrent enrollment in Nursing 842, 843, 844.
Lecture 2 hours.
In this module, students are assisted in making appropriate plans for their professional future. Employment and educational opportunities, along with work problems such as

reality shock and "burn out," are discussed. Principles of stress management are covered and practiced.

**846 (Formerly Nursing 12F) Exit
Seminar (0.5) CSU**

Prerequisite: Completion of all preceding modules.
Lecture 6 hours; laboratory 9 hours (for one or two weeks).
In this final module, students summarize their nursing education experience and critically analyze personal and program strengths and weaknesses. The nurse as an agent for change is discussed.

**862 Physical Assessment Skills (3)
CSU**

Prerequisite: RN/LVN or senior RN student.
Lecture 2 hours, laboratory 4 hours.
This course focuses on the process of Health Assessment using the tools of history taking, physical examination and diagnostic tests in the data collection process. The major emphasis will be on the normal individual and the normal variations across the age line. Some attention will be given to common abnormalities. The course will include lecture, demonstration and supervised practice of the assessment methodology.

**185 Directed Study - Nursing (1)
UC:CSU**

**285 Directed Study - Nursing (2)
UC:CSU**

**385 Directed Study - Nursing (3)
UC:CSU**

Conference 1 hour per unit.
Allows students to pursue Directed Study in Nursing on a contract basis under the direction of a supervising instructor.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

OCEANOGRAPHY

**1 Introduction to Oceanography
(3) UC:CSU**

The student is introduced to the general field of oceanography, including a study of the features of the sea floor, the chemical and physical properties of sea water, currents, tides, waves and their effects on marine organisms. Special reference is made to the Southern California environment and the problem of man and the sea.

**2 Introduction to Marine Biology
(3) UC:CSU**

Recommended: Biology 3 or any other biology course.

An opportunity to investigate the intertidal and immediate offshore sea coast habitats is provided. The lectures, laboratory and field trips are directed to give the student a practical working knowledge of seacoast plants and animals, their ecology and morphology. Also included are conservation topics that relate to human influence on the marine wildlife resource.

12 Lectures in Marine Biology (3) UC:CSU

Not open to students with credit in Oceanography 2.

Intertidal and immediate offshore seacoast habitats are investigated. The study of seacoast plants and animals, their ecology and morphology and the influence of humans on marine wildlife resources is emphasized.

185 Directed Study - Oceanography (1) UC:CSU

285 Directed Study - Oceanography (2) UC:CSU

385 Directed Study - Oceanography (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Oceanography on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

OFFICE ADMINISTRATION

1 Typewriting I (3) CSU

Students with one year of high school typewriting or ability to type 35 w.p.m. should enroll in Office Administration 2. (Students who have completed a beginning typewriting course with a grade of "D" should enroll in Office Administration 9)

Five hours weekly.

This course develops mastery of the keyboard and the basic operations of electric typewriters. Emphasis is placed on fundamentals of letter writing, manuscript typing, rules for centering and tabulation and rough draft typing. The student should achieve a minimum 5-minute typing speed of 30 w.p.m.

2 Typewriter II (3) CSU

Prerequisites: Office Administration 1, one year of high school typewriting or ability to type 35 w.p.m.

Five hours weekly.

Skills developed include: correct techniques in the operation of electric typewriters; speed and accuracy in typing letters, business forms, tabulation problems and manuscripts with footnotes. The student should achieve a minimum 5-minute typing speed of 45 w.p.m.

3 Typewriting III (3) CSU

Prerequisite: Office Administration 2 or the ability to type 45 w.p.m.

Five hours weekly.

Skills developed include: correct techniques; speed and accuracy in typing business letters and memorandums, multiple carbons, special business forms, rough drafts, statistical and business reports. The student should achieve a minimum 5-minute typing speed of 55 w.p.m. with a maximum of 5 errors.

5 Expert Typewriting (3) CSU

Prerequisite: Office Administration 3 or ability to type 55 w.p.m.

Five hours weekly.

Speed and accuracy are further developed

through continued emphasis on correct typing techniques. Intensive training is given and practical application of skills is stressed in preparing technical and business reports, financial statements, etc., with special emphasis on timed production. The student should achieve a minimum 5-minute typing speed of 65 w.p.m. with a maximum of 5 errors.

6 Accounting Machine Practice (1)

(Same as ACCTG 37)

7 Machine Transcription (3)

Prerequisite: Office Administration 2 (with a grade of C or better) or ability to type 45 w.p.m.; Business 31.

Three hours weekly.

Skills developed: Proficiency in operating transcribing machines; production typing of mailable letters and memorandums from machine dictation; review of business letter styles, word division, spelling, punctuation, and capitalization.

9 Typing Improvement (1) RPT 2

Prerequisite: Completion of beginning typing course with a grade of D or better.

Three hours weekly.

This course improves typing procedures, speed and accuracy through timed writings, corrective drills and production problems. Students may enroll for two semesters, but the semesters may not be taken consecutively. This course may be taken in addition to Office Administration 2 or Office Administration 3 if the student needs additional speed and/or accuracy building.

10 Shorthand I (5) CSU

Prerequisite: Office Administration 1 and Business 31, which may be taken concurrently. Students who have studied shorthand previously and can take dictation at 50 w.p.m. should enroll in Office Administration 11.

Skills developed: In this beginning course in Gregg Shorthand (Series 90), students learn shorthand theory and learn to take dictation at speeds of 50 to 70 w.p.m. Transcription is also introduced.

11 Shorthand II (5) CSU

Prerequisite: Office Administration 1 and 10, and Business 31, with grades of C or better, and ability to take dictation at 50 w.p.m. for 3 minutes. Concurrent enrollment in Office Administration 18 is suggested

Students who have studied shorthand previously are requested to enroll in this course where they are tested and reclassified if necessary. Gregg Shorthand (Series 90) is reviewed; students who have learned other shorthand systems may also enroll. Dictation speeds of 70 to 90 w.p.m. are attained. Shorthand is transcribed into mailable copy, and skill in transcribing is developed.

12 Shorthand III (5) CSU

Prerequisite: Office Administration 2, 11, and 18, with grades of C or better. Students who have studied shorthand elsewhere should enroll in Office Administration 11 where they will be tested and reclassified to Office Administration 12, if qualified.

Skills developed: Review of shorthand theory; building of business and professional

vocabularies; attaining of dictations speeds of 90 to 120 w.p.m.; transcribing rapidly and producing mailable transcripts.

15 Script Shorthand (3) CSU

Prerequisite: Office Administration 1 or ability to type 40 w.p.m.

Lecture 3 hours.

This course enables the student to write ABC Stenographic Shorthand, a method which uses letters of the alphabet instead of symbols. A student can develop a speed of 80-90 words a minute in one semester, which is adequate for many office jobs and is helpful for personal use.

16 Shorthand Review I (3)

Prerequisites: Office Administration 10 (or equivalent) and ability to type at least 40 w.p.m.

Gregg Shorthand Theory is reviewed. Skill is developed in writing brief forms and phrases. Dictation and transcription speeds are increased. Emphasis is placed upon mailable transcripts of letters, memoranda and enrichment of business and professional vocabularies.

18 Beginning Transcription (3) CSU

Prerequisites: Ability to type 35 w.p.m. and take shorthand at 50 w.p.m. for 3 minutes; concurrent enrollment in Office Administration 11 or 12.

This course develops the ability to transcribe from shorthand notes with speed and accuracy. The skills of shorthand, typing, punctuation, grammar, spelling and proofreading are emphasized and combined to enable students to produce mailable, well-arranged letters and reports.

20 Medical Assistant Office Procedures (5)

Prerequisite: Office Administration 1 or ability to type 40 w.p.m.

Comprehensive training is given in all types of medical office procedures. Speed and accuracy are developed in the typing of medical copy such as case histories, reports, correspondence and insurance forms. Medical terminology and abbreviations are taught. Telephone techniques, medical record keeping, filing and other office skills are reviewed. Grooming, professional ethics and personal relationships are stressed. No shorthand is required.

23 Legal Secretarial Procedures I (5)

This course introduces students to the legal terminology of the law office. Shorthand outlines for such terminology are presented. Both speed and accuracy in taking and transcribing legal dictation are developed. Students are introduced to the forms used in the law offices and in the courts and to the procedures used in performing the duties of a legal secretary.

24 Legal Secretarial Procedures II (5)

Prerequisite: Office Administration 23.

This course further strengthens students' knowledge of legal terminology and the shorthand outlines for such terminology. Speed and accuracy are developed in taking

and transcribing dictated legal materials. Students develop the ability to quickly and accurately prepare legal papers which are used in the law office and which must be prepared for the courts. Emphasis is given to responsibility in the performance of duties by the legal secretary.

30 Office Administration (3) CSU

Prerequisite: Office Administration 2 (or concurrent enrollment) or ability to type 40 w.p.m.

This course introduces students to basic office routines. Areas included are telephone techniques, filing, duplicating machines, appointment procedures, and common office practices and human relations. Personal qualities and character traits which lead to success and advancement in office jobs are discussed.

31 Business English (3)

Recommended: Concurrent enrollment in Office Administration 34

(Same as Business 31.)

Lecture 3 hours.

This course is required for Office Administration majors. Office Administration 31 and 32 satisfy the six communications units required for graduation.

32 Business Communications (3) CSU

Prerequisite: Office Administration 31 or equivalent. Ability to type.

(Same as Business 32)

Lecture 3 hours.

This course is required for Office Administration major's. Office Administration 31 and 32 satisfy the six communications units required for graduation.

33 Records Management (2)

Two hours weekly.

Management of the creation, maintenance, and disposition of records. Includes conventional and nonconventional classification systems; manual and automated equipment; organization and management of records centers; retention schedules; production standard. Operation of the IBM System 6 (OS 6) is studied and analyzed.

34 Business Vocabulary and Spelling (2)

Two hours weekly.

This course is designed to build vocabulary and to improve spelling skills. Emphasis is placed on phonics, spelling rules, confusing words, commonly misspelled words and the formation of plurals. The course allows application of skills through written expression.

35 Introduction to Word Processing (3) CSU

Three hours weekly.

Basic word processing concepts are taught through a combination of lecture and "hands-on" experiences. Students are taught the significance of word processing in the office arena, the history of word processing, generations of word processing equipment, career opportunities created by word processing, comparison of the traditional and automated office environment and the office of the future. Words processing "buzz words" are taught. Standard and unique features found

on word processing equipment are studied. Films, tours, and guest speakers enrich the course.

37 Secretarial Accounting (3)

Three hours weekly.

This course covers the principles and concepts of accounting relevant to office personnel. Basic accounting principles, record keeping and preparation of financial statements are included. Use of electronic calculators and typewriting skills are interrelated in calculating and typing business statements and forms.

39 Automated Typewriting (2)

RPT 3

Laboratory 5 hours

Students are trained to operate basic word processing equipment to qualify for entry-level positions in the field of word processing. Insight into the operation of word processing equipment is given to enable students to transfer skills learned to a variety of word processing systems. Students are taught keyboarding, proofreading, correction and revision techniques, switch and merge, and boilerplate documents. Students are introduced to scanning techniques and pagination.

44 Medical Terminology (3)

Three hours weekly.

This course develops a comprehensive medical vocabulary applicable to all specialties of medicine through the learning of Greek and Latin prefixes, suffixes, word roots, etc., and provides a basic understanding of anatomy and physiology. Training in the spelling, pronunciation and definition of medical terms is provided, as well as in the use of a medical dictionary.

45 Medical Secretarial Practice (2)

Prerequisite: Office Administration 20 or 21.

Five hours weekly.

Practical, on-the-job, experience working in hospitals, doctors' offices or clinics is provided. Varied duties of the medical secretary and medical office assistant, such as making medical appointments, keeping records and filing, are covered.

46 Machine Transcription for Medical Secretaries (2)

Prerequisites: Office Administration 1 or equivalent, Bus Eng or equivalent, OA 44 or equivalent medical terminology background.

Two hours weekly.

This course develops skill in correct transcription procedures, in operating a variety of transcribing machines and in transcribing medical materials. Production typing on recorded material stressing terminology from medical reports, diagnoses, case histories and correspondence based on various areas of specialization is included. Grammar, punctuation and correct spelling of medical terms are reviewed.

47 Applied Office Practice (2)

RPT 4

Prerequisites: Office Administration 2, second semester standing or approval of division chairperson.

Five hours weekly.

Students gain practical experience working in

an office on campus and with others in a business setting. The ability to apply secretarial skills according to the requirements of the office to which the student is assigned is stressed.

49 Machine Transcription for Legal Secretaries (2)

Prerequisite: Office Administration 1 or equivalent, Business English or equivalent, Office Administration 23 or equivalent, legal terminology background.

Students learn correct transcription procedures and develop proficiency in transcribing machines, and transcribing legal correspondence, legal documents and court documents from recorded material. Other areas covered are grammar, punctuation and spelling.

58 Word Processing II (5)

Prerequisite: Office Administration or equivalent.

Five hours weekly.

Simulated work experiences, as found in a word processing center, are given. Students rotate in the roles of supervisor, lead secretary, proofreader, text-editor, and operator. Provides students with an opportunity to practice in a mini-simulation the kinds of activities performed in a "live" environment. This course is planned to bridge the gap between the classroom and the job. Students are trained to produce quality documents.

59 Supervision of a Word Processing Center (3)

Prerequisite: Completion of Office Administration 35 or equivalent and permission of the instructor.

Three hours weekly

Students learn how to plan, organize, and administer the operation of a word processing center. Production, quality control, and turnaround time are analyzed and evaluated. Consideration is given to the human factor in WP, conducting a WP study, analyzing and implementing a WP system, WP equipment features, operating procedures, administrative support services, human relations and staffing, techniques of selecting, training, and evaluating WP personnel, work standards and control, evaluating WP output and determining costs, office layout and environment for WP, how WP ties in to larger systems, WP future trends.

79 Word Processing Applications

Prerequisite: Office Administration 39 or equivalent.

Three hours weekly.

This course provides opportunities for reinforcement of basic word processing skills and enables students to generate legal, medical, and statistical documents employing advanced techniques. The principles of telecommunications, electronic mail, and software are discussed. Proofreading skills are reinforced.

81 Field Work in Word Processing (1)

Prerequisite: Ability to operate the Mag Card II or equivalent and permission of the instructor.

This course provides an opportunity for crosstraining in the operation of a variety of word processing equipment found in word processing environments. Hands-on experience is given on the IBM Mag II, OS 6, and



document printer 6640; Lanier "No Problem" Typewriter; Vydec 1400; Xerox 850; Wang System 20; and Jacquard Computerized Word Processor.

