



**West
Los Angeles
College**

**2002 – 2004
Catalog**

**9000 Overland Avenue
Culver City, California
90230 • 3519**

(310) 287.4200

www.wlac.edu

2002-2004 College Calendar

2002-2004 COLLEGE CALENDAR

FALL SEMESTER 2002

Residency Determination Date	September 2, 2002
Labor Day Holiday (Observed)	September 2, 2002
Instruction Begins	September 3, 2002
Veterans' Day Holiday (Observed)	November 11, 2002
Thanksgiving Holiday (Observed)	November 28-29, 2002
Final Examinations	December 13-20, 2002
Winter Break	December 21, 2002-January 1, 2003
Fall Semester Ends	December 20, 2002

WINTER INTERSESSION 2003

Residency Determination Date	January 5, 2003
Instruction Begins	January 6, 2003
Martin Luther King's Birthday (Observed)	January 20, 2003
Final Examinations (Final Exams Should Be Given On The Last Day Of Class)	February 13, 2003
Winter Intersession Ends	February 13, 2003

SPRING SEMESTER 2003

Residency Determination Date	February 17, 2003
Lincoln's & Washington's Birthdays (Observed)	February 14-17, 2003
Instruction Begins	February 18, 2003
Cesar Chavez Day (Observed)	March 31, 2003
Spring Break	April 14-20, 2003
Memorial Day Holiday (Observed)	May 26, 2003
Final Examinations	June 10-16, 2003
Commencement	June 19, 2003
Spring Semester Ends	June 16, 2003

SUMMER 2003

Instruction Begins	June 23, 2003
Independence Day	July 4, 2003

2003-2004 COLLEGE CALENDAR

FALL SEMESTER 2003

Residency Determination Date	September 1, 2003
Labor Day Holiday	September 1, 2003
Instruction Begins	September 2, 2003
Veterans' Day Holiday (Observed)	November 11, 2003
Thanksgiving Holiday (Observed)	November 27-28, 2003
Final Examinations	December 15-20, 2003
Winter Break	December 21, 2003-January 1, 2004
Fall Semester Ends	December 20, 2003

WINTER INTERSESSION 2004

Residency Determination Date	January 1, 2004
Instruction Begins	January 5, 2004
Martin Luther King's Birthday (Observed)	January 19, 2004
Final Examinations (Final Exams Should Be Given On The Last Day Of Class)	February 12, 2004
Winter Intersession Ends	February 12, 2004

SPRING SEMESTER 2004

Residency Determination Date	February 16, 2004
Instruction Begins	February 17, 2004
Lincoln's & Washington's Birthdays (Observed)	February 13-16, 2004
Spring Break	April 5-10, 2004
Cesar Chavez Day (Observed)	March 31, 2004
Final Examinations	June 7-12, 2004
Commencement	June 10, 2004
Spring Semester Ends	June 14, 2004

General Information

EDUCATIONAL PHILOSOPHY

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

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

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

A VISION FOR THE FUTURE

Through innovative programs and responsive community services, West Los Angeles College empowers students to succeed.

VALUES STATEMENT

Our vision is supported by the principles we share in common as faculty, staff, and students:

Student Success

Empowering students to be effective in school and in life. Respecting student needs. Engaging students in dynamic, creative dialogue. Engaging students actively in college development.

High Standards and Excellence

Pursuing excellence. Setting high expectations for our students and ourselves. Having pride in the college.

Flexible, Future-Oriented Perspectives

Being able to anticipate change and embrace the future. Developing openness to innovation and change. Cultivating resiliency, flexibility, adaptability, and creativity.

Personal Integrity and Mutual Respect

Practicing the values of respect, honesty, courtesy and fairness. Pursuing our goals with dedication and commitment. Following through on commitments.

Critical Thinking

Engaging in deliberative dialogue and decision making.

Teamwork, Communication, and Support

Promoting success across the college. Advancing a collaborative ethos. Providing encouragement, support, and recognition for a job well done. Listening actively and carefully. Communicating in a timely and open manner.

Community Service

Establishing connections to the community. Respecting community needs. Being open to the community. Having pride in the college.

MISSION STATEMENT

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

The college, as an institution of higher learning, is committed to an environment that reflects respect for all students. The college provides an educational experience that is challenging and inclusive of the needs of its diverse student body. The college affirms the belief that multiculturalism contributes to the success of all students as they learn to value the diversity of the college and society. West Los Angeles College's mission is founded upon a commitment to assist each student in developing an educational success strategy. The college implements its mission through:

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

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

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

General Information

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

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

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

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

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

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

NON-DISCRIMINATION POLICIES

Affirmative Action

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

Equal Opportunity/Non-Discrimination Compliance Procedure

In order to insure Equal Opportunity/Non Discrimination Policy compliance at West Los Angeles College, please direct inquiries to: Affirmative Action Representative and Title IX/Sex-Equity Coordinator, Lawrence Woods at (310) 287-4383; and Section 504 Coordinator of Disabled Students Programs & Services, Adrienne Foster, (310) 287-4562. In addition, inquiries may also be directed to the District Office of Affirmative Action at (213) 891-2315.

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

SUMMARY OF SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

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

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

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

ACCURACY STATEMENT

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

POLÍTICA DE NO-DISCRIMINACIÓN

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

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

A fin de asegurar el acatamiento a la Política de Igualdad de Oportunidades en el Colegio del Oeste de Los Angeles, sírvase dirigir sus quejas con el Representante de Acción Afirmativa y Coordinador del Artículo IX/ Igualdad Sexual, Sr. Lawrence Woods al (310) 287-4383; y con el Sra. Adrienne Foster, Coordinador del Programa de Incapacitados, Sección 504 al (310) 287-4562. También puede llamar a la Oficina de Acción Afirmativa del Distrito al (213) 891-2315.

RESUMEN DE LA POLÍTICA DE ACOSO SEXUAL

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

ayuda del Colegio. Todo empleado tiene la responsabilidad de reportar tal conducta con el representante de la Oficina de Maltrato y Abuso Sexual. Quejas de gravedad serán puestas a disposición de la ley.

CONOCIMIENTO LIMITADO DEL INGLÉS

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

Admissions Policies And Information

APPLICATION FOR ADMISSION

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

ADMISSION ELIGIBILITY

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

1. Being eighteen (18) years of age or older.
2. Being an apprentice, as defined by Section 3077 of the California Labor Code.
3. Being in grades K through 12, under special circumstances.

Registration Materials

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

Readmission

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

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

RESIDENCY REQUIREMENTS

California Residence Requirements

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

Non-Resident

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

Non-Resident Tuition Fee

The tuition fee for non-resident students must be paid at the time of registration. This fee is subject to change. Non-resident students are also required to pay the community college enrollment fee. Students who qualify for financial aid may defer non-resident tuition fees until funds are received. Contact the Financial Aid Office for information and assistance.

INTERNATIONAL (F-1) VISA STUDENTS/ADMISSIONS

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

All applicants must meet the following admissions criteria:

1. Demonstrate English language ability adequate to enable the student to profit from instruction at the college level. Adequacy of English proficiency is determined by a satisfactory score on the Test of English as a Foreign Language (TOEFL). A score of 450 standard or 133 computer is the minimum acceptable score. Transfer applications in the U.S. may substitute WLAC placement exam results for the TOEFL.
2. Show evidence of academic achievement equivalent to an American high school education.
3. Demonstrate the ability to pay the non-resident tuition, enrollment fee, and personal living expenses for one year.

Admissions Policies And Information

Once an international student has been accepted as a student at West Los Angeles College, the student must maintain a full-time academic load of 12 or more units per semester. A number of services are available to international students such as counseling, orientation, a language laboratory, and an international student organization. Information is available in the International Student Services Office in the trailer opposite the Admissions Office, Bldg. A-13.

All international students should contact the International Student Services Office as soon as they arrive. All students are highly encouraged to carry health insurance.

SOCIAL SECURITY NUMBER/ STUDENT IDENTIFICATION NUMBER

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

STUDENT RECORDS AND DIRECTORY INFORMATION AND FAMILY EDUCATION RIGHT AND PRIVACY ACT

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

All student records maintained by the various offices and departments of the college, other than those specifically exempted by law, are open to inspection

by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the records officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the Office of Admissions.)

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

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

No Directory Information will be released regarding any student who has notified the records officer in writing that such information shall not be released. All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the records officer via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

TRANSCRIPTS

Upon written request by the student, a copy of the student's academic record shall be forwarded to the student, or his or her designated addressee, promptly by U.S. mail or other responsible forwarding agency. A student or former student shall be entitled to two free copies of the transcript of his or her record. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3 per copy. Students may request special processing to expedite their request for an additional fee of \$10. This option is subject to the college's ability to provide this service. Requests for transcripts or verifications may be submitted to the Office of Admissions. Transcripts from another institution are not available for copying.