Cooperative Work Experience Education

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

185 Directed Study - Office Administration (1) UC:CSU

285 Directed Study - Office Administration (2) UC:CSU

385 Directed Study - Office Administration (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Office Administration on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units in Directed Study may be taken for credit.

ORNAMENTAL HORTICULTURE

8 Botany for Horticulture (4) CSU

Lecture 3 hours; laboratory 3 hours. Consideration is given to the fundamentals of botany, including a study of the main external parts and functions of flowering plants, the basic plant cell, composition and functions. Plant reproduction, both sexual and asexual, including the basics of plant breeding and selection of new varieties for landscape horticulture are discussed. Recognition, proper utilization and maintenance of ornamental plants are emphasized.

24 Principles of Garden Maintenance (3) CSU

Lecture 3 hours.

This course is concerned with maintenance

work commonly done in home and estate gardens as well as parks and other public areas. It gives attention to lawn care, techniques of watering, fertilization and weed control.

PERSONAL DEVELOPMENT

1 Introduction to College (1)

This course provides students with information concerning college and how to survive as a student. They are assisted in evaluating their ability, aptitude and interests; in planning their educational and vocational goals and in adjusting effectively to college life. Students are introduced to various support services provided by the college.

4 Career Planning (1) CSU

This is a specialized workshop designed to upgrade personal abilities in job seeking skills, resume preparation, and interviewing techniques. Participants will have an opportunity for personal interviewing practice through videotaped sessions. Emphasis will be on the identification of marketable skills essential for successful employment.

6 College and Career Planning for the Handicapped (1) CSU

This course is designed primarily to assist handicapped students with educational and career planning. Included is a discussion of disability and implications for personal planning and the exploration of resources available to handicapped individuals.

7 Seminar for Women (1) CSU

This course explores common concerns, interests and needs of women in the areas of employment, education and changing demands of home, career and society.

15 Personal Development Seminar (3)

This course is a group study of a selected counseling related topic or topics. The title and units are specified in the schedule of classes.

PHILOSOPHY

There are no prerequisites to any philosophy course although eligibility for English 1 is recommended for some courses.

1 Introduction to Philosophy I (3) UC:CSU

Recommended: Eligibility for English 1.

A critical analysis of traditional problems of knowledge, metaphysics, philosophy of science and philosophy of religion is made.

2 Introduction to Philosophy II (3) UC:CSU

Recommended: Eligibility for English 1.

A critical analysis of problems in ethics, political philosophy and aesthetics is made.

3 History of Greek Thought (3) UC:CSU

Recommended: Eligibility for English 1.

A critical presentation of western thought from the Greek Classical philosophers to the medieval philosophers is made.

Acceptable for Philosophy 1 credit, UCLA.

4 History of Modern Thought (3) UC:CSU

Recommended: Eligibility for English 1.

A critical presentation of western thought from the Renaissance to the present is made.

6 Logic In Practice (3) UC:CSU

Application of the logical principles of sound thinking to morals, politics and everyday life is made with emphasis upon the analysis of language as an aid to sound thinking.

7 Inductive Logic (3) UC:CSU

The nature of scientific methods, hypotheses, probability and statistical methods are covered with applications of logical principles to science and practical life.

8 Deductive Logic (3) UC:CSU

Elements of formal and modern symbolic logic are introduced with consideration of the application of logical principles in the improvement of thinking.

9 Symbolic Logic I (3) UC:CSU

This course provides an introduction to formal logic, including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

20 Ethics (3) UC:CSU

Recommended: Eligibility for English 1.

An introduction to the study of human values, the grounds of reasonable choice and the standards of right and wrong is provided.

21 General Aesthetics (3) UC:CSU

Recommended: Eligibility for English 1.

Traditional aesthetics theories are considered in relation to the Arts. This course is recommended for English, music and art majors.

22 Philosophies of the Orient (3) UC:CSU

Recommended: Eligibility for English 1.

The basic concepts of the philosophical systems originating in the civilizations of China, Japan and India are presented.

23 The World's Great Religions (3) UC:CSU

An historical and philosophical study of major faiths and their ethical and theological principles is conducted.

185 Directed Study - Philosophy (1) UC:CSU

285 Directed Study - Philosophy (2) UC:CSU

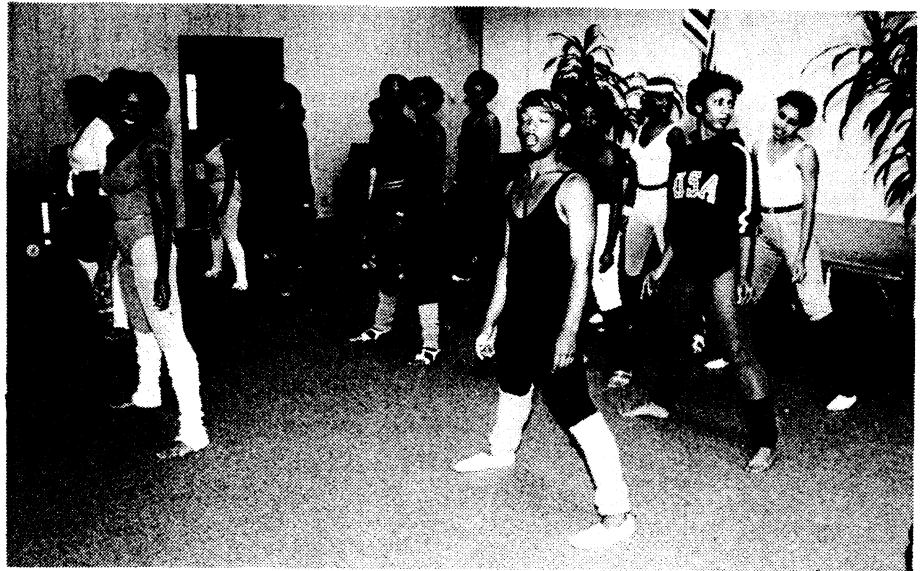
385 Directed Study - Philosophy (3) UC:CSU

Prerequisites: Completion of two courses in the subject field with a minimum grade point average of 3.5 for those courses and recommendation of instructor with whom student will work.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Philosophy on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units in Directed Study may be taken for credit.



PHOTOGRAPHY

9 (formerly Journalism 21) Introduction to Cameras and Composition (3) UC:CSU

Prerequisite: Must have use of a 35mm camera.

This course emphasizes composition of news and feature pictures for use in mass communications media. Use of the photograph as an art form in telling the story, familiarity with the cameras used for news photography and procedures and techniques in darkroom processing are covered.

10 Beginning Photography (3) UC:CSU

Lecture 3 hours; laboratory 2 hours.

This is an introductory course designed for students without prior photographic training who do not wish to major in photography. Basic camera and laboratory photo techniques are studied to enable the student to communicate visual images as creative photographic statements.

21 News Photography (4) CSU

Prerequisite: Photography 10.

Lecture 2 hours; laboratory 6 hours.

Gives practical experience in the taking and processing of news and feature pictures, emphasizing the use of cameras normally employed in photo-journalism. Affords students the opportunity to take, develop and print pictures for the college newspaper and magazine.

PHYSICAL EDUCATION

Water Activities (1) UC:CSU RPT4

Activity 2 hours.

Materials fee for some classes. Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

102 Swimming - Beginning

Individual and Dual Activities (1) UC:CSU RPT 4

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

200 Archery - Skills
212 Tennis - Skills
222 Racquetball - Skills
229 Body Dynamics
230 Weight Training - Skills
253 Wrestling - Skills
259 Golf - Skills
262 Track and Field - Skills
265 Jogging - Skills
268 Bicycling - Skills
271 Ice Skating - Skills
289 Bowling - Skills

Team Sports (1) UC:CSU RPT 4

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

301 Baseball - Skills
304 Basketball - Skills
310 Flag-Touch Football - Skills
322 Volleyball - Beginning
325 Ice Hockey - Skills

Dance Activities (1) UC:CSU RPT 4

Activity 2 hours.

Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

431 Modern Dance - Skills
434 Ballet Techniques - Skills
437 Modern Jazz Dance Skills
440 Social Dancing - Skills
443 Square Dancing - Skills
446 Tap Dancing - Skills

Intercollegiate Sports (2) UC:CSU RPT 2

Activity 10 hours in the sports season.

503 Baseball
504 Basketball
506 Cross Country
508 Football
515 Track and Field
516 Volleyball

Professional Sports Skills (1) UC:CSU

These classes meet the required credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.

Activity 3 hours for 10 weeks.

Theory and practice in the beginning, intermediate and advanced levels as they relate to the following activities:

603 Baseball
605 Basketball
609 Football
652 Social Dance

Acceptable for credit: CSUN, P.E. 242, 243, 244, 245, 246, 247, 248.

Physical Education Major's Classes UC:CSU

These classes may or may not meet the required credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.

702 Water Safety Instruction (3)

This class meets the required credit for Physical Education activity.

A qualifying swimming test is required.

Lecture 2 hours; plus 2 hours related swimming.

This class grants the Red Cross Water Safety Instruction Certificate to students who successfully complete the requirements.

710 Officiating Competitive Sports I (2)

This class does not meet the required credit for Physical Education activity.

Lecture 1 hour; laboratory 2 hours.

This course provides the theory, practice and techniques of officiating softball, baseball, track and field and other athletic activities normally conducted during the spring semester.

Acceptable for credit: CSUN, P.E. 710 or P.E. 711 accepted as P.E. 288(W) or P.E. 289.

711 Officiating Competitive Sports II (2)

This class does not meet the required credit for Physical Education activity.

Lecture 1 hour; laboratory 2 hours.

This course provides the theory, practice and techniques of officiating volleyball, football, basketball, and other athletic activities normally conducted during the fall semester.

Acceptable for credit: CSUN, P.E. 710 or P.E. 711 accepted as P.E. 288(W) or P.E. 289.

712 Introduction to Physical Education (3)

This class does not meet the required credit for Physical Education activity.

Lecture 3 hours.

This introductory course is designed to offer the major examples of the requirements of a physical education teacher.

Acceptable for credit: CSUN, P.E. 241.

716 Games and Rhythms for the Elementary School I (3)

This class does not meet the required credit for Physical Education activity. Recommended for Elementary Education majors.

Lecture 2 hours; laboratory 2 hours.

This course covers the physical, social and psychological characteristics of the elementary school child. Practice is provided in teaching games and rhythms suitable for playground, elementary schools and camps.

Dance Major's Classes UC:CSU

These classes may or may not meet the required credit for Physical Education activity. Required for the Dance major.

801 Modern Dance I (3)

Lecture 1 hour; laboratory 5 hours.

Analysis of movement in terms of how and where it is produced anatomically is stressed.

802 Modern Dance II (3)

Prerequisite: P.E. 801, P.E. 432, or consent of instructor.

Lecture 1 hour; laboratory 5 hours.

This course is a continuation of P.E. 801. It differs only in the student's ability to execute moves on a higher performance level each successive semester.

803 Modern Dance III (3)

Prerequisite: P.E. 802 or consent of instructor.

Lecture 1 hour; laboratory 5 hours.

Techniques geared to students theoretically equipped with skills in modern dance basics are covered.

805 Ballet I (2)

Lecture 1 hour; laboratory 3 hours.

Ballet techniques and principles, including terminology, history and appreciation of ballet are studied.

806 Ballet II (2)

Prerequisite: P.E. 805.

Lecture 1 hour; laboratory 3 hours.

A continuation of P.E. 804, ballet techniques and principles are studied. Terminology, history, and appreciation of ballet are included.

814 Dance Production I (2)RPT2

Lecture 1 hour; activity 2 hours.

This course provides laboratory experience in developing the skills involved in dance production: choreography, set design, lighting, directing and costume design.

815 Dance Production II (2)RPT2

Prerequisite: P.E. 814.

Lecture 1 hour; activity 2 hours.

This course is a continuation of P.E. 814.

816 Dance Production III (3)RPT2

Laboratory 9 hours.

This course consists of rehearsal for spring performance.

PHYSICS**5 Allied Health Physics (3) CSU**

Prerequisite: One year of high school algebra or Mathematics 31.

Lecture 3 hours.

This specialized course is designed to meet the need for the understanding of selected physics principles which are vital in the proper training and job performance of an individual in health care delivery, particularly in the field of nursing.

6 General Physics I (4) UC:CSU

Prerequisite: Mathematics 3, equivalent trigonometry or concurrent enrollment with consent of instructor.

Lecture 3 hours; recitation 1 hour; laboratory 2 hours.

Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. The areas of physics involved in this course are mechanics, energy, fluid mechanics, mechanical waves, thermal behavior, kinetic theory and the laws of thermodynamics.

Acceptable for Physics 3ABC and 3AL-BL and CL credit, UCLA, when both Physics 6 and 7 are completed. See NOTE: Physics 12.

7 General Physics II (4) UC:CSU

Prerequisite: Physics 6.

Lecture 3 hours; recitation 1 hour; laboratory 2 hours.

Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. This course is a continuation of Physics 6, covering electricity, magnetism, electromagnetism, alternating currents, electromagnetic waves, optics, the atom, quantum physics and relativity.

Acceptable for Physics 3ABC and 3AL-BL and CL credit, UCLA, when both Physics 6 and 7 are completed. See NOTE: Physics 12.

8 Mechanics, Wave Motion and Heat (5) UC:CSU

Prerequisite: Mathematics 41 or equivalent with a grade of C or better. A student with a grade of B or better in a high school calculus course may take Mathematics 41 concurrently with the consent of the physics instructor.

Lecture and demonstration 4 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the

physics requirements for those majors who must have physics taught with calculus. Topics studied include vectors, motion in one and two dimensions including some special relativity, particle dynamics, linear momentum, work and energy, gravitation, rotational kinematics, introduction to rotational dynamics, statics, fluids, simple harmonic motion, wave motions, thermal behavior and an introduction to kinetic theory.

Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence.

Physics 8 and 9 satisfies the UCLA Physics 6ABC sequence. Students should plan to complete the sequence at WLAC. Transfer when part of the sequence is completed will be difficult and loss of credit is likely.

See NOTE: Physics 12.

9 Electricity, Magnetism, Light, Particle and Nuclear Physics (5) UC:CSU

Prerequisite: Physics 8 and Mathematics 42. Students who had mathematical analysis in high school and took Mathematics 41 concurrently with Physics 8 may take Mathematics 42 concurrently with Physics 9 if they received grades of B or better in Mathematics 41 and Physics 8.

Lecture and demonstration 4 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include: the basic concepts of electrostatics, basic direct and alternating currents, DC circuits, series AC circuits, electromagnetic waves, magnetism, geometrical and physical optics, introduction to quantum physics and nuclear reactions.

Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence. Physics 8 and 9 satisfies the UCLA Physics 6ABC sequence. Students should plan to complete the sequence at WLAC. Transfer when part of the sequence is completed will be difficult and loss of credit is likely. See NOTE: Physics 12.

10 Topics for Engineering and Science Majors (4) UC:CSU

Prerequisite: Physics 9 and Mathematics 42.

Lecture and demonstration 3 hours; laboratory 3 hours.

This course is part of the sequence of physics courses, Physics 8, 9 and 10, which fulfills the physics requirements for those majors who must have physics taught with calculus. Topics studied include: special relativity, expansion of rotational dynamics, expansion of AC circuits to include networks, expansion of the Kinetic Theory of gases, damped and forced vibrations, electric and magnetic fields in matter, entropy, wave mechanics and solid state.

Acceptable for credit, UCLA, Physics 8, 9 and 10 sequence satisfies the UCLA Physics 8ABCDE sequence. See NOTE: Physics 12.

12 Physics Fundamentals (3) UC:CSU

Prerequisite: One year of high school algebra or Mathematics 31.

Lecture and demonstration 3 hours.

This introductory course in physics which is designed primarily for liberal arts students provides qualitative knowledge of fundamental physical principles.

Acceptable for Physics 10 credit, UCLA, when both Physics 12 and 14 are completed. NOTE: No credit will be given for Physics 12 if it follows the Physics 6, 7, or 8, 9, 10 series. Credit will be limited if similar material is covered in other physics courses.

14 Physics Fundamentals

Laboratory (1) UC:CSU

Prerequisite: Completion of Physics 12 or concurrent enrollment in Physics 12.

Laboratory 3 hours.

This course is designed for those liberal arts students who are taking or have taken Physics 12 and who wish or need to have a laboratory experience as part of their physical science education. The course consists of a large number of physical science experiments.

Acceptable for Physics 10 credit, UCLA, when both Physics 12 and 14 are completed.

29 Basic Physics for Technicians

(4) CSU

Prerequisite: One year high school algebra or Math 31.

Lecture 3 hours; laboratory 3 hours.

This course meets the physics requirements in the various technical curricula. Major emphasis is placed upon learning through laboratory experience. Topics studied include: uniform and uniformly accelerated motion, forces and Newton's Laws, work, energy, power and circular motion. This course is taught with a modular approach, modules being selected to fit the needs of the particular technician's curricula.

185 Directed Study - Physics (1)

UC:CSU

285 Directed Study - Physics (2)

UC:CSU

385 Directed Study - Physics (3)

UC:CSU

Prerequisite: Concurrent enrollment in a physics course and consent of the instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Physics on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

PHYSIOLOGY

1 Elementary Physiology (4)

UC:CSU

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

This course presents the basic principles underlying the physiological processes of the human body. Lecture topics include the cellular basis of organ systems function and the physiological adaptations and regulating

mechanisms associated with homeostasis. Laboratory exercises introduce the student to clinical laboratory techniques and the measurement of physiological parameters.

185 Directed Study - Physiology

(1) UC:CSU

285 Directed Study - Physiology

(2) UC:CSU

385 Directed Study - Physiology

(3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Physiology on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units in Directed Study may be taken for credit.

POLITICAL SCIENCE

1 The Government of the United States and California (3) UC:CSU

This course deals with the principles, problems, structures, and functions of United States and California Governments.

Acceptable for Political Science 1 credit, UCLA.

2 Modern World Governments (3) UC:CSU

A comparative study is made of the major governments of the modern world in terms of their institutions, ideologies, political habits and foreign policies. Emphasis is placed upon the governments of Great Britain, France, Germany and the Soviet Union.

Acceptable for Political Science 3 credit, UCLA.

4 Introduction to State and Local Governments (3) CSU

This general survey course introduces the student to the various functions, structures and services of state governments, their relation to local governments and their interrelationships with the federal government as appropriate. Emphasis is placed upon lectures by the instructor, guest speakers' presentations and field trips.

6 California Government Workshop (2) CSU

Prerequisite: Permission of instructor.

Lecture 12 hours; Sacramento 30 hours.

The principles and problems of California government are covered. Special attention is given to the interrelationship among the three branches of government and the roles of individual citizens, interest groups and legislative advocates.

7 Contemporary World Affairs (3) UC:CSU RPT 2

This course surveys the factors involved in international relations today. Emphasis is placed on providing the student with a framework for the analysis of world affairs. Major areas of analysis include the positions of the United States and the Soviet Union.

Acceptable for Political Science 2 credit, UCLA.

8 The Modern Far East (3)

UC:CSU

Political systems of the Far East with their attendant economic and social issues are surveyed. Emphasis is placed on nationalism, imperialism, ideologies, modernization and relations with the United States.

9 Government and Politics in Africa (3) UC:CSU

Prerequisite: A grade of C or better in Social Science 30 or permission of instructor.

This course presents a comparative study of government and politics in the independent states of Africa with special reference to traditional political organization, colonial policies, nationalism and the problems of nation building.

13 Introduction to Public Administration (3) CSU

Prerequisite: Political Science 1.

This study of the development and practice of public administration in the United States focuses on the theoretical and practical concerns of administration and emphasizes the relationship of public administration and democratic government.

14 Government and Politics in the Middle East (3) UC:CSU

Lecture 3 hours.

Introduces political and governmental patterns prevalent in the Middle East including the Maghribi States, Turkey, Iran, and Israel. Special consideration given to the importance policy relations between Middle Eastern states and the rest of the world.

30 The Political Process (3) UC:CSU

This course provides a critical survey of politics, political parties, pressure groups, propaganda, public opinion and their impact on American political institutions.

33 Major United States Political Institutions (3) CSU

This course surveys the formation and development of national, state and local government, covering our value heritage, constitutional system, political opportunities and citizenship obligations. A study of California state and local government is also included. This course fulfills the Constitution and state and local government requirements for graduation for the two-year occupational major. Not recommended for transfer students. No credit given to students who have completed Political Science 1.

41 Principles of Student Leadership CSU RPT 2

Prerequisite: Consent of instructor.

Laboratory 2 hours.

The general principles of campus student government organizations are dealt with. This course includes attendance in the bi-weekly meetings of the Associated Students Executive Council.

81-82-83 Field Work I, II, III - Political Science (3) UC:CSU

Prerequisite: Completion of or concurrent enrollment in Political Science 1 or 4 and consent of instructor.

This course introduces students to field work in political science. Students are assigned to work for mayors, city attorneys, county supervisors, city councilmen; state assemblymen, state senators, etc., or candidates for these offices.

Maximum 6 units with all other transferable field and work experience, UC.

Cooperative Work Experience Education

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

185 Directed Study - Political Science (1) UC:CSU**285 Directed Study - Political Science (2) UC:CSU****385 Directed Study - Political Science (3) UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit

Allows students to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

PSYCHOLOGY**1 General Psychology I (3) UC:CSU**

This course offers a scientific approach to principles of human behavior. It covers such topics as growth and development, heredity and environment, perception and attention, feeling and emotion, motivation, learning, thinking and intelligence, individual differences, introduction to statistical concepts, personality and social relations.

Acceptable for Psychology 10 credit, UCLA.

2 General Psychology II (3) UC:CSU

Prerequisite: Psychology 1.

This course considers the functional and anatomical aspects of the nervous system, the structure and function of the sense organs, as well as emotions, speech, intelligence, consciousness and sleep, motivation and psychosomatic relationships.

Acceptable for Psychology 15 credit, UCLA.

3 Personality and Social Development (3) UC:CSU

Prerequisite: Psychology 1.

This course seeks to develop an understanding of personality dynamics and structure, theories of personality development, various behavior forms and the psychological basis of emotional adjustment. It also stresses the mental hygiene movement and the application of insights gained to life problems.

Acceptable for credit, maximum: 1 course from Psychology 3, 4, UC campuses.

4 Applied Psychology (3) UC:CSU

Prerequisite: Psychology 1.

This course provides a study of the way in which psychology can be applied to increase personal and occupational efficiency and deals with problems in industry and related fields.

See NOTE: Psychology 3.

6 Human Behavior (3) UC:CSU

Students are introduced to the methods and data of psychology as behavioral science. The course enables them to apply systematically obtained data and techniques to their own experiences and to their relations with others. It is not recommended for students who have credit for Psychology 1, who are Psychology majors or whose major requires Psychology 1.

8 Psychology of the Afro-American (3) UC:CSU

This course critically examines the psychological problems confronting the Afro-American and emphasizes human relations and the motivation of behavior resulting from frustration.

9 Introduction to College (1) RPT 2

This course provides students with information concerning their College. They are given information which is planned to assist them in evaluating their ability, aptitude and interests; in planning their educational and vocational goals and in adjusting effectively to college life. Students are given an opportunity to use the Programmed Instruction and Study Centers. Same as Personal Development 1.

11 Child Psychology (3) UC:CSU

Prerequisite: Psychology 1.

This course considers the psychological development of children from infancy to adolescence, including physical, mental, emotional and social conduct and the promotion of useful and healthful parent-child relations.

12 Adolescent Psychology (3) UC:CSU

Prerequisite: Psychology 1 or consent of instructor.

Current research on the adolescent years is read, reviewed and discussed. The developmental links between childhood and adolescence and between adolescence and adulthood are covered so that the student sees human development as a continuous process.

13 Social Psychology (3) UC:CSU

Prerequisite: Psychology 1.

The course involves human social relationships and the application of the principles of psychology to the solution of social problems. Group membership and leadership, role and status, attitudes, prejudices, public opinion and propaganda are also considered.

14 Abnormal Psychology (3) UC:CSU

Prerequisite: Psychology 1.

The principles of general psychology are applied to the field of psychopathology. Behavior disorders are described, and their major causes and treatment are reviewed.

15 Psychological Adjustment to Aging (3) CSU

Psychological adjustments to physiological, social and occupational changes associated with aging are considered. This course covers present information on life expectancy, finding new opportunities for self-expression and making the most of community, social and occupational resources during the later years of life.

16 Love and Marriage (3) UC:CSU

This course deals with the psychological aspects of dating, love and marriage. It is designed to provide students with a basic positive attitude towards the potentials of marriage and to prescribe the circumstances that make the marital union an opportunity for a growing, greater, "other-centered" self-realization.

Acceptable for credit: UC campuses allow credit for only 3 units from Psychology 16 and Sociology 12.

22 College Study Skills (3) RPT 2

Prerequisite: Concurrent registration in English 47.

Three hours lecture-clinic plus one hour laboratory in the Instructional Center, by arrangement.

This combined lecture-clinic-laboratory course presents efficient methods of study, learning and reading efficiency. Students are given insight into several approaches to study habits, reading habits, scheduling and applied practice in subject area fields. Individualized practice is offered in the Instructional Center.

23 Individualized Programs in Reading and Study Skills (3) RPT 2

Prerequisite: Completion of Psychology 22 or permission of instructor.

Three hours lecture-clinic plus one hour laboratory in Instructional Center, by arrangement.

This combined lecture-clinic-laboratory course continues to stress efficient methods of study, learning and reading efficiency. In addition, new emphases are placed on vocabulary development and speed of comprehension in reading. Work with reading machines, pacers and visual aids is also included.

25 Individualized Improvement of Study Skills (1) RPT 3

This contract learning course presents efficient methods of study based upon individual student needs. A diagnostic test and an individual conference with the instructor determine the areas in which students will work. Instruction is available in the following areas: study skills (time, management, listening, notetaking and test taking); reading skills; vocabulary and/or spelling.

26 Power and Speed Reading (3) RPT 2 CSU

This course emphasizes the development of reading speed, comprehension and vocabulary through practice with various audio-visual devices. Emphasis is placed upon applying techniques to both study and leisure reading.

43 Principles of Group Dynamics I (3) UC:CSU

Students learn how various types of small groups function in decision making, conflict resolution and leadership styles. The learning experience is based on active participation in playing various roles and on evaluation of the group process. Students also evaluate their own growth in personal skills in communication.

45 Issues in Human Service Careers (3) UC:CSU

Prerequisite: Psychology 1.

This course orients students to the fields of psychological and counseling services. Students participate in discussions of group and individual counseling, occupational and academic guidance and other relevant issues and are provided experiences in many of these areas as counselors and peer counselors.

52 Psychological Aspects of Human Sexuality (3) UC:CSU

This course addresses the psycho-sexual development of the individual, the scripts that are learned in our culture and comparative information from other cultures. The history of attitudes toward sexuality in America is studied. The study of the anatomy and physiology of the human sexual system, the physical and emotional orgasmic response, myths and misconceptions about the sexual response, sexual variance and dysfunction all are studied to help the student achieve an understanding of his or her own unique sexuality.

81 Field Work I (3) UC:CSU RPT 2

This course orients students to the field of psychological services. The primary emphasis is on the observations of application of interpersonal relationship skills in practical settings.

NOTE: Maximum 6 units with all other transferable field and work experience, UC Campuses.

82 Field Work II (3) UC:CSU RPT 2

Prerequisite: Psychology 81 and permission of instructor.

This course is a continuation of Field Work I in which students continue to participate in psychological services under supervision in the field.

See NOTE Psychology 81.

83 Field Work III (3) UC:CSU RPT 2

Prerequisite: Psychology 82 and permission of instructor.

This advanced course in supervised field work helps students to choose and have practical experience in some specialized field in the helping services. Students continue to work under supervision in a community facility providing human services.

See NOTE Psychology 81.

Cooperative Work Experience Education

Psychology is approved for Cooperative Work Experience Education credit. See Coop-

erative Education courses for prerequisites, course descriptions and credit limits.

185 Directed Study - Psychology (1) UC:CSU

285 Directed Study - Psychology (2) UC:CSU

385 Directed Study - Psychology (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

REAL ESTATE

1 Real Estate Principles (3) CSU

Not required for real estate license, but highly recommended as a foundation course in real estate.

This beginning course in real estate fundamentals and principles covers real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate.

3 Real Estate Practice (3) CSU

Prerequisite: Real Estate 1 or possession of a real estate salesperson's license or consent of instructor.

This course covers the day-to-day activities of the real estate brokerage business, from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: time management, human relations, client psychology, financing, leasing, appraising and property management. The course is required for those seeking the California broker's license.

4 Real Estate Office Administration (3) CSU

Prerequisite: Real Estate 3 or consent of instructor.

This course presents a practical framework for current and future managers of real estate brokerage offices. It presents and develops topics of vital interest to office administrators: establishing goals and plans, personnel recruitment and selection, listing and selling techniques, management controls and systems.