Admissions Policies And Information

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.

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

STUDENT FEES

Enrollment Fee

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

Board Of Governors Waiver And Enrollment Fee Assistance

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

1. An Enrollment Fee Waiver, which is available to students whose families receive Aid to Families with Dependent Children (AFDC), Supplemental Security Income (SSI), or General Relief (GR).
2. An Enrollment Fee Credit, which is available to students whose family income and size fall within the following limits:

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

3. An Enrollment Fee Deferment, for students who have already been awarded Financial Aid, such as a Pell Grant, Cal Grant or assistance from EOP&S. Students can defer the payment of enrollment fees.

Enrollment Fee Refund Policy

For full term courses: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that, unless the student must drop a class due to cancellation or rescheduling by the administration/college. For short term courses, the student will receive a full refund up to the end of a period of time equal to 10% of total class time. There will be no refunds after that, unless the student must drop a class due to its cancellation or rescheduling by the administration.

Health Fee

The Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) low income students, including students on financial aid and/or recipients of a Board of Governors' Fee Waiver Grant; (b) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect; (c) students who are attending classes under an approved apprenticeship training program; (d) non-credit education students; (e) students enrolled in District colleges exclusively at sites where student health services are not provided; (f) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes; and (g) students who are enrolled in District colleges exclusively through contract education.

Students exempt under the provisions of (a), (c) and (d) above are eligible to receive the services of the college health program; all other exempt students are not eligible to receive the services of the college health program.

Parking Fee

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

Associated Students Organization (ASO) Fee

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

Non-Resident Tuition Fee

See Residency Requirements.

Admissions Policies And Information

Non-Resident Tuition Refund Criteria And Schedule

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

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

Non-resident refunds will be computed as follows:

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

Instructional Materials

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

MATRICULATION

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

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

Y.E.S. - Your Educational Success

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

1. Orientation for new and non-exempt students.
2. Assessment.
3. Counseling and Advisement in order to develop your Student Educational Plan (S.E.P.). This process assists students from the time they enroll until the time they terminate their studies at any of the campuses of the Los Angeles Community College District.

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

- A. Express a general educational intent initially, and after a reasonable period of time, declare a specific educational goal.
- B. Attend class and complete courses while making reasonable progress toward achieving an educational goal, meeting the standards established by the college and the State of California.

Eligibility And Exemptions For Matriculation

All students enrolling in courses for credit are required to participate in the Matriculation process unless exempt. Students who hold an A.A./A.S. degree or higher are exempt from all components of the Matriculation process except Admissions and Orientation.

The following students are exempt from Assessment, Orientation, Counseling and Advisement, and Follow-up, but will be subject to the Matriculation process if their status changes. Students are exempt who:

1. Already possess an A.A. Degree or higher from an accredited college or university in the United States.
2. Have participated in the Assessment placement process or course equivalency at another California Community College, and present interpreted test results from their respective colleges. (Must be approved by a counselor or Department Chairperson.)
3. Are taking Physical Education (performance) courses only.

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

Counseling

Counseling is a major component of Matriculation. At the beginning of their first semester, students should make an appointment with a counselor to prepare a Student Educational Plan, (S.E.P.). The Counseling Office is

Admissions Policies And Information

located in Bldg. A-13, telephone (310) 287-4520.

Complaint Of Unlawful Discrimination

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

ASSESSMENTS

English And Mathematics

The purpose of Assessment is to provide guidance that assists students in selecting courses that will help them attain their educational goals. All students wishing to enroll in English, ESL, or mathematics classes are required to be assessed., and there is no charge for Assessment.

Prerequisites to all mathematics and English courses are enforced. Prerequisite/Corequisite Challenge Petitions are available in the Student Entry Center, Assessment, Counseling and Admissions Offices, Bldg. A-13. See the Academic Policies section for additional information about challenging a prerequisite.

Sample assessment questions for mathematics and English are available in the Student Entry Center, at the computerized Assessment Appointment Center, in Bldg. A-13, or online at www.act.org/compass/sample/prac/html.

Students may not need to take an Assessment exam if they have taken the test in the last two years, or have acceptable test information from another college. It is the students' responsibility to request to be exempt from taking a mathematics, English or ESL course before registering. If you have taken an English or Math course (at another college) that is equivalent to the required prerequisite courses, please see a counselor.

After students receive their Assessment results, they should consult a counselor for academic advisement. In order to be assessed, students must first file a WLAC Application for Admission with the Admissions Office.

English As A Second Language

A special English assessment is available to students whose native language is not English, and who wish to, or are advised to, enroll in ESL classes. Students should schedule their English, ESL, and Math Assessment Appointments on the WLAC Assessment Computer located in the Student Entry Center, Bldg. A-13.

PREREQUISITES, COREQUISITES AND ADVISORIES IN COURSE DESCRIPTIONS

Some of the courses offered at West Los Angeles College have prerequisites, corequisites, or advisories stated in the course descriptions. A prerequisite is a condition of enrollment that a student must meet in order to enroll in the course. A corequisite is a condition of enrollment consisting of a course that a student is required to take in order to enroll in another course. An advisory statement indicates to the student the recommended preparation a student needs to be successful in a course.

Any student may challenge a prerequisite, corequisite or other requirements to enroll on the following grounds:

1. The prerequisite or corequisite has not been made reasonably available.
2. The prerequisite or corequisite was established in violation of regulations or is in violation of the district-approved policies and procedures.
3. The prerequisite or corequisite or condition of enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite, or
5. Other grounds for challenge that the student may feel apply to this section.

Prerequisite/Corequisite challenge petitions are available in the Counseling Center, Bldg. A-13, and in the Assessment Center, Bldg. A-12. Assistance with the challenge process can also be found in the Counseling Center.

VETERANS

Admissions Requirements For Veterans

Veterans are required to follow these procedures:

1. File an application for VA Educational Benefits (VA Form 22-1990 or 22-5490) and an application for admittance to the college.
2. Fill out Veterans enrollment papers for school records declaring major, transfer school, and schools previously attended. The appropriate form for over 60 units must be filed.

Admissions Policies And Information

3. Request transcripts from all colleges attended. Have them sent directly to the Admissions Office. This applies even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.
4. Claims for dependents must be accompanied by a copy of the claimant's marriage license, and/or birth certificates for each dependent child.
5. File VA Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.
6. Apply each semester for continuous VA educational benefits.

Program Planning For Veterans

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

60 Unit Rule

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

Elective Credit For Military Service

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

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

A veteran may also receive 3 units of elective credit for 6 months to 1 year of active-duty service, or 6 units of elective credit for 1 year or more of active-duty service. Petitions for this will also be evaluated on a case-by-case basis. See Academic Policies; Credit for Military Service Training.

Adds And Drops For Veterans

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

Academic Probation

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

For additional information pertaining to academic status, see the Veterans Clerk in the Admissions Office, Bldg. A-13.

Student Programs & Services

ASSOCIATED STUDENTS ORGANIZATION (ASO)

The ASO represents the student body in the shared governance process, and a \$7 student activity fee (paid automatically through the negative check-off process approved by the Associated Students Organization) supports scholarships, enrichment programs and student events on campus. The ASO fee also entitles the student to a WLAC photo identification card.

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. 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 governs the collection, deposit and expenditure of funds. All records are subject to annual audit by the Board of Trustees.

The ASO advisor or the Dean of Student Services represents the faculty and administration of the college as sponsors and advisors of the Executive Council, the Finance Committee and the Inter-Club Council.

I. LACCD Administrative Regulation E-22 (Eligibility for Student Association Officers) pertains to the following standards governing candidate and officer eligibility for appointed and elected Associated Student Organization offices and Heads of Standing Committees, as defined by ASO constitution and bylaws, and must be met:

A. The candidate or officer must be a currently-paid member of the ASO at the college where the election is being held, and have successfully completed no more than 72 degree-applicable units in the District.

B. The candidate may seek only one campus office within the District.

C. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. "Current" means the most recently completed semester.

D. The candidate or officer must not be on academic or progress probation. Progress probation is defined as having recorded a "INC" (Incomplete), "NCR" (No Credit) for fifty percent or more of all units in which a student has enrolled. Academic probation results when a student fails to maintain an accumulated grade point average of 2.0.

E. The candidate or officer must be actively enrolled in, and must successfully complete six (6) units by the end of the semester. Students falling below this requirement must forfeit their office. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of six (6) units where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.

II. A candidate or officer is ineligible for ASO office:

A. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices; and

B. If he or she has served in any office or position where he or she voted on the expenditure of ASO funds in any college.

III. An officer may serve a fifth semester if eligible at the time of assuming office, with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).