5 Legal Aspects of Real Estate I (3) CSU

Prerequisite: Real Estate 1, possession of a salesperson's license or consent of instructor.

Principles of property ownership and management, with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes are covered in detail.

6 Legal Aspects of Real Estate II (3) CSU

Prerequisite: Real Estate 5 or consent of instructor.

This advanced study of California real estate law uses the case study approach, with emphasis on the many phases of brokerage; trust

deed foreclosure problems; insurance of real property; impact of taxation on methods of ownership and new legal concepts on the use of property. It is designed as a continuation of Real Estate 5 and expands the coverage of a selected number of topics. It is especially valuable to brokers who have not taken a recent course and who desire to keep informed of the latest changes and developments in the dynamic field of real estate law.

7 Real Estate Finance I (3) CSU

Prerequisite: Real Estate 1, possession of a real estate salesperson's license or consent of instructor.

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are covered.

8 Real Estate Finance II (3) CSU

Prerequisite: Real Estate 7.

This advanced course covers the financing of commercial, industrial and special purpose properties; mathematical analysis of return on equity dollars invested; effect of mortgage terms on debt service and property prices; analysis of financial statements; pensions as a source of funds; technical aspects of construction financing; real estate mortgage trusts; syndications; development of feasibility studies; subordinated land sales; sale and lease-back; all-inclusive deeds of trust and other creative financing techniques.

9 Real Estate Appraisal I (3) CSU

Prerequisite: Real Estate 1, possession of a real estate salesperson's license or consent of instructor.

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.

10 Real Estate Appraisal II (3) CSU

Prerequisite: Real Estate 9.

This advanced appraisal course features a brief review of the theory, principles and methods used in the valuation of residential, commercial and industrial properties. It also features case study problems illustrating the use of the three approaches to value and a thorough analysis of the components utilized by the income approach. This course emphasizes the valuation of all income-producing properties. An appraisal report is required on an income-producing property.

11 Escrow Principles (3) CSU

Prerequisite: Real Estate 1 or Real Estate 3.

This course gives an introduction to the principles and methods of handling escrows involving transfer of real estate ownership or real estate loans. The various forms used in escrows and escrow instructions are studied, along with the applicable laws pertaining to the escrow function.

12 Escrow Practices (3) CSU

Prerequisite: Real Estate 11 or consent of instructor.

The principles and methods of handling escrows involving title to land, sales of personal property and real estate loans are taught. Included is a study of the various forms used in the drawing of escrow instructions and closing statements, as well as the practical operation of escrow offices. Case situations and real-world problems are an integral part of the course.

13 Escrow Case Problems (3) CSU

Prerequisite: Real Estate 12 or consent of instructor.

Some of the more difficult and unusual types of escrows are covered in detail. Escrows wherein there are or have been disputes or conflict are considered. Actual cases are evaluated and discussed.

14 Property Management (3) CSU

Prerequisite: Real Estate 1 or Real Estate 3.

This course is designed for real estate brokers, salespersons and owners of income-producing properties. Topics covered include the nature and types of property management, organization for management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners, budgets, purchasing accounts, reports, ethics and legal and professional relationships.

16 Income Tax Aspects of Real Estate (3) CSU

Prerequisite: Real Estate 1 or consent of instructor.

The impact of Federal and California State income tax laws upon the purchase, sale, exchange and use of real property is covered. This includes depreciation, capital gains, installment sales, prepaid interest and tax saving opportunities. Upon successful completion of this course, students may receive 45 hours of Continuing Education credit with the California Department of Real Estate.

18 Real Estate Investments I (3) CSU

Prerequisite: Real Estate 1 or consent of instructor.

This is an advanced course in which a thorough analysis is made of the investment factors that determine the evaluation of commercial, industrial and residential projects. The six basic steps in the investment process are covered in detail: Search, Analysis, Negotiation, Documentation, Contingency Removal and Property Management after Purchase. Upon completion of this course, students may receive 45 hours of Continuing Education credit with the Department of Real Estate.

21 Real Estate Economics (3) CSU

Prerequisite: Real Estate 1 or consent of instructor.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include: urban structural relationships, real estate market analysis, problems of sub-dividing and governmental relationship to real estate development.

31 Urban Problems (1) CSU

Credit allowed for only one of Real Estate 31 or Urban Planning 31.

This course deals with today's urban problems as they relate to sociology, psychology, economics, real estate and architecture.

32 Real Estate Review (2)

Prerequisite: Real Estate 1 or consent of instructor.

This course is designed as a comprehensive review for those students about to sit for their real estate salesperson's or broker's license examination. Emphasis is given to the points of view taken by the California Department of Real Estate in their structuring of examinations. Students will have the opportunity to take several practice tests during the semester, which will be based on the state model.

35 Today in Real Estate (3) CSU

RPT 4

Prerequisite: Real Estate 1, possession of a real estate salesperson's license or consent of instructor.

This six week course covers current problems and considerations for the practicing real estate salesperson or broker. The first five 3-hour meetings are topical presentations of current importance. Topics for each meeting are determined in advance by the Real Estate Coordinator in cooperation with the College Real Estate Advisory Committee. Outside professional experts are utilized for subject presentation whenever appropriate. The class format includes lectures, panel discussions, group discussions and the workshop technique.

60 Real Estate Mathematics (3) CSU

Prerequisite: Real Estate 1, possession of a salesperson's license or consent of instructor.

Applied mathematics for real estate deals with problem solving in proration, tax application, commission, capitalization, interest, discounts, depreciation, escrow, cost of financing and estate calculations.

Cooperative Work Experience Education

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

185 Directed Study - Real Estate (1) CSU**285 Directed Study - Real Estate (2) CSU****385 Directed Study - Real Estate (3) CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit. Allows students to pursue Directed Study in Real Estate on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

RECREATION**121 Basic Sailing Techniques and Instruction (2) UC:CSU**

A general ocean studies and recreational program, this course introduces students to on the water sailing techniques theory and navigation.

123 Coastal and Inland Navigation for the Boater (3) UC:CSU

This course provides the boater with the information necessary to navigate a small craft on coastal and inland waters. Such topics as navigation charts, tide and current tables, rules of the road, aids to navigation and mechanical and electronic navigation devices are covered.

See Recreation 14.

124 Celestial Navigation for the Boater (3) UC:CSU

Prerequisite: Recreation 123.

A presentation is made of the fundamentals of celestial navigation, with detailed instruction on position location using the sun and moon, including practical problems using the sextant in position location by longitude and latitude.

See Recreation 121.

SECRETARIAL SCIENCE

(See Office Administration)

SOCIOLOGY**1 Introduction to Sociology (3) UC:CSU**

This course is an overview of what we know (and do not know) about human behavior and human societies. It examines how social life — life in groups, organizations and societies — affects people and how people affect each other and their societies.

Acceptable for Sociology 1 credit, UCLA.

2 American Social Problems (3) UC:CSU

This course deals with the analysis of societal problems in the United States today. It emphasizes problems related to poverty, deviance, criminal justice, group conflict, population, environment and social change.

4 Sociological Analysis (3) UC:CSU

Prerequisite: Sociology 1 or Psychology 1.

Consideration is given on how to conduct research. Advantages and disadvantages of various research procedures are examined. Students participate in a survey research project. No background in statistics or college mathematics is needed.

5 Contemporary Urban Society and the Minorities (3) CSU

This introductory course begins with a condensed "history of the city." It proceeds to an analysis of sociological, psychological, economic and ecological impacts of urbanization.

6 The Social Environment (3)**UC:CSU**

This course provides a framework for the analysis of "human ecology" from the perspectives of the biological, physical and behavioral sciences. It focuses upon problems related to population change, environmental threats and urban ecology. Technology, politics, economics and other cultural obstacles to the solution of environmental problems are analyzed. Same as Environmental Studies 4.

7 Juvenile Delinquency (3).CSU

The extent and distribution of delinquency are considered. Emphasis is placed upon the local area, meaning, implications and treatment of delinquent behavior; personal and environmental conditioning factors and the rights of children.

Same as Administration of Justice 23.

8 Sociology of Aging (3) UC:CSU

This introduction to the study of aging examines scientific and applied theories of aging; aging and the personal system; aging and the social system and demographic and comparative cultural features of the role of the aged. Topics covered include health, family relationships, work, leisure, retirement, dying and death.

9 Sociology of the Future (3)**UC:CSU**

Students explore possible alternative futures for the world fifty or so years from today. Among the questions to be considered are those relating to population, behavioral conditioning and "test tube" babies, government and power structures, the economy and the environment.

12 Marriage and Family Life (3)**UC:CSU**

This course deals with theories concerning the family as a social institution, practical aspects of mate selection and marriage adjustment, the structure and function of the family, variant family patterns, historical changes and the influence of contemporary society on the family. Same as Family and Consumer Studies 31 and Psychology 16.

19 Introduction to the Social Services (3) UC:CSU

This course provides an overview of social services including their development, current organization, administration and delivery. The course explores fields of social services such as mental and physical health care, child welfare, income maintenance, social insurance and specialized methods and techniques of social services intervention. Field trips provide exposure to community agencies and resources.

22 Sociology of Women (3)**UC:CSU**

This course examines sex roles in male-female and parent-child relations, the economy, political behavior and power.

Cooperative Work Experience Education

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

**185 Directed Study - Sociology (1)****UC:CSU****285 Directed Study - Sociology (2)****UC:CSU****385 Directed Study - Sociology (3)****UC:CSU**

Prerequisite: Consent of instructor.

Conference 1 hour per unit. Allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

3 Intermediate Spanish I (5)**UC:CSU**

Prerequisite: Spanish 2 with a grade of C or better or three years of high school Spanish.

This course includes readings of Spanish short stories by selected Spanish and Spanish-American authors; complete review of Spanish grammar, with special emphasis upon practical and idiomatic usage; discussions and oral and written reports in Spanish. Same as Spanish 53 with Spanish 63.

4 Intermediate Spanish II (5)**UC:CSU**

Prerequisite: Spanish 3 or four years of high school Spanish.

This course provides a review of grammar and idiomatic construction. Spanish and Latin-American life and problems are considered as a result of intensive and extensive reading and discussion of literature. Same as Spanish 54 with Spanish 64.

5 Advanced Spanish I (5) UC:CSU

Prerequisite: Spanish 4.

This course continues the study of advanced composition and grammar. It includes readings in prose and poetry from Spanish and Latin-American literature. The readings are the basis for regular composition work and the development of increased mastery in spoken Spanish through discussion.

6 Advanced Spanish II (5)**UC:CSU**

Prerequisite: Spanish 5.

This course continues the study of advanced Spanish composition and grammar through oral and written reports in Spanish. It includes readings in prose and poetry from Spanish and Latin-American literature. The readings are the basis for regular composition work and development of increased mastery in spoken Spanish through class discussions.

8 Conversational Spanish (2)**UC:CSU**

Prerequisite: Spanish 2 or equivalent with a grade of C or better or consent of instructor.

SPANISH**1 Elementary Spanish I (5)****UC:CSU**

Laboratory 1 hour.

This course stresses practice in understanding, speaking, reading and writing simple Spanish. Training in correct pronunciation is provided. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language. Same as Spanish 21 with Spanish 22; or Spanish 51 with Spanish 61.

2 Elementary Spanish II (5)**UC:CSU**

Prerequisite: Spanish 1 with a grade of C or better or two years of high school Spanish or equivalent.

Laboratory 1 hour.

This course includes review and further study of the fundamentals of the Spanish language, with emphasis upon correct pronunciation and mastery of vocabulary, including useful phrases and idioms, practice in oral and written expression and continued study of Spanish and Spanish-American civilization through selected readings. Emphasis is placed upon the spoken language. Same as Spanish 52 with Spanish 62.

This course develops the ability of the students to express themselves fluently, idiomatically and correctly in Spanish. Conversational material is selected from magazines, newspapers and selected books.

10 Latin-American Civilization (3) UC:CSU

This course consists of lectures and discussions in English on the geography, history, customs, economic and political development, literature and arts of the Spanish-speaking and Portuguese-speaking peoples of America. It is especially recommended to all students of Spanish, but no knowledge of Spanish is required. Same as History 23.

14 Spanish for Public Service Personnel CSU RPT 2

This course develops the ability of the students to express themselves fluently, correctly and effectively in Spanish in the areas of public service, business and community activities.

17 Spanish Pronunciation and Intonation (3) CSU

Recommended: Ability to speak Spanish
Lecture 3 hours.

This course stresses correct pronunciation, enunciation and intonation. It is intended for those who wish to improve their spoken Spanish and is especially recommended for those who are preparing to become bilingual teachers or teachers' aides.

21 Fundamentals of Spanish I (3) UC:CSU

Lecture 2 hours; laboratory 1 hour.
This course introduces the fundamentals of pronunciation and grammatical structure. It offers practical material for simple conversation based on everyday experiences. Emphasis is placed on the spoken language.
Spanish 21 and Spanish 22 together are equivalent to Spanish I.

22 Fundamentals of Spanish II (3) UC:CSU

Prerequisite: Spanish 21.
Lecture 2 hours; laboratory 1 hour.
This course completes the elementary grammar of Spanish. It offers practical material for simple conversation based on everyday experiences. Emphasis is placed on the spoken language.
Spanish 21 and Spanish 22 together are equivalent to Spanish I.

24 Spanish for Medical Personnel (3) CSU RPT 2

This is a practical, informal, oral Spanish course. The course covers materials that all members of the health care team who interact with Spanish-speaking people need to know in order to communicate effectively. No prior knowledge of Spanish is required.

51 Grammar, Reading and Writing I (3) UC:CSU

This course stresses practice in understanding, reading and writing simple Spanish. Students are introduced to Spanish and Spanish-

American civilization through readings. Emphasis is placed on grammar and the written language.

Spanish 51 and 61 together equal Spanish 1.

52 Grammar, Reading and Writing II (3) UC:CSU

This course includes review and further study of the fundamentals of the Spanish language with emphasis on mastery of vocabulary and useful phrases and idioms. Practice in written expression and continued study of Spanish and Spanish-American civilization through selected readings are provided. Emphasis is placed on grammar and the written language.

53 Grammar, Reading and Writing III (3) UC:CSU

This course provides a review of grammar and practice in the use of idiomatic construction. It includes intensive and extensive reading and discussion of Latin-American short stories. The course is conducted in Spanish. Emphasis is placed on grammar, reading and written language skills.

Spanish 53 and 63 together equal Spanish 3.

54 Grammar, Reading and Writing IV (3) UC:CSU

This course provides a review of grammar and practice in the use of idiomatic construction. It includes intensive and extensive reading and discussion of Spanish-American short stories. The course is conducted in Spanish. Emphasis is placed on grammar, reading and written language skills.