IV. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. Officers not adhering to the standards for office will be required to forfeit their positions.

V. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position (Board Rule Article VIII, 9801-9804).

VI. Any candidate or officer with a disability may request an accommodation for the requirements of section I (E):

A. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Student Program and Service (DSP&S) in compliance with Section 504 of the Rehabilitation

Student Programs & Services

Act, and Title II of the Americans with Disabilities Act, as appropriate.

B. Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take 6 units. However, a candidate or officer must be enrolled in a minimum of five units throughout his/her term in accordance with Education Code section 76071.

C. Procedures for requesting an accommodation under E-22:

1. Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.
2. Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.

VII. Students enrolled in college credit and/or non-credit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.

VIII. Individual colleges may set forth standards for office in their ASO constitutions which are higher, but not lower, than those listed above with the exception of the accommodations listed in Section VI above.

Student Trustee Election Procedure

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

Student Clubs And Organizations

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

In conforming to the California Education Code, the only recognized clubs are those chartered by the ASO. Thus, the college assumes no responsibility for activities of unchartered groups, including off-campus social organizations that consist of students or former students. State law prohibits membership in secret organizations.

Recognized Clubs And Organizations

Alpha Gamma Sigma
Black Data Processing Associates
Black Student Union
Cheerleaders Club
Christian Club
Club Latino United for Education
Criminal Justice
Dental Hygiene
Hillel Club
International Students
Hockey Club
Law Club
Math Club
Pace Club
Phi Beta Lambda
Phi Theta Kappa
Positive Knowledge
Soccer Club

Colors And Logo

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

CHILD DEVELOPMENT CENTER (CDC)

The Center is a nurturing place for children of WLAC student/parents, licensed by the DPSS Community Care Licensing Board for Childcare. The Center provides a low-cost, safe, positive learning environment for students' children. Applications are available in the Counseling Center, EOP&S, the Workforce Development Office and the Child Development Center, which is located in Parking Lot 5. For additional information phone (310) 287-4357.

Hours and Days

The Center offers services day and evening. It is open Monday through Saturday, (7:45 a.m. to 4:00 p.m., and Monday through Thursday, from 4:00 p.m. to 10:00 p.m.). Friday and Saturday availability is subject to sufficient enrollment.

Student Programs & Services

Ages of Children

Children ages 2-5 are accepted into the Monday through Friday, 8:00 a.m. to 4:00 p.m. program.

Children ages 3-12 are accepted into the Monday through Thursday, 3:15 p.m. to 10:00 p.m., and Saturday programs.

Children must attend a minimum of two sessions a week in the day program, and one session per week in the evening or Saturday programs. Tuition is based on a sliding scale ranging from .75 cents to \$2.00 an hour. Qualifying families may receive a grant from CalWORKs and/or the State of California to reimburse tuition.

The Center is a training program for students wishing to pursue a career in teaching young children.

COUNSELING CENTER

The Counseling Department at West Los Angeles College assists students in making decisions regarding educational, career, and personal concerns. Counseling is available for educational, transfer and career exploration. These services are provided by professional counselors through individual and group counseling, workshops, referrals to resources on and off campus, through the use of testing, and referral to reference materials.

The primary goal of the Counseling Center is to provide opportunities for students to clarify their values and goals, to make decisions, to develop self-confidence, self-direction and self-esteem.

An academic counseling session begins with educational goal-setting, exploring education options and opportunities, evaluating the student's educational background, and providing the student with clear, concise, up-to-date educational information. Counselors can assist individuals to assess their interests, strengths, abilities, and values; to set goals; to make plans to accomplish those goals; and to address personal problems or barriers that impede plans to fulfilling those educational goals.

A counseling session will also assist individuals in selecting of appropriate programs of study relative to their chosen objectives. Individual student/counselor conferences are available by appointment. Counseling is available on a walk-in basis during Registration only.

Entering (first year) students are encouraged to enroll in Personal Development courses (PD 4, 5, 8, 15, or 17). These courses are designed to help students become better acquainted with the educational opportunities

at West Los Angeles College, and will assist students in developing programs of study that will help them attain their educational goals.

The Counseling Center is open 8:30 a.m. to 7:00 p.m. Monday through Thursday, and 8:30 a.m. to 12:00 noon on Friday during a regular semester. Counseling is also available on Saturday, from 9:00 a.m. to 12:00 noon. Students can obtain additional information by calling (310) 287-4257, or by visiting the West Los Angeles College website at (www.wlac.edu). The Counseling Center is located in the Student Entry Center, Bldg. A-13.

Summarized Counseling Services

Assist in completion of petitions (e. g. academic renewal, course repeat, preliminary graduation review).

Work with students to develop individualized student educational plans.

Help students to make appropriate course selections before registration.

Explain requirements necessary to earn Associate Degrees, Certificates, and transfer to four-year colleges and universities.

Assist students in making career choices and provide an understanding of the different majors offered at West Los Angeles College.

Provide personal counseling and referrals when needed.

Special Counseling

Special counseling and academic advisement is available for EOP&S/CARE, DSP&S (disabled students), and International students

Career Counseling

Career counseling offers students a full range of career support services. Through the career counseling process, students can begin to envision their desired career choices by participating in the following: intake, formal assessment, exploration and information gathering, decision making, and academic planning. It is imperative that students begin to experience the benefits of these services by working in partnership with our trained and experienced career counselors.

Student Programs & Services

DISABLED STUDENTS PROGRAMS & SERVICES

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. All services and equipment are provided free of charge to any qualifying disabled student.

The Disabled Students Office is located in the Heldman Learning Resources Center (HLRC), room 119. The Office is open Monday through Thursday, 8:30 a.m. to 6:00 p.m., and Friday, 8:30 a.m. to 3:00 p.m. Early morning and evening appointments can be made by special arrangement. The telephone number is (310) 287-4450.

The following services are offered:

- Note taking assistance
- Classroom accommodations for students with disabilities
- Specialized tutoring
- Registration assistance
- Special parking permits
- Academic and career guidance counseling
- Adaptive equipment and assistive technology aids
- Specially adapted computers
- Test proctoring and related accommodations
- Instructor liaison
- Learning strategies and study skills classes

The Office of DSP&S also maintains a liaison with the California Department of Rehabilitation and other public agencies such as the Regional Center and Westside Center for Independent Living.

Learning Disabilities Program

Special services and individual instruction are available for students with learning disabilities. Students wishing to improve skills such as reading, writing, memory, arithmetic and other areas in order to succeed in their classes may be eligible for this program.

Services available for verified learning disabled students include:

- Liaison with the Recording for the Blind and Dyslexic (books on tape)
- Strategic tutoring
- Test proctoring and related accommodations
- Special classes - Learning Skills 40: Introduction to Learning Disabilities, Learning Skills 41 (A-C): Study Strategies Learning Foundations

Students who qualify may receive support services, special classes or both. For eligibility information, contact the Disabled Students Programs and Services at (310) 287-4450.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOP&S) AND CARE (COOPERATIVE AGENCIES RESOURCES FOR EDUCATION) PROGRAMS

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

The EOP&S/CARE Office at West Los Angeles College is located in B4-100, and is open Monday, Tuesday, Thursday and Friday from 8:00 a.m. to 4:30 p.m.; Wednesday from 8:00 a.m. to 7:00 p.m.; and 8:00 a.m. to 1:00 p.m. on Saturday. The telephone number is (310) 287-4317.

The following are special services that may be offered to qualifying students:

EOP&S Component

Academic (Educational Plan Development)
Achievement Awards Ceremony
Assessment (Testing)
Book Service Vouchers
College information
Counseling (Class Scheduling, Vocational, Personal)
EOP&S Student Club
Financial Assistance
Instructional Support Services
Outreach, recruitment and orientation to college
Peer Advising
Referrals to Community Agencies
Registration Assistance
College Success Workshops
Special Activities
Tutoring
University Transfer Assistance
University Visitations
Work Study Opportunities

CARE Component

CARE is a special program for single parent head-of-household students who currently receive CalWORKs/TANF assistance, have at least one child under the age of 14, and qualify for the EOP&S Program. CARE may offer eligible students the following assistance:

Student Programs & Services

- Partial childcare stipends
- Book service vouchers
- Grants
- Bus transportation stipends
- Parking permit stipends
- Counseling (academic, personal, vocational)
- Educational planning
- Single-parent workshops
- Community agency referrals
- Crisis intervention assistance

CARE is ALSO located in B4-100, telephone (310) 287-4317.

FINANCIAL AID

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

How To Apply

Students must complete a Free Application for Federal Student Aid (**FAFSA Code# 008596**) and send it to the appropriate processor listed on the application.