Spanish 54 and 64 together equal Spanish 4.

61 Elementary Conversation I (2) UC:CSU

This course introduces the fundamentals of the Spanish language, with emphasis on correct pronunciation, mastery of vocabulary and useful phrases and idioms. Practice in oral expression and communication skills is provided. Emphasis is placed on the spoken language.

Spanish 51 and 61 together equal Spanish 1.

62 Elementary Conversation II (2) UC:CSU

This course includes review and further study of the fundamentals of the Spanish language, with emphasis on correct pronunciation, mastery of vocabulary, useful phrases and idioms and practice in oral expression and communication skills. Emphasis is placed on the spoken language.

Spanish 52 and 62 together equal Spanish 2.

63 Intermediate Conversation I (2) UC:CSU

This course provides an opportunity for students to review and reinforce basic skills, to be able to speak Spanish with a fair degree of accuracy and to comprehend and express themselves accurately in conversational situations involving Spanish and Spanish-American literature, customs, lifestyles, social forces and travel. Emphasis is placed on the spoken language and conversational practice.

Spanish 53 and 63 together equal Spanish 3.

64 Intermediate Conversation II (2) UC:CSU

This course provides an opportunity for students to review and reinforce basic skills, to be able to speak Spanish with a fair degree of accuracy and to comprehend and express themselves accurately in conversational situations involving Spanish and Spanish-American literature, customs, lifestyles, social forces and travel. Emphasis is placed on the spoken language and conversational practice.

Spanish 54 and 64 together equal Spanish 4.

185 Directed Study - Spanish (1) UC:CSU

285 Directed Study - Spanish (2) UC:CSU

385 Directed Study - Spanish (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Spanish on a contract basis under the direction of a supervising instructor.
Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

SPEECH

1 Public Speaking I (3) UC:CSU

This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principles and practice of effective speech composition and delivery.

2 Public Speaking II (3) UC:CSU

Prerequisite: Speech 1

Public Speaking II encourages classroom discussion and analysis of subjects chosen by the class for special study. Discussion focuses on the search for topics and the inquiry into the nature of each topic. Analysis of selected topics is undertaken to help students "invent" solutions for the "best means of persuasion." Arrangement, structure and delivery of class and public speeches are considered also. Students evaluate the manner in which different audiences perceive and judge issues and solutions presented in varying speech situations.

Acceptable for Speech 2 credit, UCLA.

3 Voice and Articulation (3) UC:CSU

This introductory course gives students the opportunity to practice proper methods of voice production, accurate articulation and enunciation of Standard Spoken American English. The IPA (International Phonetic Alphabet) is taught as a means of identifying sounds and enhancing listening skills.

Acceptable for credit: maximum of 1 course from Speech 3 plus Theater 10 and 11, UC campuses.

4 Introduction to Oral Interpretation of Literature (3) UC:CSU

This course is devoted to oral interpretation of the printed page. Students learn how to convey the author's meaning to an audience through reading aloud. The study includes work on voice, projection, articulation, posture, movement and other speech fundamentals. It also includes development of background and understanding of theme and thesis in written works so that these ideas may be appropriately conveyed to those not reading the written word. Same as Theatre 16.

5 Interpersonal Communication (3) UC:CSU

Prerequisite: Speech 32, Speech 1 or consent of instructor.

This is an advanced course in the analysis of principles and the significance of interpersonal social interaction in all areas of life. Reasoning is applied to problem-solving tasks in a discussion situation.

6 Business and Professional Speech (3) RPT 3 CSU

This beginning course for business and professional persons stresses the preparation and delivery of speeches, reports and briefings. Emphasis is placed upon technical aids to facilitate delivery. The course is recommended for career education majors.

9 English Speech as a Second Language (3) RPT 2 UC:CSU

This course is designed for those whose first language is not spoken American English and also for those who are interested in teaching Spoken American English as a second language. The speech and intonation patterns of each student are analyzed so that they can work on individual problems. The IPA (International Phonetic Alphabet) is taught as a method of identifying sounds and enhancing listening skills. Improved voice production is taught when necessary.

Acceptable for credit, 3 units maximum Speech 9; 8 units from English 43, 44, 45 and Speech 9, UC campuses.

10 Communication Disorders (3) CSU

An overview (for persons other than professional speech pathologists) of speech pathologies, their etiologies and principles of diagnosis and fundamentals of treatment methods is presented.

11 Argumentation I (3) UC:CSU

The analysis and presentation of persuasive speaking are studied. Debate and other persuasive forensic activities are used as a learning tool and for presentation.

12 Argumentation II (3) UC:CSU

Prerequisite: Speech 11 or consent of instructor. General speech principles are applied to the construction and criticism of an argument.

13 Forensics (2) UC:CSU RPT 4

Five hours weekly. Forensics activities are used in a laboratory setting to apply the techniques learned in

advanced public speaking and in argumentation. Forensics may be taken concurrently with other speech courses.

16 Group Discussion (3) UC:CSU

Prerequisite: Speech 1.

This course provides an analysis of the purposes, principles and types of discussion. Development of individual skills is achieved by responsible discussions, participation and leadership.

20 Preparing and Presenting Successful Meetings and Programs (3) CSU

This course teaches students to organize and present effective programs at private or public meetings. Instruction includes how to procure program elements such as speakers, films, etc.; how to make sure the audience can see and hear well; how to carry out the duties of moderator and how to evaluate the meeting.

21 Listening Comprehension (2)

Emphasis is placed upon principles and practices of effective listening. Habits, attitudes and techniques of comprehension which current research shows are effective are presented, and opportunity for practical application is provided. Although primary emphasis is placed upon listening to extended discourse (classroom lectures, for example), students are provided opportunities to improve listening patterns.

31 Communication Skills (3)

This beginning course for general educational and vocational students emphasizes the importance of interpersonal communication in everyday living, and stresses the relationship between ways of achieving information, creating meaning and communicating ideas and feelings with others for successful living and practical problem solving.

32 The Process of Communication (3) UC:CSU

This course provides an introduction to communication behavior theories and their applications to interpersonal social interaction and problem solving.

34 Communication for Public Service Personnel (3)

This beginning course analyzes and applies the varieties of communication skills needed by public service personnel to meet their job requirements.

40 Speech Laboratory (1) RPT 4

Laboratory 3 hours.

The use of the laboratory is provided to help students improve their speech through individual and group work. Attention is given to such problems as accents and dialects, speech impairment due to hearing difficulties and pronunciation training (using General American dialect as a standard). Students enrolled in Speech 3 may use this course to provide additional time for drill and practice.

41 Speech Laboratory Techniques (1) RPT 4

Prerequisite: Speech 3 or equivalent.

Laboratory 3 hours.

Under the direction of the instructor, students learn techniques of speech correction, practice and drill.

185 Directed Study - Speech (1) UC:CSU

285 Directed Study - Speech (2) UC:CSU

385 Directed Study - Speech (3) UC:CSU

Prerequisite: Consent of instructor.

Conference 1 hour per unit.

Allows students to pursue Directed Study in Speech on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

SUPERVISION

1 Elements of Supervision (3) CSU

This course introduces in general terms the total responsibilities of a supervisor in industry. Among the items covered are organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control and management-employee relations.

2 Basic Psychology for Supervisors (3) CSU

This course assists supervisors in better understanding the people with whom they work. Emphasis is placed upon psychological aspects, perceptions, emotions and attitudes. Communicating and reasoning are also considered.

3 Human Relations (Developing Supervisory Leadership) (3)

Prerequisite: Supervision, Business 1 or consent of instructor.

This course increases the student's leadership effectiveness by developing a better understanding of the human element in the management process. Emphasis is placed upon effective communication; understanding one's self-perception; examination of factors affecting motivation, attitudes and behavior patterns within individuals and exposure to the styles of leadership.

Credit not granted to students with credit in Management 31.

4 Supervisors' Responsibility for Management of Personnel (3) CSU

Personnel techniques for which the supervisors are partially responsible and for which they should have some training in carrying out their responsibilities are studied. Topics included are selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer and training for responsibility.

6 Labor-Management Relations (3)

Employee-employer relations in commerce, industry and government are studied. Responsibilities for effective management-relations, history of unions and other employee groups and impact of legislation on working conditions, wages, hours, discipline, disputes and participation are considered. Public employee unions, civil service and public obligations are probed. Incentive concepts, changing patterns in the work ethic and current case examples are reviewed.

9 Cost Control for Supervisors (3)

The question of how costs are determined is studied. Topics included are cost control and functions and the supervisor's responsibility for costs and facts in cost control. Specific items included are materials, waste, salvage, quality control, quantity control and control of time.

11 Oral Communications (3)

This course assists in the development of communicative skills essential to good supervision. Consideration is given on how to achieve better understanding by developing the ability to speak and to listen more effectively.

12 Written Communications for Supervisors (3)

This course contains a review of writing mechanics including grammar, punctuation and sentence structure. Emphasis is placed on the writing of business letters and reports, memoranda, bulletins and technical manuals.

14 Developing Employees Through Training (3)

A supervisor's responsibility for development of employees through training is considered. Principles of learning and psychological factors influencing learning are covered. Methods of training include lecture, conference, demonstration-performance, role-playing and self-development. Training aids and identification and evaluation of training needs are dealt with.

16 Management Controls and the Supervisor (3)

This course covers purposes and objectives of management-supervisory controls, basic principles of management-supervisory controls and delegation of responsibility through the use of controls. Control techniques such as cost control, quality control, quantity control, production control and control over materials, personnel and organization are considered.

Cooperative Work Experience Education

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

THEATER**100 Introduction to the Theater (3) UC:CSU**

(Formerly Theater Arts 2)

Required of all theater arts majors.

This survey course introduces students to

theater and to numerous related crafts such as costuming, lighting, etc. Emphasis is placed upon the student's becoming aware of the components constituting an artistic entity and being able to intelligently and objectively evaluate a professional or non-professional performance.

110 History of the World Theater (3) UC:CSU

(Formerly Theater Arts 5)

Open to all students.

Required of all theater arts majors.

This course surveys the development of the theater, its playwrights, structures and methods of staging and acting from the Greeks to the contemporary theater.

Acceptable for Theater 5AB credit, UCLA.

122 Black Theater (3) UC:CSU

(Formerly Theater Arts 58)

This survey of Black Theater, its playwrights and performers, focuses on the black experience as it found expression in the theater of the past and on the influence of the socio-economic conditions of today.

130 Playwriting (3) UC:CSU RPT 2

(Formerly Theater Arts 15)

Prerequisite: English 1 or equivalent.

Play analysis and basic playwriting techniques geared toward development of original manuscripts for stage, screen or television are studied.

200 Introduction to Acting (3) CSU

(Formerly Theater Arts 1)

Lecture 3 hours.

This course is an introduction for non-theater majors to the art and craft of acting. The student will be exposed to a brief history of acting. Various areas of actor training, including breathing and movement exercises through lecture-demonstration, ensemble exercises, scene work, play readings and viewing of live performances will be covered.

210 Introduction to Oral Interpretation of Dramatic Literature (3) UC:CSU RPT 2

(Formerly Theater Arts 16)

Same as Speech 4.

This course provides an opportunity for supervised activity stressing development of basic oral interpretation and presentation skills before college and community audiences. Platform behaviors, mechanics of interpretation and selection of literary materials are stressed.

215 Readers' Theater (1) UC:CSU RPT 4

(Formerly Theater Arts 17)

This course provides an opportunity for experience in performing in Readers' Theater, before community and college groups. Emphasis is placed on the selection of worthwhile literary material and the student's ability to communicate such material with understanding and appreciation.

220 Storytelling (2) UC:CSU RPT 2

(Formerly Theater Arts 18)

This supervised activity stresses development of basic storytelling techniques including basic theatrical conventions and mime illusions to better express interpretation before college and community audiences. Mechanics of interpretation (mental, oral and physical), platform behavior and selection of literary materials are stressed.

222 Puppetry (2) CSU RPT 2

(Formerly Theater Arts 60)

The principles of creative puppetry are identified through the construction, costuming and manipulation of hand puppets, rod puppets and shadow puppets. Simple stages and sets are studied and created so that actual acts with puppets may be presented by the students in individual and group puppet pantomime. The course is especially helpful for teachers and those entering the field as professionals.

225 Beginning Direction (3) CSU

(Formerly Theater Arts 26)

Students receive an introduction to the basic directorial theories, principles and techniques. Application of these theories and techniques is required for "show case" productions and the required final project. Emphasis is placed on organization.

227 Advanced Direction (3) CSU RPT 2

(Formerly Theater Arts 27)

Prerequisite: Theater 225 or equivalent.

This course provides a greater in-depth approach to play analysis and interpretation, actor-director relationships and integration of the technical aspects involved in production. These principles are applied through "show case" productions and the required final project.

240 Voice and Articulation for the Theater (3) UC:CSU

(Formerly Theater Arts 10)

Required of all theater arts majors.

This preliminary course is to be followed by further training. The basic theories, principles and techniques of voice production and related remedial problems are covered. Special attention is given to heightening and enriching the printed word through vocal interpretation and general awareness of the voice. The class is of interest to public speakers, teachers, actors and actresses.

NOTE: Acceptable for credit: maximum one course from Theater 240, 241 and Speech 3, UC campuses.

241 Advanced Voice Development (2) UC:CSU RPT 2

(Formerly Theater Arts 11)

Prerequisite: Theater 240 or equivalent.

This advanced course stresses elements of strength, flexibility and control through group exercises and individual projects in the areas of vocal interpretation and mechanics of stage dialects.

See NOTE: Theater 240.

255 Children's Theater (3) CSU RPT 2

(Formerly Theater Arts 38)

Prerequisite: Concurrent enrollment in Theater 291 or Theater 362.

Students are involved in numerous pre- and post-production activities centered on actual performances before live audiences of children.

262 Special Projects (2) CSU RPT 2

(Formerly Theater Arts 39)

Students present tentative projects to the instructor for approval. Once approved, students shoulder full responsibility for completion of that project.

265 Beginning Dance Pantomime (3) UC:CSU

(Formerly Theater Arts 40)

Students are given practice in the fundamental techniques of both pantomime and modern dance. Designed to develop expressive and meaningful movement for stage work, this course is primarily for singers, actors, actresses and dancers.

Acceptable for credit: maximum 3 units from Theater 265, 266, UC campuses.

266 Advanced Dance Pantomime (3) UC:CSU RPT 3

(Formerly Theater Arts 41)

Prerequisite: Theater Arts 265 or equivalent.

Individual and group pantomimes are created by students for study and practice in choreographic techniques.

Acceptable for credit: maximum 3 units from Theater 265, 266, UC campuses.

267 Pantomime (3) UC:CSU RPT 2

(Formerly Theater Arts 42)

This course provides an introduction to the first 15 lessons of the Basic Mime technique (a combination of the Decroux and Marceau schools). Sense memory patterns, awareness and self-discipline are emphasized to gain required control for precise, accurate, expressive and meaningful movement.

NOTE: Acceptable for credit: maximum of 12 units from Theater 267, 270, 271, and 273, UC campuses.

269 Period Movement (2) CSU

(Formerly Theater Arts 36)

This course provides an introduction to basic habit patterns of movement in various periods of history as dictated by clothing, social and regional customs and costuming accessories such as fans, snuff boxes, specific weapons, etc.

270 Beginning Acting (3) UC:CSU

(Formerly Theater Arts 44)

Required of all theater arts majors.

This course is an introduction to basic principles and techniques of acting. The course offers students an opportunity to perform in laboratory scenes, readings and class exercises.

See NOTE: Theater 267.



271 Intermediate Acting (2) UC:CSU

(Formerly Theater Arts 45)

Prerequisite: Theater 270 and an acceptable audition.

This course further explores the principles and techniques of acting as introduced in Theater 270. It offers students an opportunity to work on independent scene projects as well as to perform in class productions.

See NOTE: Theater 267.

273 Advanced Acting (2) UC:CSU RPT 2

(Formerly Theater Arts 46)

Prerequisites: Theater 270 and 271 and an acceptable audition.

This course is largely concerned with the selecting, planning, preparing and presenting of full play productions. Students have an opportunity to explore the problems of production by participating as actors and actresses.

275 Scene Study (2) CSU RPT 4

(Formerly Theater Arts 43)

Prerequisite: Completion of 6 units in acting with at least 2.5 G.P.A., one year acting experience or an acceptable audition.

Acting talent is developed in an intensive and concentrated manner. Advanced skills and techniques in play analysis for character development and characterization are emphasized.

293 Rehearsals and Performances (3) UC:CSU RPT 4

(Formerly Theater Arts 47)

Students are actively involved in the production of plays for college and public audiences. Primary emphasis is placed on assuming acting and stage crew assignments, but the student may also work in publicity, house management, costuming or the technical area.

See NOTE: Theater 501.

300 Introduction to Stagecraft (3) UC:CSU

(Formerly Theater Arts 23)

Required of all theater arts majors.

Lecture 3 hours.

This course provides a study of technical stagecraft and offers practical problems in the mounting of a stage production. The course is divided into four sections which consider the areas of stagecraft, lighting, costuming and publicity procedures.

See NOTE: Theater 501.

323 Stage Management and Production (3) UC:CSU

(Formerly Theater Arts 21)

Lecture 3 hours.

Students are directly involved with technical theater practices through lectures, demonstrations, audio-visual aids and supervised workshop experience. Basic elements of theater crafts are emphasized with directorial and production crew assignments in college-sponsored presentations.

See NOTE: Theater 501.

342 Technical Stage Production (2) UC:CSU RPT 4

(Formerly Theater Arts 24)

This course covers specialized areas of technical theater each semester. The specialized areas designated each semester depend upon the needs and desires of the students.

See NOTE: Theater 501.

350 Theater Management (3) UC:CSU

(Formerly Theater Arts 25)

Principles of organization, operation and administration of educational, community and professional theater are considered. Students gain practical experience in stage management and production, specifically, publicity and house management, under faculty supervision through assignments in college-sponsored productions.

See NOTE: Theater 501.

405 Costume Design (3) UC:CSU

Laboratory hours are required.

This course provides theory and practice in constructing costumes for plays, pageants, dance, television and other dramatic productions for professional, educational and community presentations. Practical experience is provided in execution of costumes for college-sponsored productions.

See NOTE: Theater 501.

450 Beginning Stage Make-Up (2) UC:CSU

Materials charge.

Lecture, 1 hour; laboratory, 3 hours.

This course provides theory and practice in theatrical make-up for stage, cinema and T.V. Emphasis is placed upon development of individual skills in techniques of character analysis, pigment application, plastic and hair make-up and selection and use of make-up equipment.

See NOTE: Theater 501.

451 Advanced Stage Make-Up (2) UC:CSU RPT 2

Laboratory 3 hours.

This course provides advanced theory and practice in theatrical make-up for stage, cinema and T.V. Emphasis is placed on advanced development of individual skills in character analysis, pigment application, plastic and hair make-up and selection of make-up materials. This course may also include mask-making, using a foam rubber process.

See NOTE: Theater 501.

501 Introduction to Motion Picture Production (3) UC:CSU

Materials charge.

This course provides an introduction to basic film-making elements, production techniques and equipment. Students undertake and complete group and/or individual projects.

NOTE: Acceptable for credit: maximum 12 units from Theater 323, 342, 350, 450, 451, 291, 501, 525, UC campuses

505 History of Motion Pictures (3) UC:CSU

Materials charge.

This course surveys the history of motion picture and television, with screenings of various American and foreign film landmarks.

NOTE: Acceptable for credit: maximum of 3 units from Theater 505, 502 and 509, UC campuses

507 Main Currents in Motion Pictures (3) UC:CSU RPT 2

Materials charge.

This course explores the conventions and aesthetic standards of various motion picture categories and genres, including the western, the detective film, the musical, the comedy film and science fiction.

See NOTE: Theater 505.

509 The Film as an Art Form (3) UC:CSU

Materials charge.

This course provides an introduction to the appreciation of motion picture aesthetics and production techniques. Discussions and lectures on color, lighting, special effects,

camera composition, dialogue, sound and narrative elements are included.

See NOTE: Theater 505.

517 Advanced Cinematography and Creative Techniques (3) CSU RPT 3

Prerequisite: Theater 525, 526 and/or consent of instructor.

Laboratory fee.

This course includes instruction and/or supervised exercises in the creation, direction and production of advanced film, projects. This includes — once approved by the instructor — a completed final film project in an area of particular interest selected by the student.

525 Motion Picture Workshop I (4) UC:CSU RPT 2

Prerequisites: Theater 501 or equivalent.

Materials charge.

A continuation of Theater 501 using Super-8 equipment, this course covers elements of budgeting, script breakdown, shooting schedules, acquisition of materials, equipment and crews and direction.

See NOTE: Theater 501.

526 Motion Picture Workshop II (4) CSU RPT 2

Prerequisite: Theater 501, 525 or equivalent.

Laboratory fee.

This course continues in the 8mm vein. More detailed and advanced techniques are covered, thus increasing the students' obligations and responsibilities. Completion of various projects and a film, including writing, production and editing is required.

185 Directed Study - Theater (1) UC:CSU**285 Directed Study - Theater (2) UC:CSU****385 Directed Study - Theater (3) UC:CSU**

Conference 1 hour per unit

Allows students to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor.

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

**TRANSPORTATION
8 International Trade (3)**

This introductory course in the field of foreign commerce deals with the relation of foreign trade to domestic trade. The course covers operation of import and export business, including organization, marketing, terminology, documents, financial procedures, credits and collection and communications. The basic principles and practices of world trade are studied.

42 Airline Freight Transportation I (3)

This course offers a general introduction to the airline transportation industry, and includes the study of air freight by transport aircraft, air express, air freight forwarders as well as the regulation and economics of commercial air transport.

43 Airline Freight Transportation II (3)

Prerequisite: Transportation 42.

This course provides an in-depth study of airline, air freight forwarders, ATA, IATA and CAB air freight rules, regulations and practices.

TRAVEL**1 Introduction to the Travel Industry (3)**

This is the first course in a group of four designed for employees of transportation companies, travel agencies and persons interested in entering the field. The course stresses all modes of transportation with a brief introduction to air travel. Included are such topics as general travel geography; steamship carriers and their operation; rail transportation; bus transportation and function and operation of hotels in the various countries of the world.

2 Travel Agency Operation (3)

Prerequisite: Travel 1.

This is the second course in a group of four designed to attract people to the transportation and travel agency industries. The course emphasizes the inside and outside operations and management of travel agencies, including office procedures, principles of selling, finances, the planning operation, pricing tours, sales and related services.

3 Air Travel North America I (3)

This is the third course in a group of four designed for employees of transportation companies, travel agencies and persons interested in entering the travel field. The course is concerned with domestic airlines: traffic, rules and regulations, ticketing, tariffs and sales.

4 Air Travel North America II (3)

Prerequisite: Travel 3.

This course offers an advanced study of airline tariffs, ticketing, rules, regulations and applications for North America destinations.

5 Air Travel International I (3)

Prerequisite: Travel 4.

This course is designed for employees of transportation companies, travel agencies and persons interested in entering the travel field. The course is concerned with foreign airlines: traffic, basic rules and regulations of routing, fare construction, ticketing, study of the Official Airline Guide — World Wide Edition, the International Tariff and sales.

6 Air Travel International II (3)

Prerequisite: Travel 5.

This course offers advanced training in fare construction, tariff reading and ticketing for international destinations.

7 Environmental Aspects of Travel I (3)

A study is made of the European areas considered by the travel industry, with special emphasis on the natural and cultural environment needed for the agent-traveler relationship.

8 Environmental Aspects of Travel II (3)

A study is made of areas other than Europe and North America which are considered by the travel industry, with special emphasis on the natural and cultural environment needed for the agent-traveler relationship.

9 Travel Salesmanship (3)

Prerequisites: Travel 1 and 2 and/or approved prior travel agency experience.

This course offers students both up-to-date travel marketing concepts and applied sales techniques. Information is on a practical level, which may be readily used in all phases of travel sales.

10 Advanced Travel Procedures (3)

Prerequisites: Travel 1, 2, 3 and 5.

A study is made of travel agency procedures including tour planning, client-agent relationships and forms and standardization, with emphasis on problem-solving and the current trends of the industry.

11 California Tour Guide (3)

Prerequisite: Travel 1.

This course is designed for travel professionals and novices interested in promoting, selling and escorting their own tours. The course emphasizes the escort/conductor in preplanning and checking any day-by-day responsibilities.

12 Travel Agency Bookkeeping (3)

Instruction is offered in the bookkeeping practices and procedures required by the ATC (Air Traffic Conference), IATA (International Air Transport Association) and ASTA (American Society of Travel Agents) rules, with emphasis on reporting procedures and forms.

13 Travel Agency Business Management (3)

Prerequisites: Travel 1 through 6 and 9 through 12.

This course increases management effectiveness by applying the latest techniques in business office management to travel agencies and includes methods for improving the productivity, accuracy and efficiency of travel office personnel.

14 Passenger Traffic Management (3)

Prerequisites: Travel 1 through 6 and 9 through 12.

A detailed study is made of travel agency operations, with emphasis on procedures to improve travel services and client satisfaction.

15 Marketing and Sales Management (3)

Prerequisites: Travel 1 through 6 and 9 through 12.

A study is made of the sales problems of retail agencies and solutions found through application of marketing, sales promotion and advertising theories and techniques.

16 International Travel and Tourism (3)

Prerequisites: Travel 1 through 6 and 9 through 12.

A study is made of the economic, social and cultural factors of international tourism, and the role played by the retail travel agent in tourism's development.

17 Travel Agency Law (3)

Lecture, 3 hours.

This course is designed for employees of travel companies, travel agencies and persons interested in the legal aspects of the industry. It presents an overview of the responsibilities and liabilities of the travel agent. It includes forms of agency ownership, state and federal laws, rights and contracts, class action suits and industry principle conference relations.

ZOOLOGY

(See Biology 5)

7 General and Dental Histology (4)

Lecture 3 hours; laboratory 3 hours.

This is an introductory course in human head, neck, oral anatomy, histology and embryology. It gives the beginning dental hygiene student a basic understanding of the human head anatomy.







FACULTY

FULL-TIME FACULTY

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Diploma, Julliard School
- Jaffe, Joyce B.**
Professor, English
B.A.E., University of Arizona
M.A., California State University, Northridge
- James, S. Bernard**
Assistant Professor of Counseling Services
A.A., L.A. Southwest College
B.A., M.A., Cal. State University, Dominguez Hills
- Jordan, John Edward**
Instructor, Speech; Director, Forensics
B.A., M.A., California State University, Long Beach
- Karl, Marsha L.**
Professor, Business
B.S., M.S., University of Southern California