Who Is Eligible

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

1. Be a U.S. citizen or eligible non-citizen. Eligible non-citizens are permanent U.S. residents who have documents from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
2. Show that they have a financial need.
3. Demonstrate satisfactory progress in a course of study leading to an A.A. or A.S. degree, an occupational certificate, or transfer to a baccalaureate degree program.
4. Not be in default on a Perkins Loan or Federal Stafford Loan at any school they have attended.
5. Not owe a refund on a Federal Pell Grant, Federal

Supplemental Educational Opportunity Grant (SEOG) or State Student Incentive Grant.

6. Be registered with the Selective Service if required (males only).
7. Have a high school diploma or its equivalent, or provide documentation of "Ability to Benefit." See "Satisfactory Progress Policy for Financial Aid Recipients" for further information about the requirements for students who do not have a high school diploma or its equivalent.

When To Apply

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

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

Determining Financial Need

The number and amount of financial awards and payments are subject to availability of institutional, federal and state aid funds. The Financial Aid Office will determine the type of aid and the amount received. Financial aid awards are based on demonstrated financial need which is the difference between allowable educational expenses and the total of a parent's resources, and/or the student's own resources. Resources may include, but are not limited to salary or wages, veteran's benefits, Social Security benefits, or parent and/or student contributions. Resources are then measured against the institution's student expense budget to determine financial need.

A student's resources are determined by reviewing the financial aid application submitted by the student. Documentation of resources, including the 1040/Federal Income Tax return of the parent and/or student may be required. All information is confidential.

Student Programs & Services

Community College Student Alert!

Financial Aid Rules 2002-2004

There is a Federal law about paying back money if you leave school.

If you get a GRANT and then WITHDRAW from all your classes, you will OWE money back to the federal program. Here's how it works:

Based on the day you withdraw, the Financial Aid Office will calculate the part of the grant that you have "earned." Note: If you withdraw after you have earned 60% of your grant, you do not owe any repayment.

EXAMPLE: Say you get \$1000 grant. If there are 100 days in the term and you drop out on the 26th day, then you earned 26% of your grant.

The financial aid office will multiply your grant money and figure out what you earned and did not earn.
 $\$1,000 \text{ grant} \times 26\% = \260 earned

$\$1,000 \times 74\% = \740 unearned.

The college will owe some of the money back from you, depending on the number of units you took:

You took 12 units at \$11 each = $\$132 \times 74\%$ (unearned)
= \$98 the college has to pay back to the source of the grant.

You will have to pay back the unearned amount, minus the college share, times 50%.

$\$740 \text{ (minus sign)} \$98 = \$642 \times 50\% = \321 you have to pay to the federal program.

(Don't worry if you don't understand; the financial aid office will calculate the amount for you.)

If you receive LOAN money and withdraw, you will pay back the money according to the normal rules of the loan program. If you receive WORK money and withdraw, you do not owe anything back. You always get to keep salary you have earned.

If You are Thinking of Withdrawing or Just Leaving - Please, Think Again!

Immediately, see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses.

Maybe there are services (like tutoring or personal support) that will help you stay. Talk to your teachers; see what advice and help they can offer.

Don't Leave Unless You Must - But, If You Must, Take Care of Business Before You Go.

Go to the Financial Aid Office immediately. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it's important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will have to put a national HOLD on your student aid eligibility.

Types Of Financial Aid Grants Available

Grants

FEDERAL PELL GRANT
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
BUREAU OF INDIAN AFFAIRS GRANT (BIA)
CAL GRANTS:
CAL GRANT-A
CAL GRANT-B
CAL GRANT-C
CAL GRANT-T

Scholarships

LAW ENFORCEMENT PERSONNEL DEPENDENTS SCHOLARSHIPS
BOARD OF GOVERNORS (BOGW) ENROLLMENT FEE WAIVERS

Loans

FEDERAL PERKINS LOAN
FEDERAL STAFFORD LOAN PROGRAM
FEDERAL FAMILY EDUCATION LOAN PROGRAMS (FFELP)

Federal Pell Grant

The Federal Pell Grant is a federally-funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. Grants range from \$200 to \$4000 per academic year for Los Angeles Community College District students. The amount of the award is determined by the Federal Pell Grant Program, and is in most cases based on the previous year's income and current asset information provided in the application. Students who want to apply for the Pell Grant and other federal financial aid programs

Student Programs & Services

should complete the Free Application for Federal Student Aid (FAFSA).

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

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards at West Los Angeles College generally range from \$200 to \$800 per academic year. FSEOG is available for as long as it takes to complete the first undergraduate degree within the timeframe coinciding with the LACCD's Satisfactory Progress Standards. When students apply for financial aid, they will automatically be considered for this program based on the eligibility requirements and packaging policies.

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

Bureau Of Indian Affairs Grant (BIA)

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

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

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

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

Cal Grants

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

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

Cal Grant A

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

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

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

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

Cal Grant B

This grant provides a living allowance for entering college freshmen that come from very low-income families. Because this grant is intended for students who would be unable to attend college without such help, all new Cal Grant B awards are available to students.

Student Programs & Services

There are several special Cal Grant B awards for community college students transferring to four-year colleges. The special award requires enrollment on at least a half-time basis at an eligible four-year tuition/fee charging college in the fall of the semester the funds will be received. The applicant's last school of attendance must be a community college. Those who have already transferred to a four-year college are not eligible for a special Cal Grant B. At a community college the grant can range from \$100 to \$1,551 per academic year.

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

Cal Grant C

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

Grants are limited to \$576 at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least 6 units and demonstrate occupational achievement or aptitude in the chosen field.

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

Cal Grant T

This is a special grant for students whose goal is teaching.

Law Enforcement Personnel Dependents Scholarships

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

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

Board Of Governors Fee Waiver (BOGFW)

The Board of Governors Fee Waiver (BOGFW) is offered by the California Community Colleges to help low-income students pay enrollment fees. Fees paid for students under this program include enrollment

charges for the academic year and for summer session(s). Applicants do not have to be enrolled in a specific number of units or courses to receive this waiver. The fee waiver does not require repayment. Please see "Enrollment Fee Assistance" for further information.

NON-RESIDENT students are not eligible for BOGFWs. Note: the Admissions Office makes the determination of whether a student is a California resident or a non-resident.

Federal Family Education Loan Programs (FFELP)

Federal Perkins Loan Program

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

Repayment Of Loans

Repayment status begins nine months after the borrower graduates, withdraws, or ceases to be at least a half-time student, and can be extended to ten years and nine months after such date. During the repayment period, 5% interest is charged on the unpaid balance of the loan principal.

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

Federal Stafford Loan Program

Eligibility for the Stafford Loan Program is based on financial need. The interest rate on these loans is variable, from 4% to 6%. Interest rates may vary from year to year. Students with outstanding 7% loans will continue borrowing at that rate. The federal government pays the interest while the student is enrolled on a half-time basis in an eligible educational institution, and for a six-month grace period afterwards.

These loans are available through participating banks, savings and loan associations, and credit unions to California residents or non-residents who will attend a Los Angeles Community College, and also to California residents who attend institutions outside of California for the period of enrollment in school. The loans are guaranteed by the State of California and insured by the federal government.

Student Programs & Services

In order to apply, applicants must submit a Stafford Loan Application as well as a Free Application for Federal Student Aid (FAFSA). The maximum amount that a student can borrow the first year is \$2,625; the second year the maximum amount is \$3,500. To be eligible, a student must be enrolled in at least 6 units for the entire loan period. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school. All potential borrowers must attend a Debt Management Loan Workshop prior to being considered for processing for a Stafford Loan. The school which the applicant will attend must certify the Stafford Loan Application before it is submitted to the lender.

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

OTHER SOURCES OF FINANCIAL AID **Employment – Federal Work-Study Program (FWS)**

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

Additional Information

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

How Student Financial Aid Is Determined

Most financial aid awards are based on demonstrated financial need, which is the difference between cost of attendance and the expected family contribution, e.g.

Cost of Attendance <minus sign> Expected Family Contribution = Need

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

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

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

Satisfactory Academic Progress Policy For Financial Aid Recipients

To be eligible to receive financial, a student aid must meet all of the following criteria:

Initial Eligibility

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

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

Educational Goal

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

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

Student Programs & Services

Application Of Standards

Satisfactory progress will be determined:

1. Upon publication of grades by the college Admissions Office.
2. Prior to the first disbursement of the Fall and/or Spring semester(s) for students on probation.
3. Review of the 72-unit limit will occur at the beginning of the student's first semester of attendance. Students with fewer than 72 units within the LACCD at the time of review will be considered eligible for the remainder of that academic year as long as all other standards are met.

Failure To Meet The Standards Of Satisfactory Progress

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

Disqualification

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

Satisfactory Progress Standards

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

Treatment of Various Type of Classes:

Type of Class	Financial Aid Eligibility	
	Yes	No
Credit No/Credit Basis	X	
ITV	X	
Audited Classes		X

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

would be expected to complete their program in six years.

5. Students must complete more than 50% of semester units attempted with a grade of A, B, C, D, F, or CR each semester.

NOTE: Students should refer to this catalog for rules relating to repeatability of certain classes.

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

Financial Aid Probation

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

Determination Of Disqualification

1. Students who have met their educational goal are ineligible for further financial aid.
2. Students who have failed to meet the standards of satisfactory progress during their probationary semester, and who have not been granted continued probation the following semester, are ineligible for further financial aid.
3. Students who have completed 72 units with THE LACCD are ineligible for further financial aid beyond the academic year in which the 72 units were completed.

Student Programs & Services

4. Students who do not achieve a cumulative GPA of 2.00 or better by the end of the second academic year must be disqualified. The second academic year is defined as a period of time and is not a function of the level of enrollment. Additionally, all other standards of satisfactory progress must be reviewed and met in order to continue eligibility.

Appeals

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

Ability To Benefit

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

1. Have received a high school diploma;
2. Have received a certificate of General Education Development (GED); or Certificate of State Equivalency of High School.
3. Have successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree.
4. Have passed an independently administered test that is approved by the Secretary of the Department of Education.

The Financial Aid Office is located in Bldg. A-12, telephone (310) 287-4532. The Assessment Office is located in Bldg. A12-100, (310) 287-4462.

HEALTH CENTER FOR STUDENTS

The Student Health Center in Bldg. A-9 (located two doors from the Campus Sheriff and across from the Bookstore) offers free or low-cost healthcare services to all currently-enrolled students. Operating hours are Monday through Thursday, 8:00 a.m. to 1:00 p.m. and 5:00 p.m. to 8:00 p.m.; and Friday, 8:00 a.m. to 1:00 p.m. The Center is closed on Saturday, Sunday, and all official holidays. MD voicemail is available when the Center is closed.

The Student Health Center offers psychological counseling services to students on campus. Counseling hours are Monday 4:00 p.m. to 8:00 p.m., Wednesday 8:00 a.m. to 1:00 p.m., and Thursday 8:00 a.m. to 1:00 p.m. For more information on this service, please call (310) 287-4535 or (310) 287-4478.

The mandatory Student Health Fee of \$11 per semester (\$8 during the Summer and Winter Intersessions, and subject to change) underwrites our health services and is payable at the time of registration.

The Student Health Center requests everyone with serious medical emergencies on campus to call 911 immediately, and then contact the Campus Sheriff at (310) 287-4314 in Bldg. A-9, for assistance. The Campus Sheriff can provide first aid and contact paramedic and ambulance services in the area.

For more information on the various services available, please contact the Center at (310) 287-4478.

Immunization Policy

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

HONORS AND AWARDS (ACADEMIC) AND DEAN'S 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 Dean's List and remain there from semester to semester by maintaining a 3.5 grade-point average. Part-time students are placed on the Dean's List after they have accumulated 12 units of work with a grade-point average of 3.5 or better and additionally for each semester's increment of 6-11 units for which a grade point average of 3.5 is maintained.

Notation of Dean's List achievement is made on the students' permanent records. Further recognition is given these students at a reception in their honor and by means of a personal letter from the Deans. Students of outstanding personality, scholarship and leadership are recognized through the yearly presentation of awards within the various college divisions. Award recipients are determined through divisional procedures.

Honor Cords

Braided gold Honor Cords are awarded to those students who graduate "With Great Distinction," which indicates a grade point average of 3.50 (B+) or better.

Student Programs & Services

Honor cords in the college colors of blue and gold are awarded to students who graduate "With Distinction." This requires a "B to B+" average of 3.00 to 3.49. Honor cords are presented only to students who qualify and participate in the June Commencement Ceremonies. Students who already possess an Associate in Arts or equivalent, or an advanced degree are not eligible for these awards.

Honor Societies

Alpha Gamma Sigma / Psi Lambda Kappa

Alpha Gamma Sigma is an honor society whose purpose is to promote and recognize scholastic achievement, cultural activities, leadership, scholarship, and to emphasize good character among students. The West Los Angeles College chapter of AGS, Psi Lambda Kappa, is involved in many campus activities and achieves community outreach through its charitable donations and service work at the college. Members of AGS assist with major college events such as the Dean's Honor Reception, the Scholarship Reception, and Commencement. Visit our website for more info: www.geocities.com/ags_wlac/AGS.

Phi Theta Kappa - International Honor Society

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK provides an opportunity to develop leadership through service, for an intellectual climate in which to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Students must have earned and maintain a 3.5 grade point average to be a member of PTK. PTK membership is open to both full-time, part-time, and International students. PTK currently meets once per month.

For further information, please see Dr. McMaster in B8-100.

INTERCOLLEGIATE ATHLETICS

West Los Angeles College is a member of the Western State Athletic Conference along with Allan Hancock College, Bakersfield College, Glendale College, Los Angeles Pierce College, Los Angeles Valley College, Santa Barbara City College, Ventura College, Oxnard College, College of the Canyons, Cuesta College, Moorpark College, and Santa Monica College. The Western Athletic States Conference and the Community College League of California Athletic codes govern competition and eligibility.

Intercollegiate competition for men is offered in basketball, cross-country, football, and track and field. Competition for women is offered in basketball, cross-country, ice hockey, track and field and volleyball.

All questions pertaining to athletic eligibility should be directed to the Conference Administrative Representative, Dr. Lawrence Jarmon at (310) 287-4579, or the Director of Athletics (Mr. Steven Butler, at (310) 287-4577.

INTERNATIONAL STUDENTS

International (F-1) Visa Students/Admissions

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

All applicants must meet the following admission criteria:

1. Demonstrate English language ability adequate to enable the student to profit from instruction at the college level. Adequacy of English proficiency is determined by a satisfactory score on the Test of English as a Foreign Language (TOEFL). A score of 450 standard or 133 computer is the minimum acceptable score. Transfer applications in the U.S. may substitute WLAC placement exam results for the TOEFL.
2. Show evidence of academic achievement equivalent to an American high school education.
3. Demonstrate the ability to pay the non-resident tuition, enrollment fee, and personal living expenses for one year.

Once an International student has been accepted as a student at West Los Angeles College, the student must maintain a full-time academic load of 12 or more units per semester. A number of services are available to International students such as counseling, orientation, a language laboratory, and an International student organization. Information is available in the International Student Services Office in the trailer opposite the Admissions Office, Bldg. A13.

All International students should contact the International Student Services Office, and all students are highly encouraged to carry health insurance.

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TRANSFER HONORS PROGRAM (Formerly TAP/Scholars Program)

The Transfer Honors Program (THP) of West Los Angeles College is designed to better prepare the highly motivated students to transfer successfully to a four-year college or university. Students who complete the Transfer Honors Program receive guaranteed priority admission into the following Alliance institutions:

Public Universities:

UCLA
UC Irvine
UC Riverside
UC Santa Barbara
UC Santa Cruz
San Diego State University
San Francisco State University

Private Colleges & Universities:

Chapman University
Occidental College
Pacific University
Pepperdine University
Pitzer College
Pomona College
University of Judaism
Whitman College

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

Special features of the program:

- Greater potential for priority transfer admission to top universities.
- Priority in application for Transfer Alliance Program scholarships.
- An enriched and vigorous academic program to assist in the transfer process.
- Regular opportunities for interaction and individual conferences with faculty and program director.
- Access to an Honors Counselor.
- Transcripts reflect participation in the program.
- Guest speakers, seminars, field trips to cultural events and concerts to further enhance Honors classes.
- Bus trips and tours to Alliance universities.
- Participation in the annual Honors Students Research Conference at UC Irvine.
- Monthly Honors workshops/luncheons on transfer applications and further transfer benefits.

Transfer Honors Program Admissions Requirements

- Minimum of 3.0 Grade Point Average (GPA) from high school; or if already at West, have completed 12 transferable college units with a 3.0 GPA or better.
- Must be eligible to take English 101.
- Mandatory meeting with May Du Bois, Program Director.

For More Information please contact: May Du Bois, Director at (310) 287-4397, or FAX (310) 841-0396 or Dr. Katherine Wolf, Counselor, at (310) 287-4247 and visit the WLAC Web site at www.wlac.edu.

For specific information about courses, consult the current class schedule.

SCHOLARSHIPS

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

Updated information and scholarship applications will be available in December 2002 in the Student Activities Bldg., A-5, the Student Services Office, Bldg. A-13, and the Financial Aid Office, Bldg. A-12-102.