- Kievman, Elaine L.**
Professor, Speech
B.S., M.A., Northwestern University
Ph.D., University of California, Los Angeles
- King, Lenard Glen**
Associate Professor, Broadcasting
B.A., M.F.A., California State University, Los Angeles
- Kittel, Hank**
Associate Professor, Engineering Drawing
B.A., California State University, Los Angeles
M.A., California State University, Fullerton
- Klein, Harvey**
Instructor, Aviation Maintenance Technician
A.A., Los Angeles City College
B.V.E., Cal. State Los Angeles
- Klotz, Daniel A.**
Assistant Professor, Administration of Justice
B.S., California State University, Fresno
M.Ed., University of California, Los Angeles
- Korst, William L.**
Professor, Chemistry
Ph.B., B.S., M.S., University of Chicago
Ph.D., University of Southern California
- Krell, Terence C.**
Assistant Professor, Business
B.A., M.B.A., University of California, Los Angeles
- Kubo, Henry T.**
Professor, Mathematics
B.A., University of California, Los Angeles
Ed.M., Harvard University
- Lamb, David N.**
Associate Professor, Aviation Maintenance Technician
A.A., Glendale College
B.V.E., California State University, Los Angeles
- Lamont, Herbert Barry**
Professor, Humanities
B.A., Lewis and Clark College
M.A., Ph.D., University of Southern California
- Lang, Charles J.**
Professor, English and Education
B.S., Tuskegee Institute
M.Ed., Ed.D., University of California, Los Angeles
- Lee, John M.**
Instructor, Physical Education; Assistant Dean, Admissions
B.S., M.S., University of Southern California
- Lemborn, Ulla E.**
Associate Professor, Dental Hygiene
B.S., M.S., Columbia University
- Lindsay, Harry A.**
Professor, Political Science
B.A., M.A., University of Southern California
- Lit, Mark D.**
Professor, Economics
B.A., University of California, Los Angeles
M.S., University of Southern California
- Ludwig, Gerald**
Assistant Professor, Accounting
B.A., California State University, Los Angeles
- Mancini, Marc L.**
Professor, French and Cinema
B.A., Providence College
M.A., Ph.D., University of Southern California
- Mancusi, Katherine F.**
Professor, Counseling Services; Dept. Chairperson
B.A., M.A., M.S., University of Southern California
- Manis, Michael S.**
Assistant Professor, Business
B.A., Stanford University
M.B.A., Harvard University
- Marine-Galloway, Constance**
Instructor, Child Development
B.A., Tufts University
- Marks, James R.**
Professor, Psychology
B.A., University of California, Los Angeles
M.A., M.Ed., Ed.D., University of Southern California
Ph.D., London University
- Marlotte, Gretchen S.**
Associate Professor, English; Division Chairperson, Language Arts
B.A., Occidental College
M.A., Columbia University
- Marotta, Albert J.**
Professor, Theatre Arts
B.A., M.A., California State University, Los Angeles
- Mazeika, Edward R.**
Assistant Professor, Counseling Services; Counselor
A.A., Santa Monica College
B.A., California State University, Los Angeles
M.A., Pepperdine University
Ph.D., University of Southern California
- McFadden, Jean K.**
Professor, Business
B.S., M.A., University of California, Los Angeles
- Morgan, Jim Lee**
Associate Professor, Business Management
B.S., B.A., M.Ed., University of Arkansas
- Murphy, Angus E.**
Associate Professor, Aviation Maintenance Technician
A.S., Los Angeles Trade-Technical College
- Neder, Irving R.**
Associate Professor, Geology
B.A., M.S., Ph.D., University of California, Los Angeles
- Nilsen, Lena K.**
Professor, Music
B.M., University of Southern California
M.A., Immaculate Heart College
- Nuckolls, Elizabeth P.**
Associate Professor, Biology
B.A., University of California, Los Angeles
M.A., California State University, Northridge
Ph.D., Oregon State University
- O'Callaghan, Michael**
Instructor, Travel
J.C.L., Catholic University of America
M.A., Immaculate Heart College
- Palmer, Paul W.**
Professor, Anthropology
B.B.A., University of Miami
M.A., University of California, Los Angeles
- Parada, Raymond J.**
Instructor, Learning Disabilities
B.A., M.A., University of California, Los Angeles
- Peters, Jeanine K.**
Professor, Humanities and Counseling Services; Counselor
B.A., M.A., M.S., M.Ed., University of Southern California
Ed.D., Pepperdine University
- Phelps, Eugene N.**
Associate Professor, American Culture; Counselor; Supervisor, Tutorial Services
B.A., St. Francis College
M.A., University of Southern California
- Pierce, Ron F.**
Assistant Professor, Temporary Consulting Instructor, Instructional Center
B.S., M.A., California State University, Chico
Ed.D., University of California, Los Angeles
- Price, Adeline S.**
Professor, Business
B.A., Hunter College of the City of New York
M.A., New York University
- Prince, Gray**
Professor, Philosophy
B.B.A., University of Michigan
M.A., University of California, Los Angeles
- Pumphrey, Joe S.**
Professor, Aviation Maintenance Technician
A.S., Los Angeles Trade-Technical College
B.V.E., California State University, Long Beach
- Raack, James D.**
Professor, Physical Education
B.S., Oregon State University
M.S., University of California, Los Angeles
- Reid, Mary Jo W.**
Associate Professor, Business Administration; Assistant Dean, Instruction-Outreach
B.S., M.A., University of Southern California
- Robinson, Barbara G.**
Counselor, E O P & S
A.B., A.M., University of Michigan
- Rosendahl, Hugo**
Instructor, Aviation Maintenance Technician
A.S., Los Angeles Trade-Technical College
B.V.E., California State University, Long Beach
- Rosenthal, Marilyn**
Professor, Nursing; Director of Nursing Program
R.N., Jewish Hospital of Brooklyn
B.S., M.S., Hunter College, City University of New York
- Ross, Bernice L.**
Associate Professor, Psychology-Special Reading; Division Chairperson, Behavioral and Social Sciences
B.A., M.A., University of California, Los Angeles
Ph.D., University of Southern California
- Ross, Martin N.**
Assistant Professor, Electronics
B.S.E.E., California Institute of Technology
- Rutherford, E. Ray**
Professor, Chemistry
B.S., M.S., Colorado State University

Sacks, Florence C.

Associate Professor, English-Special Reading
B.A., Hunter College
M.Ed., Northeastern University

Sager, Robert J.

Associate Professor, Geography and Environmental Studies
B.S., Wisconsin State University
M.S., University of Wisconsin
J.D., Western State University

Sanchez, Edgar

Professor, Aviation Maintenance Technician
B.S., Northrop University

Sands, Charles K.

Professor, Physical Education
B.A., California State University, Los Angeles

Saraffian, Edward

Professor, Mathematics; Division Chairperson, Math-Science
B.A., Occidental College
M.A., California State University, Los Angeles
M.S.T., University of New Hampshire

Saxton, Joyce S.

Instructor, Nursing
B.S., R.N., University of Rochester
M.A., University of San Francisco

Schwartz, Stephen P.

Assistant Professor, German; Coordinator, Research
B.A., University of Michigan
Ph.D., Harvard University

Scott, Consuela

Professor, Library Services
B.A., University of California, Los Angeles
M.A., University of Southern California

Searles, Jack C.

Professor of Journalism
B.A., M.J., University of California, Los Angeles

Seigel, Gary

Instructor, English
B.A., University of California
M.A., Ph.D., Rutgers University

Shaver, James R.

Professor, Sociology
B.A., Humboldt State University
M.S., Illinois Institute of Technology

Sims, Donald

Instructor, Economics
B.S., University of California, Los Angeles
M.A., University of Southern California

Smith, Donald A.

Professor, Economics; Coordinator, Financial Aids and Veterans Affairs
B.A., M.S., M.A., University of Southern California
L.L.B., J.D., Blackstone College of Law

Sternberg, Roy D.

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

Sutton, George O.

Professor, Aeronautics
B.V.E., California State University, Long Beach
M.A., California State University, Dominguez Hills

Sumetz, Aaron

Assistant Professor, History
B.A., Wayne State University
M.A., University of Michigan

Swearingen, Abbie L.

Coordinator, EOP & S
B.A., Pomona College
M.S., George Peabody College for Teachers

Tannenbaum, Irving R.

Assistant Professor, Chemistry
B.S., M.S., Virginia Polytechnic Institute
Ph.D., University of Illinois, Urbana

Terebinski, Nina T.

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

Titus, Clyde R.

B.A. Hanover College
M.E.D. University of Pittsburgh

Treadwell, Terence J.

Associate Professor, Psychology
B.A., M.A., California State University, Northridge

Vella, Virginia G.

Professor, Library Services; Chairperson, Library Services
B.A., M.A., University of California, Los Angeles

Virgin, Richard L.

Associate Professor, Aviation Maintenance Technician

A.S., Los Angeles Trade-Technical College

B.V.E., California State University, Los Angeles

Waldron, Virginia H.

Professor, Physical Education
B.A., University of California, Los Angeles

Weber, Joan M.

Associate Professor, Art
B.A., University of California, Los Angeles
M.A., California State University, Northridge

Weinstein, Rafael E.

Assistant Professor, English
B.A., M.A., California State University, Los Angeles

Weintraub, Barry

Assistant Professor, Aircraft Electronics Technology
High School Graduate and Vocational Experience, Teaching Credential

Wilder, Carolyn R.

Associate Professor, Child Development
B.A., M.A., California State University, Los Angeles

Williams, Robert N.

Professor, Music and Humanities; Dean, Instruction

B.M., M.M., University of Tulsa

Winer, Etta (Skyle)

Professor, History
B.A., M.A., Stanford University

Wolf, Katherine

Professor, Nursing
B.S.N., Mount St. Vincent College
M.A., New York University

Wolf, Martin C.

Professor, Aviation Maintenance Technician
A.S., Los Angeles Trade-Technical College

Young, George W.

Professor, Industrial Education; Dean, Educational Services
B.A., University of California, Santa Barbara
M.S., University of Southern California

Young, Jo Ellen M.

Associate Professor, English
A.B., Boston University
M.A., Tufts University

Zolner, Paul J.

Assistant Professor, Counseling Services; Counselor, Career Center
B.A., M.S., California State University, Long Beach

ADJUNCT FACULTY

All members of the Adjunct Faculty are Lecturers

Abrams, S.G.

Management

Ackley, M.P.

Accounting

Adams, S.W.

Office Administration

Adelman, P.

Business

Agopian, Michael W.

Sociology

Aguilar, L.

Spanish

Ahmadian, J.

Mathematics

Arnesty, B.

Dental Hygiene

Arrendondo, M.G.

Travel

Ascoli, D.

Travel

Atha, T.

Theatre Arts

Babcock, J.C.

Physical Education

Bailey, E.

Travel

Bailey, M.L.

Office Administration

Barnathan, H.M.

Travel

Barnathan, S.

Travel

Bartholomew, C.P.

Real Estate

Bellard, C.L.

Office Administration

Bellofiore, H.

Accounting

Bellows, N.J.

Travel

Benjamin, L.

Travel

Berger, A.G.

Electronics

Bernstein, E.R.

Real Estate

Blakely, D.E.

English

Blum, M.L.

Philosophy

Boulware, C.A.

Personal Development

Bowman M.B.

Art

Boyd, R.

Business

Britvan, J.

Real Estate

Burgh, S.J.

Travel/Finance

Burke, E.

Art

Burr, J.

Aviation Maintenance Technician

- Butoyi, M.A.**
 French
- Chammon, E.**
 Hebrew
- Chorier, C.L.**
 French
- Choy, A., Jr.**
 Travel
- Cliff, K.J.**
 Child Development
- Climer, A.B.**
 Travel
- Coccio, A.J.**
 Travel
- Collins, P.W.**
 Music
- Cook, W.S.**
 Mathematics
- Cooper, H.W.**
 Electronics
- Coplan, F.B.**
 Office Administration
- Craven, N.W.**
 Travel
- Creadick, T.**
 Library
- Cummings, A.**
 English
- Curry, S.C.**
 Administration of Justice
- Danner, W.V.**
 Sociology
- Davis, C.I.**
 Physical Education
- Delgadillo, J.**
 Business Data Processing
- Dennis, R.S.**
 Music
- DeVeaux, A.**
 Travel
- Dolinsky, M.**
 English
- Dorsey, D.S.**
 Office Administration
- Drucker, B.**
 Photography
- Ebert, I.M.**
 French
- Eisenberg, M.**
 Real Estate
- Elliott, T.L.**
 Real Estate
- Ellis, C.H.**
 Real Estate
- Farmer, J.**
 Physical Education
- Farmer, K.B.**
 Accounting
- Faught, F.R.**
 Travel
- Feinberg, M.M.**
 Speech
- Feiner, H.**
 Mathematics
- Fenton, F.H.**
 Real Estate
- Festinger, K.**
 Music
- Ford, M.S.**
 Library
- Fox, J.L.**
 Law
 Recreation
- Fuentes, F.**
 Spanish
- Fuller, D.M.**
 Business
- Fuller, J.C.**
 Real Estate
- Garber, R.**
 Counseling
- Garrido, R.J.**
 Accounting
- Ghormley, C.J.**
 Travel
- Gillchriest, W.**
 College Basic Skills
- Glasscock, M.E.**
 Real Estate
- Goldberg, B.**
 English
- Gonzalez, A.B.**
 Spanish
- Goodfellow, D.L.**
 Physical Education
- Greenberg, H.L.**
 Real Estate
- Greenberg, P.N.**
 Real Estate
- Gross, M.W.**
 Art
- Gyllenswan, J.E.**
 Engineering, General
- Haley, T.E.**
 Biology
- Halushka, D.A.**
 Spanish
- Hamren, S.D.**
 Recreation
- Harless, J.W.**
 Office Administration
- Harwood, R.H.**
 Anatomy
- Hearshen, S.S.**
 Humanities
- Henderson, J.E.**
 Real Estate
- Hill, C.E.**
 Law
- Holman, D.L.**
 Real Estate
- Holmes, G.W.**
 Electronics
- Holzman, P.B.**
 Real Estate
- Homer, E.G.**
 Business Data Processing
- Hopkins, D.A.**
 Personal Development
- Itow, P.P.**
 Child Development
- Jackson, B.C.**
 Travel
- Jacobs, S.M.**
 Business Data Processing
- James, S.B.**
 Counseling
- Jick, D.S.**
 Travel
- Jick, L.**
 Travel
- Joiner, R.L.**
 Business
- Jones, H.W.**
 Mathematics
- Jones, J.M.**
 Mathematics
- Joshpe, D.**
 Mathematics
- Kabler, W.E.**
 English
- Kahn, M.H.**
 Accounting
- Kaplan, R.S.**
 Travel
- Kaposi, T.**
 Library
- Katz, B.**
 Real Estate
- Kazdan, C.**
 Physical Education
- Kearney, O.F.**
 Management
- Kelley, D.L.**
 Insurance
- Kenehan, L.G.**
 Travel
- Kirsch, M.L.**
 Office Administration
- Kissinger, D.A.**
 Office Administration
- Knerr, C.H.**
 Finance
- Knight, G.**
 Geography
- Koch, B.A.**
 Business
- Krahn, H.M.**
 Psychology
- Krayer, A.**
 Dental Hygiene
- Kulman, E.K.**
 Special Education
- Kuras, H.C.**
 Spanish
- Kutcher, S.**
 Biology
- Landis, N.T.**
 English
- Lanier, W.R.**
 Administration of Justice
- Lapin, A.J.**
 Travel
- Lawhorn, S.H.**
 Health
- Lee, K.**
 Physical Education
- Lee, S.L.**
 Geology
- Lewis, C.**
 Journalism
- Lenchner, S.**
 Biology
- Levy, J.A.**
 Travel
- Lewis, T.R.**
 Marketing
- Liggett, D.K.**
 Physical Education
- Lindholm, E.**
 Aviation Maintenance Technician
- Lipton, H.N.**
 Management
- Londre, L.S.**
 Marketing
- Lordan, P.**
 Art
- Loriente, S.M.**
 Spanish
- MacGregor, C.**
 Insurance
- McLaurin, J.W.**
 Mathematics
- Marcus, L.**
 English
- Marine-Galloway, C.**
 Child Development
- Marsall, J.M.**
 Photography
- Marshall, B.R.**
 Travel
- Martin, R.**
 Travel