The following scholarships may be offered through West Los Angeles College:

1. WLAC FOUNDATION SCHOLARSHIP

Awards of \$1000 and \$2000 are offered to students of any major who have completed at least 45 units at West Los Angeles College, and have demonstrated excellence in the classroom. Minimum GPA is 3.75.

2. DON LEIFFER AWARDS

Awards of \$500 are made to recognize outstanding academic achievement by students representing each of the college's ten academic divisions.

3. ASSOCIATED STUDENTS ORGANIZATION AWARDS FOR ACADEMIC ACHIEVEMENT

The Associated Students Organization, in conjunction with the ten instructional divisions, makes one \$100 award per division to an outstanding student selected by division faculty members. Recipients must be ASO members.

Student Programs & Services

4. ASSOCIATED STUDENTS ORGANIZATION LEADERSHIP AWARDS

The Associated Students Organization, in conjunction with the ten instructional divisions, makes one \$100 award per division to a student who has exhibited leadership or strong involvement in college and community activities. Recipients must be ASO members. For further information, contact a division chairperson.

5. ISABEL SHANE MEMORIAL AWARD

One \$250 award is made to an outstanding art or music major. The award may be made in the areas of design, ceramics, history, painting, choral music, instrumental music, piano, multi-media or computer graphics.

6. ANDREW MASON MEMORIAL AWARD

This \$250 award in honor of Andrew Mason, long-time professor of Science, is made to a student who excels in the field of science.

7. LYDIA VERA SORRENTO AWARD

This fund provides a \$250 award for a student who achieves academic excellence in foreign languages.

8. CHARLES S. REMY JR. MEMORIAL AWARD

Two \$450 scholarships are given in honor of the first student body president of West, and is awarded to students who have exhibited outstanding leadership on campus or in the community.

9. THE ALBERT D. SANCHEZ AWARD

One award of \$250 is given to a full-time student who has completed at least 15 units in the Aviation Maintenance Technician (AMT) or Aviation Electronics Technology (AET) Program. The student must have a GPA of 3.0 or above, both in the major and in general education courses. The recipient must have a demonstrated record of service to the community, and financial need may be considered as well.

10. THE HENRY KUBO MEMORIAL AWARD FOR EXCELLENCE IN MATHEMATICS

This \$250 award is made annually to an outstanding student in Mathematics in honor of Henry Kubo, long-time professor of Mathematics.

11. THE MORRIS J. HELDMAN CHEMISTRY AWARD

This \$250 award, in memoriam for WLAC's founding president, is made to an outstanding Chemistry student.

12. IRVING R. TANNENBAUM MEMORIAL AWARD

This \$250 award is made to a second-year student who intends to transfer to a four-year college or university to continue studying physical or biological science. The award is made in honor of Irving R. Tannenbaum,

long-time professor of Chemistry.

13. ALPHA GAMMA SIGMA (AGS) LEADERSHIP AWARD

This \$150 award is made to an AGS student who has demonstrated leadership skills for one semester or more.

14. ALPHA GAMMA SIGMA (AGS) SCHOLASTIC AWARD

This \$150 award is made to an AGS student who has demonstrated outstanding scholastic achievement during the previous year.

15. THE WLAC "OUTSTANDING ATHLETE" AWARD

One \$100 award is given to an athlete who has made outstanding athletic contributions and has completed more than 36 units.

16. MARK D. LIT AWARDS

These two awards for \$200 each are for all majors who work and support a family while they attend school.

17. CHARLES H. BROWN SCHOLARSHIP AND LEADERSHIP AWARDS

The two awards are given to individuals who have demonstrated scholarship (\$200), and leadership and community service involvement (\$100). These students must have a declared major and have demonstrated financial need.

18. LINDA M. THOR AWARD

This \$250 award is given to a single parent who is employed full time. While academic achievement is an important criterion for selection, the potential for community service and leadership is also important.

19. DOROTHY G. GIBSON AWARD

This \$250 award is given to a student who has been out of college at least two years and has returned to WLAC in the last year to continue his or her education. The student must also have demonstrated financial need.

20. EOP&S/CARE SCHOLARSHIP

Two \$100 awards for EOP&S/CARE-eligible, single parent students with unmet financial needs.

21. WLAC FACULTY ACADEMIC SENATE SCHOLARSHIP

One scholarship of \$100 is awarded to a student who has completed at least 24 units and is on a transfer track to a four-year college or university. Student must show leadership skills or involvement in school government, community, or extracurricular activities.

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22. AVALON FOODS SCHOLARSHIP

Four scholarships of \$250 each are awarded to outstanding ASO or club officers with demonstrated leadership ability. Recipients must be ASO members.

23. ELIZABETH P. NUCKOLLS MEMORIAL AWARD

This \$300 award is made to a student with demonstrated excellence in physical or life sciences. The Zonta Club of Los Angeles administers this award on behalf of Liz Nuckolls, a long-time professor of Science and a former Club member.

24. ALPHA GAMMA SIGMA SERVICE AWARD

This \$150 award is made to an AGS student who has performed outstanding volunteer services.

25. EUGENE N. PHELPS MEMORIAL ACHIEVEMENT AWARD

This \$500 award is made in honor of Eugene N. Phelps, long-time professor of American Culture. It is given to a student who has completed History 41 and/or History 42 and will be transferring to a four-year college or university in the fall. Demonstrated community service is desirable; financial need may be a consideration.

26. WLAC FALL FEST VENDORS AWARD

This \$200 award is given to any student returning to college at least 15 years after high school, and who has been enrolled for two semesters in a business or art major, has a minimum GPA of 2.5, and has completed 35 or more units.

27. JAN NATHAN, PMA PUBLISHERS AWARD

This \$200 award is given to any student returning to college at least 15 years after high school.

28./29./30. MATHEMATICS DEPARTMENT AWARDS

Three individual awards of \$100 each will be given to students who have demonstrated diligence in completing a combination of specified Mathematics courses.

31. DENTAL HYGIENE ALUMNI AWARD

This \$200 award is presented to the graduating student who demonstrates outstanding professionalism. The student has provided compassionate and caring therapy to patients, and maintained integrity and respect in his or her relationships with patients, classmates and faculty.

32. ROBERT LENCH HONORS SCHOLARSHIP

One award of \$500 is offered to a graduating Transfer Honors Program student of any major. This scholarship provides assistance to complete his or her baccalaureate degree.

33. RABBI SIDNEY J. JACOBS MEMORIAL SCHOLARSHIP

An annual monetary award of at least \$200 is offered through the Hillel of WLAC.

34. GWEN-MARIE THOMAS "NO STOPPING ME NOW" AWARD

This scholarship of \$400 is awarded to an African-American or Latino male who has been in the State or Federal system, and has followed a proven path of educational improvement and community service.

35. GWEN-MARIE THOMAS "MY HEROINE" AWARD

This \$400 award is to assist a single parent who is a first-generation college student, enrolled in a minimum of 9 units, and employed at least 20 hours per week.

36. DOROTHY C. KAHN-GALLOWAY CHILD DEVELOPMENT TEACHER-TRAINING SCHOLARSHIP

The purpose of this \$200 scholarship is to assist Child Development students in their quest to complete teacher preparation. The recipient of this scholarship must show evidence of real commitment to the enhancement of the lives of young children, and show evidence of commitment to his or her scholastic endeavors.

Complete information and scholarship applications are available in the Financial Aid Office, Bldg. A12-102, in the Dean of Student Services Office, Bldg. A-13, and in the Student Activities Building, A-5.

STUDENTS' RIGHT TO KNOW

In compliance with the Students'-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Los Angeles Community College District and West Los Angeles College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1996, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. These rates do not represent the success rates of the entire student population at West Los Angeles College, nor do they account for student outcomes occurring after this three-year period. The completion rate numbers for West Los Angeles College can be found at: <http://srtk.cccco.edu/index.asp>.

THE TRANSFER CENTER

The goal of the Transfer Center is to identify and encourage students to avail themselves of transfer services, and in doing so, increase student transfer readiness and transfer success. In conjunction with other college programs and services, students will be informed of all that the college has to offer to pre-

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pare for higher education. collaborative efforts with faculty will also serve to engage students with transfer information and services.

The Transfer Center Coordinator will work with other college staff to build relationships with four year institutions. In cooperation with university representatives, the Transfer Center Coordinator will coordinate workshops on admissions, application assistance, transfer transition and other information.

The Transfer Center will produce a monthly calendar of events. University representatives will visit on a regular basis, and provide current information to students. Activities will also include announcement of and participation in events at four year institutions. The Transfer Center will become a comfortable place to sit, lounge, and review transfer literature, computer based information, and interact with others interested in higher education. Peer advisors are available to provide encouragement, motivation and follow-up services based upon their recent successes at UCLA.

Students are encouraged to call or visit the Transfer Center located in Bldg. A-13, for services. For more information, please call (310) 287-4353.

VETERANS SERVICES

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

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

The Veterans Affairs Office is located in the Student Services Bldg. A-13, and provides information and services for all veterans.

Changes Of Objectives

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

Withdrawals

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

Selective Service

Under Veteran Affairs; according to duration Code section 66500, all male applicants to undergraduate admissions are obligated to register with the Selective Service.

Special Programs & Support Services

BOOKSTORE

The WLAC Bookstore, located in Bldg. A-8, offers a variety of services to the students, faculty, and staff of West Los Angeles College. It is open six days a week, Monday through Saturday, and four evenings a week, Monday through Thursday.

The Bookstore sells required textbooks and supplies, imprinted sportswear, general books, study aids, computer software, and magazines. We also operate a convenience store that stocks a wide variety of snacks and beverages.

The Bookstore accepts Visa, MasterCard, Discover, and American Express charge cards. The Bookstore also accepts personal checks from students with a valid student ID or printout of classes, and a current drivers license.

The Bookstore buys back used books during the last week of final exams in the Fall and Spring term, and for the last two days of the Summer and Winter Intersession terms. The Bookstore telephone number is (310) 287-4560.

BUSINESS DIVISION COMPUTER CENTER

The Data Center is located in CE-101 and is for use by students registered in Computer Science Information Technology and Computer Applications and Office Technology classes. The lab is equipped with 75 IBM-compatible computers plus several scanners, laser printers, and large print monitor stations. It is networked with a NOVELL system and is Internet connected. Classes are not scheduled into this lab and it is for individual use by Computer Science or Computer Applications students.

In addition, several nearby labs are equipped with a total of 90 computers on the same network. These rooms function as part-time classrooms and part-time labs for individual Computer Science or Computer Applications classes or students.

There are two more classrooms equipped with computers for use by programming, MCSE certification, or CISCO Systems certification classes. WLAC is a certified MCSE Training Center, and CISCO provider. Students who take applications classes may also be preparing for MOUS certification, although we are not an official site.

Two classes are available for students who wish to use the lab independently to supplement their Computer Science or Computer Applications courses. These are

CSIT-991 and CAOT-64, each of which carries one unit of credit. Instructors are available at selected times to assist those students.

The labs are staffed with Instructional Assistants and student tutors.

Software available on this network includes: MS Assembler, MS Visual C++, MS Visual BASIC, MS Visual J++, MS Word, WordPerfect, MS Excel, MS PowerPoint, MS Access, MS Outlook, PageMaker, QuickBooks, MS Front Page, Glencoe Keyboarding, Integrated Accounting for Payroll, and Legal Solutions. The lab strives to use the current releases of these programs.

The lab is open Mondays thru Thursdays 8 a.m. until 10 p.m., and Fridays and Saturdays until 4 p.m. Students not enrolled in Computer Science or Computer Applications classes may use the open computer lab in the Learning Resource Center nearby.

CENTER FOR ECONOMIC DEVELOPMENT AND CONTINUING EDUCATION (CEDCE)

The Center for Economic Development and Continuing Education (CEDCE) of West Los Angeles College is a non-profit business assistance center meeting the needs of business throughout Los Angeles County and the Southern California region. Since 1982, CEDCE has served over 5,000 employers and trained over 10,000 employees. Our client base is diverse, ranging from very small companies to large corporations. Our clients reflect the regional economy and include a broad range of industries such as technology, manufacturing, hospitality, health care, and service.

The Center has an integrated portfolio of assessment, consulting, and training services designed to solve your company's challenges. We offer training in a wide range of subjects including Customer Service, Management, Communication, Lean Manufacturing, Problem Solving, and Computer Applications. Inquire about our Laptop Computer Mobile Lab!

All of our training is customized to meet your needs and is delivered at your company site at times convenient to your schedule. Initial site visits and consultations are offered at no charge. The Center leverages resources by developing partnerships with industry, government, education, and community based organizations. These partnerships often result in reduced costs to companies for customized training and services. Contact us at (310) 287-4465 or visit our website at www.wlac.edu/CEDCE/index.html.

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CITIZENSHIP PROGRAM

The Citizenship Education Program at West Los Angeles College provides classes in preparation for U.S. Naturalization. Classes include basic English, with emphasis on oral and written language for everyday life. Classes focus on U.S. and California government structure, and the duties and privileges of U.S. citizenship. Students are provided with assistance in completing the N-400 Form for Naturalization as part of the class. Classes are non-credit and are offered at off-campus locations. For dates, locations of classes and further information, please call (310) 287-4427.

DISTANCE LEARNING PROGRAM

Anytime, anywhere, education is online at West Los Angeles College! Get connected with West's comprehensive Distance Learning Program and earn college credit in a variety of courses that provide flexibility in scheduling, and the ability to study at home. Distance learning classes feature the same content and transferability as their campus-based counterparts.

Online Courses

Online courses are fully interactive and most do not require any campus visits. Students have the flexibility of accessing course work 24 hours a day, 7 days a week from any updated computer with Internet access. Students are also welcome to access online courses using the Library Internet Research Lab (LIRL) on the 2nd floor of the HLRC.

Online course offerings include: Administration of Justice 1, Administration of Justice 14, Dental Hygiene 108, Dental Hygiene 153, English 28, English 101, English 102, English 103, English 127, English 130, English 209, English 239, English 240, History 11, History 12, Learning Skills 73, Library Science 101, Multimedia 100, Political Science 7, Theater 100, Travel 100, Travel 155, Travel 180 and Travel 200.

Dental Hygiene 101 and Dental Hygiene 151 are on-campus courses with online course supplements.

Please see the Online Classes section in the current Schedule of Classes for detailed information regarding requirements for taking online courses.

Additional online courses are currently being developed. A complete list of online courses and instructor information is available online on the Distance Learning Program website at <http://www.wlac.edu/online> or by contacting Eric Ichon, Distance Learning Program Coordinator, at (310) 287-4305, or by e-mail at ichone@wlac.edu <<mailto:ichone@wlac.edu>>.

FOOD SERVICE

A wide variety of vending machines are available in the Pavilion located on the campus upper terrace and near the HLRC. Also, a catering truck contracted through the Associated Students Organization provides hot and cold meals both days and evenings, and is located near the Pavilion, next to the ASO Student Lounge, Bldg. A-1.

HOUSING

The college does not provide residence facilities on campus. Rooms and apartments are available in nearby communities.

JOB PLACEMENT SERVICES

The EDD Job Placement Office is located in the Workforce Development Center, Bldg. A-4. Employment counseling and job opportunities are provided for students and members of the community. EDD provides online Internet job searches through CALJOBS. For more information, please call the EDD Office at (310) 287-4310.

JUMPSTART PROGRAM

The West Los Angeles JumpStart Program allows high school students to dream big and reach those dreams one step at a time. JumpStart motivates students to pursue higher-level preparation, it integrates academic and technical curriculum, it educates to satisfy career- and life-long learning, and it articulates instructional programs between secondary and post-secondary educational institutions.

High school students have the opportunity to take college courses and receive both high school and college credit. Students must obtain the permission of their parent/guardian and high school counselor.

For more information, please contact the JumpStart Program at (310) 287-4335.

LIBRARY AND LEARNING RESOURCES

The Division of Library & Learning Resources occupies the Heldman Learning Resource Center (HLRC), and is comprised of two major components: the Library itself, and the Learning Activities section. The Learning Activities section is located on the 1st floor, and the Library is located on the 2nd and 3rd floors.

The Library has a hard copy collection of approximately 70,000 volumes, most of which are available for general circulation use on the 3rd floor of the HLRC.

Special Programs & Support Services

Other titles are held either in the Reference or the Reserve sections on the 2nd floor. These print sources include books, monographs, government documents, maps, encyclopedias, dictionaries, and legal materials. Other hardcopy resources include a collection of serials or periodicals of 180 titles. The Library also maintains an instructional media collection of DVDs, video tapes, CDs, and audio recordings. These are also located on the 2nd floor of the HRLC.

Computerized resources are available at the school's only freely-accessible computer Lab—the Library Internet Research Lab (LIRL), and the Library Internet Research Classroom (LIRC), where the Library's bibliographic instruction and information competency courses take place.

Together the LIRL and LIRC provide nearly 70 computers that offer Internet access, research databases (including an online catalog), and selected Microsoft Office applications. Library users are served by librarians who provide reference and research strategies, and by library technicians who assist with maintaining the collections, the computer networks, and who also provide other traditional library services.

The Learning Activities section is made up of Learning Skills and Tutorial Services, both located on the 1st floor of the HLRC. Learning Skills offers classes that address basic skills in language acquisition and mathematics in a computer-assisted environment. The Plato Lab and the PC Lab support this environment.