- Mathey, J.**
 Travel
Matus, M.S.
 Mathematics
May, Ruth J.
 Travel
Mazie, K.C.
 Aviation Maintenance Technician
McLaurin, J.W.
 Mathematics
Micillo, L.M.
 Spanish
Miele, P.F.
 Travel
Miller, P.J.
 Physical Education
Mirich, K.M.
 English
Mitchell, J.A.
 Supervision
Miyata, G.T.
 Mathematics
Mockler, J.
 Spanish
Moite, L.M.
 Economics
Molliconi, H.S.
 Music
Montour, C.R.
 Accounting
Morse, M.J.
 Mathematics
Musgrave, R.F.
 Management/Supervision
Nadler, M.N.
 Real Estate
Nash, W.L.
 Management
Neal, S.
 Physical Education
Nelson, C.T.
 Accounting/Real Estate
Newman, S.L.
 Dental Hygiene
Neufer, J.
 Chemistry
Noble, J.H.
 Supervision
O'Hara, M.F.
 Business
Olmsted, G.T.
 Administration of Justice
Pahl, J.
 Mathematics
Parks, G.B.
 Real Estate
Partin, L.R.
 Travel
Paulson, H.M.
 Travel
Pauze, L.J.
 Physical Education
Pinio, S.J.
 Business
Powell-Thornton, W.
 Physical Education
Rankin, S.D.
 Photography
Ransons, H.J.
 Business Data Processing
Resnick, B.P.
 Travel
Ripley, J.B.
 Office Administration
Riviere, H.B.
 Dental Hygiene
Rose, M.I.
 Real Estate
Roth, E.N.
 Chemistry
Rowan, E.G.
 Real Estate/Finance
Russell, H.J.
 Speech
Sanderson, W.L.
 Art
Savlov, K.G.
 Business
Schaffner, B.M.
 English
Schimmenti, J.J.
 Law
Schneidewind, S.D.
 Dental Hygiene
Schreiner, E.H.
 Transportation
Schwartz, M.
 Travel
Scott, S.T.
 Management/Marketing
Shell, W.G.
 Aviation Maintenance Technician
Shewfelt, L.L.
 Real Estate
Shibota, E.T.
 Office Administration
Shimizu, J.
 Health
Siff, S.N.
 Accounting
Silverman, R.M.
 Travel
Simon, L.A.
 Real Estate
Slaughter, B.
 Office Administration
Smith, C.A.
 Mathematics
Smith, D.F.
 Business Data Processing
Smith, J.G.
 Physical Education
Smith, L.C.
 Physical Education
Smith, M.G.
 Library
Spencer, P.B.
 Special Education
Spurgeon, C.W.
 English
Stansbury, B.P.
 Business
Stansbury, N.B.
 Travel
Stamps, B.L.
 Accounting
Starr, H.
 Real Estate
Starret, E.R.
 French
St. Clair, J.J.
 Spanish
Stewart, D.
 Marketing
Sturns, W.
 Real Estate
Sullivan, D.R.
 Administration of Justice
Sum, S.K.
 Chinese/Japanese
Swaim, D.M.
 Health
Swicegood, M.K.
 Office Administration
Taggart, P.M.
 Accounting
Tapanes, M.U.
 Spanish
Tarvyd, E.S.
 Oceanography
Terry, R.S.
 Real Estate
Tobdowsky, M.E.
 English
Thompson, B.E.
 Travel
Thompson, T.I.
 Japanese
Townsend, D.D.
 Travel
Uyeno, R.K.
 Accounting
Virgin, W.E.
 Aviation Maintenance Technician
Vogelsang, L.M.
 Physical Education
Wallace, J.R.
 Physical Education
Warlin, J.A.
 Broadcasting
Warner, R.L.
 Travel
Way, L.L.
 Real Estate
Weisel, H.N.
 Music
Whittemore, C.R.
 Physical Education
Wilcox, T.A.
 Music
Williams, E.W.
 Office Administration
Williams, W.G.
 History
Willoughby, G.N.
 Art
Witkowsky, J.L.
 Mathematics
Witt, G.J.
 Mathematics
Wood, A.M.
 Law
Woods, M.T.
 Philosophy
Worth, B.E.
 Real Estate
Wrinkle, G.B.
 Biology
Wynar, S.
 Economics
Yen, W.H.
 Chinese
Zuck, R.R.
 Chemistry

INSTRUCTIONAL DIVISIONS

- Division of Math-Science
 Division Chairperson — Edward Saraffian
 Subject Fields
 Chemistry
 Electronics
 Engineering-Drafting
 Mathematics
 Physics
 Faculty
 Norman Ahern
 Roger Anderson
 Barbara Cohen
 Allen Epstein
 Jack Heller

Hank Kittel
William Korst
Henry Kubo
Martin Ross
Ray Rutherford
Edward Saraffian
Irving Tannenbaum

Division of Language Arts

Division Chairperson — Gretchen Marlotte

Subject Fields

Education
English
Foreign Languages
Journalism
Library Practice
Special Education
Speech

Faculty

Clare Adams
Raymonde Adellach
Bruce Anders
Eleanor Bishop
Mark Day
Constance Immel
Joyce Jaffe
John Jordan
Elaine Kievman
Charles Lang
Marc Mancini
Gretchen Marlotte
Nancy Matheson
Florence Sacks
Jack Searles
Garry Seigel
Ray Weinstein
Jo Ellen Young

Division of Humanities & Fine Arts

Division Chairperson — Arthur Danner

Subject Fields

Art
Broadcasting
Humanities
Music
Philosophy
Theatre Arts

Faculty

Arthur Danner
Shirley Eisman
Kenneth Garber
Wallace Hylton
Gladys Jackson
L. Glen King
H. Barry Lamont
Al Marotta
Lena K. Nilsen
Jeanine Peters
R. Gray Prince
Joan Weber

Division of Earth, Life, & Health Sciences

Division Chairperson — Leonard Isaksen

Subject Fields

Anatomy
Allied Health
Biology
Dental Hygiene
Environmental Studies
Geology
Geography
Microbiology
Nursing
Oceanography
Physiology

Faculty

Phyllis Beemsterboer
John Connor
Foster Eubank
Steven Fink
Judith Hargis

Leonard Isaksen
Ulla Lemborn
Irving Neder
Elizabeth Nuckolls
Marilyn Rosenthal
Robert Sager
Joyce Saxton
Katherine Wolf

Division of Health, Physical Education & Recreation

Division Chairperson — Charles Sands

Subject Fields

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

Faculty

Mary Burbank
Willie Collins
Arthur Harris
Charles Hollaway
James Raack
Charles Sands
Virginia Waldron

Division of Behavioral Sciences

Division Chairperson — Bernice Ross

Subject Fields

Anthropology
Child Development
Family & Consumer Studies
Psychology
Sociology

Faculty

Patricia Comstock-Shaver
Kathleen Elliott
Garland Embrey
Norman Fields
Marlene Greiner
Richard Haney
Jack Horowitz
James Marks
Bernice Ross
James Shaver
James Shaver
Nina Terebinski
Terence Treadwell
Carolyn Wilder

Division of Social Sciences & Real Estate

Division Chairperson — Edward Elcott

Subject Fields

Administration of Justice
American Culture
Fire Science
Economics
History
Political Science
Real Estate

Faculty

Jo Ellen Allen
Jack Arnot
Howard Cohen
Edward Elcott
George Farmer
Daniel Klotz
Harry Lindsay
Mark Lit
Michael Manis
Donald Sims
Aaron Sumetz
E. (Skyle) Winer

Division of Business

Division Chairperson — David Braun

Subject Fields

Accounting
Business
Business Law
BDP/Computer Science
Coop. Education

Finance
Management
Marketing
Office Administration
Supervision

Faculty

David Braun
Robert Fagen
Carl Feingold
Al Fisher
Marsha Karl
Gerald Ludwig
Jim Lee Morgan
Richard Musgrave
Jean McFadden
Adeline Price
Roy Sternberg

Division of College Skills

Division Chairperson — Clare Adams

Airport Campus**Subject Fields**

Aircraft Electronics Technology
Aviation Maintenance Technician
Motorcycle Repair
Travel

Faculty

Leland Babbitt
Christopher Barnard
John P. Cannon
Scott S. Feinerman
C. Don Grounds
Robert L. Hicks
Harvey Klein
David N. Lamb
Angus Murphy
Michael O'Callaghan
Joe S. Pumphrey
Hugo Rosendahl
Edgar Sanchez
George O. Sutton
Clyde R. Titus
Richard L. Virgin
Barry Weintraub
Martin C. Wolf

CAMPUS CHILD DEVELOPMENT CENTER STAFF

Frazier, Sandra E.

Instructor, Child Development Center

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

Hatfield, Yvonne Y.

Director

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

Itow, Pauline

Teacher

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

Podolsky, Leslie A.

Teacher

B.A., University of California, Los
Angeles;
M.A., Lesley College.

EMERITUS FACULTY

Bates, Frank J.

(1969-1979)

Associate Professor Emeritus, Business
Administration.

Becker, Alexander A.
 (1969-1981)
 Professor Emeritus, Mathematics

Britton, Josefina Fernández
 (1969-1981)
 Professor Emeritus, Spanish, Counselor

Bryson, Robert M.
 (1968-1979)
 Professor Emeritus, Vocational Building
 Construction Technician, Dean
 Emeritus, Counselor Emeritus.

Eisner, Morton P.
 (1969-1979)
 Professor Emeritus, Chemistry.

Heldman, Morris J.
 (1968-1976)
 Professor Emeritus, Chemistry
 President Emeritus.

Kane, Stephen S.
 (1968-1980)
 Professor Emeritus, Chemistry
 Dean Emeritus, Student Services

Korach, Simon M.
 (1969-1979)
 Professor Emeritus, Physical Education
 Coordinator Emeritus, Student Activities.

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

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

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

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

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

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

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

Witt, George S.
 (1968-1975)
 Professor Emeritus, Business
 Dean Emeritus, Student Personnel
 Services.

DECEASED MEMBERS

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

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

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

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

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

GLOSSARY OF TERMS

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

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

Application for Admission — A form provided by the College on which the student enters identifying data and requests admittance to a specific semester or session. An application must be filed and processed and an appointment for class registration received before a ticket of admission to a particular class section can be issued.

A.S.B. — Membership card of the Associated Student Body

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

Bachelor's Degree (B.A., A.B., B.S.) — A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of 120 or 130 semester units.

Career Program — A group of courses planned to lead to some competence in a particular field of study and to the A.A. degree. Sometimes called a "course of study."

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

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

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

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

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

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

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

Credit by Examination — Course or unit credit granted for demonstrated proficiency in a given area.

Credit/Non-credit — Completion of a course or program with credit, but no grade, granted.

Deficiency — Grade Point Deficiency: whenever a student's grade point average is less than 2.0; Subject Deficiency: whenever a student lacks a course or courses required for admission, graduation, or transfer.

Department — An administrative division of the college which offers instruction in a particular branch of knowledge.

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

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

Enrollment — That part of the registration process during which students select classes by section number to reserve a seat in the class and be placed on the class roster.

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

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

Grade Point Deficiency — Possession of fewer grade points than twice the units attempted.

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

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

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

Material Fee — A District approved charge for supplies furnished by the College for use by the students within the class.



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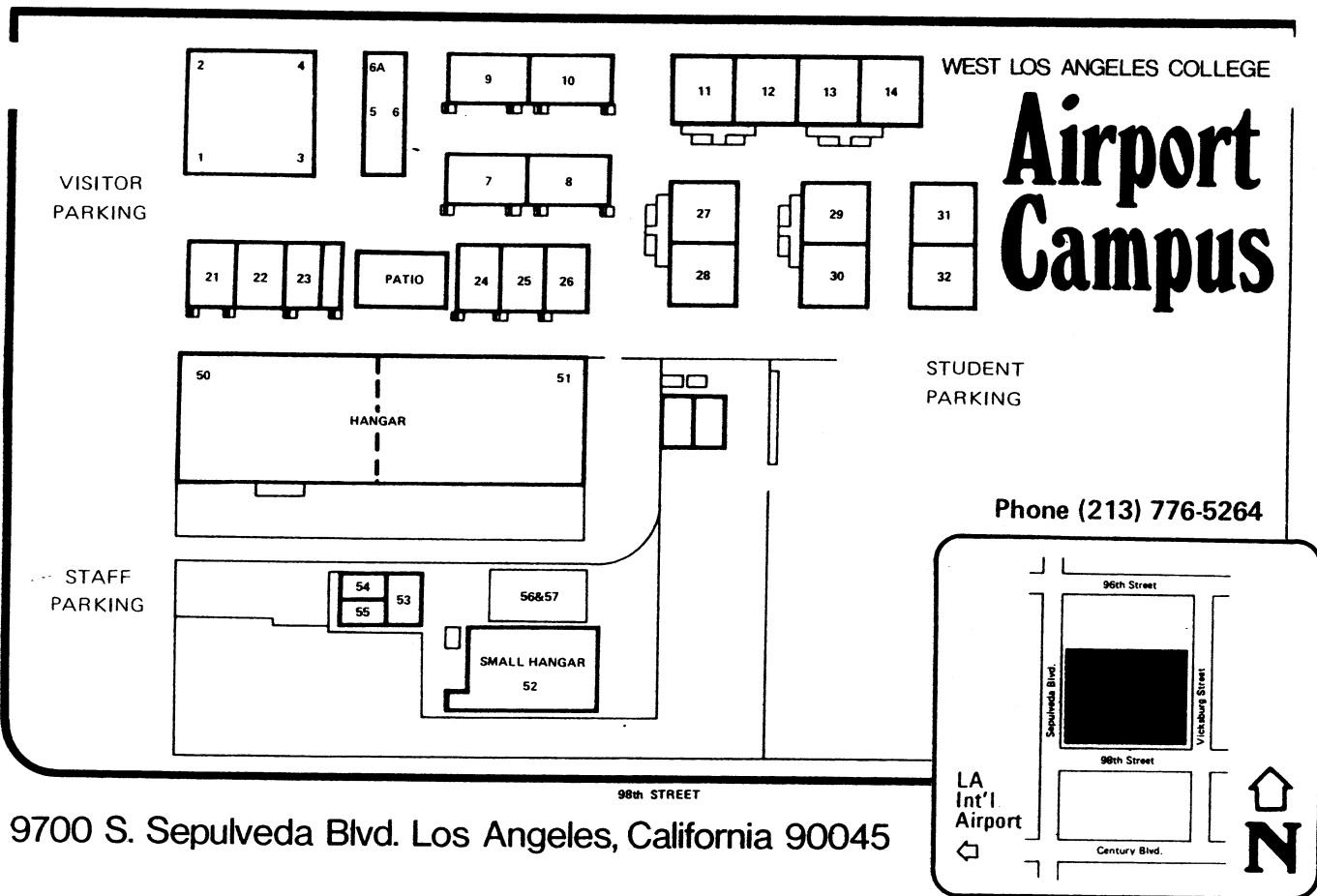
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