Another lab, the Foreign Language Lab, provides support to the college's foreign language classes. Tutorial Services provides peer and group tutoring to all students on campus, whether they are general students or are part of a special student population. Special populations include students who receive TRIO Services (Tutoring, Upward Bound, and Student Success services), and Expanded Opportunity Program & Services (EOP&S).

Library

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

Library facilities accommodate a wide range of studying and learning styles. There are private study carrels, group-study and conference rooms as well as tables and modular seating arrangements. Current Library hours are 7:45 a.m. to 9 p.m. Monday through Thursday; 7:45 a.m. to 3:00 p.m. Friday; and 8 a.m. to 3:00 p.m. on Saturday.

Computer-Assisted Instruction (CAI)

Located in the HLRC, computer assisted instruction is available in open laboratories. Students may enroll in open-entry/open-exit, self-paced, individualized Learning Skills courses to assist them in their academic program of study. No advanced reservations are required to use the computers. Students may use programs for English, humanities, music, accounting, math, algebra, calculus, physiology, and biology, among others, to review and to learn new subject matter. Word processing programs are also available so the student can write assigned essays using the computer and print them out on an Imagewriter or laser printer.

Language Lab

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

Tutorial Services

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

Writing Lab

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

Special Programs & Support Services

PROGRAM FOR ACCELERATED COLLEGE EDUCATION (PACE)

PACE is a unique two-year, 60-unit curriculum offered by West Los Angeles College to meet the needs of students working full time. The program is designed to satisfy the lower-division general education requirements at all California State Universities and Colleges. With additional courses, PACE also meets the lower-division requirements of a number of majors at other four-year institutions.

Each semester, 12 units (6 units during the Summer and 6 units during Winter Intersession) are presented as a theme, and are team-taught in an interdisciplinary environment. Students must enroll in all four courses plus two in the Summer. Classes are offered on and off campus from 6 p.m. to 10 p.m.

For additional information, call the PACE/Weekend College Office at (310) 287-4369. or the Counseling Office at (310) 287-4247.

SAFETY AND SHERIFF'S SERVICES

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

The Sheriff's Department is located in Bldg. A-9, across from the Admissions Office, Bldg. A-13. The office is open from 8 a.m. to 10 p.m. The College Sheriffs are on campus 24 hours a day throughout the year. The Sheriff's Department handles civil and criminal complaints, and illness and injury problems. The Sheriffs also provide a lost and found service, parking decals and general assistance relating to the campus. Telephone (310) 287-4314 or (310) 287-4315.

Parking Regulations, Areas, and Transportation

Well-lighted parking facilities are available on campus for over 1,000 cars. All California vehicle code rules and regulations are applicable at the college, and the campus speed limit is 5 m.p.h.

In accordance with California Vehicle Code 21113A and California Education Code 72247, the following regulations will be enforced on this campus. Violators will be cited by the College Sheriff's Office, which is not authorized to grant any privileges deviating from the rules. Visitors may obtain temporary parking permits from the Campus Sheriff's Office, Bldg. A-9.

Note: Vehicles parked inside the campus MUST park within a marked stall or be subject to citation.

Students may only park in the following parking lots:

Parking Lot 5	Entry on Freshman Drive
Parking Lot 7	Entry on Albert Vera or South B Streets
Parking Lot 8	Entry on Albert Vera or C Streets
Parking Lot 9 East of Fine Arts Bldg.	Entry at top of Albert Vera Street

Student parking permits are issued in the Business Office, Bldg. A-13, upon payment of the usual student parking fees.

Disabled or handicapped students parking on campus are required to have a valid State handicapped placard or permit in addition to a valid WLAC parking permit.

WLAC maintains parking for disabled and handicapped persons. Vehicles in parking stalls designated "Disabled Parking Only" or "Handicapped Parking Only" MUST display both a valid State handicapped placard or permit and a West Los Angeles College student, staff, or visitor parking permit.

WLAC is served by Culver City Bus Lines 3 and 4, which connect with Southern California Rapid Transit District buses.

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

WEEKEND COLLEGE

A selection of courses is available for university transfer and attainment of a liberal arts Associate in Arts Degree. The classes meet every Saturday for six hours, in six-week sessions. English courses meet for eight Saturdays. They require home study of educational videos.

For more information, call the Counseling Office (310) 287-4247 or the PACE/Weekend College Office (310) 287-4369.

Special Programs & Support Services

WESTSIDE EXTENSION

(WLAC Community Services)

Westside Extension offers an array of elective, not-for-credit classes, workshops and one-day seminars in a wide variety of topics, including arts and crafts, computers, business, personal finance, performing arts, writing and personal development. Extension classes are usually taken for career development, personal growth or simply enjoyment, and usually there are no tests or homework. A class may meet just once during a semester, or for several sessions, depending on the topic.

The Extension Program is self-supporting, with all revenues generated from class registration fees. Financial assistance is not available. Three times a year, a Westside Extension brochure of classes is mailed to local residents to promote upcoming classes. Registrations and payment of class fees are handled through the Extension Office only. Westside Extension can be reached at (310) 287-4475 or www.wlac.edu/westside/index.htm.

The office is located in the lobby of the Women's P.E. Building. See the website for office hours, as they vary throughout the year.

WORKFORCE

DEVELOPMENT CENTER

CalWORKS/Workforce Development/ Americorps/GED

CalWORKs (California Work Opportunity and Responsibility to Kids) program provides Welfare-to-Work services designed to help remove barriers to employment and encourage economic self-sufficiency. CalWORKs replaces AFDC, and includes vocational education, childcare, work-study, and academic support services. The CalWORKs Office is located in the Workforce Development Center, Bldg. A-4, behind the Student Center. For more information, stop in or call (310) 287-4261.

Student Conduct

STANDARDS OF STUDENT CONDUCT

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgments; 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.

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

Board Rule 9803.10

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

Board Rule 9803.11

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

Board Rule 9803.12

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

Board Rule 9803.13

Unauthorized entry to or use of the College facilities.

Board Rule 9803.14

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

Board Rule 9803.15

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

Board Rule 9803.16

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

Board Rule 9803.17

Interference with Peace of College. The malicious or willful disturbance of the peace or quiet of any Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct

of the activities of the college where such acts are committed.

Board Rule 9803.18

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

Board Rule 9803.19

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

- opiates, opium and opium derivatives
- mescaline
- hallucinogenic substances
- peyote
- marijuana
- stimulants and depressants
- cocaine

Board Rule 9803.20

Lethal Weapons; Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.

Board Rule 9805.10

Assault or Abuse of Instructor. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

Note: Full details of the standards of student conduct are listed in the Los Angeles Community College District's website.
([www.laccd.edu/district/btrustees/board rules/chp9-8.htm](http://www.laccd.edu/district/btrustees/board%20rules/chp9-8.htm))

Student Conduct

STUDENT DISCIPLINE PROCEDURES

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

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

Board Rule 9901

COLLEGES AS NON-PUBLIC FORUMS. The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reverted to non-public forum designation by the Board of Trustees.

Board Rule 9902

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

Board Rule 9902.11

Distribution of Materials. Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets,

A. Such distribution shall take place only within the geographical limits of the Free Speech Area;

B. Any material being distributed which is discarded or dropped in or around the Free Speech Area other

than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area that day;

C. Persons distributing material shall not impede the progress of passerby, nor shall they force or coerce passersby into taking the proffered material.

Board Rule 9903

STUDENT EXERCISE OF FREE SPEECH IN AREAS OUTSIDE OF DESIGNATED FREE SPEECH AREA.

The president of each college may designate areas outside of the Free Speech Areas where students, faculty and staff may exercise freedom of expression subject only to reasonable time, place and manner restrictions.

Board Rule 9903.10

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

Board Rule 9905

VISITORS USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES. Visitor use of any areas, classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas is subject to the Civic Center Permit rules set forth in Chapter VII, Article 2 of these Board Rules.

Board Rule 91002

PRESIDENT'S AUTHORITY TO CREATE ADDITIONAL RULES. The president of each college may adopt and approve rules not set forth in these rules for the purpose of governing the use of the college's facilities. The president shall not approve any rules which are inconsistent with this Article.

Board Rule 91004.12

Non-Censorship of Lecturers and Speakers. Those routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the

Student Conduct

academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

DRUG FREE CAMPUSES

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

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

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

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

COUNSELING, TREATMENT AND REHABILITATION

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

RECORDING DEVICES

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

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 non-smoking students.

DISCIPLINARY ACTION

Violation of the above Board Rule shall result in student discipline imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101.

Discipline includes warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, expulsion subject to reconsideration and permanent expulsion.

Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

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

STUDENT GRIEVANCE PROCEDURES

The purpose of Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances. The procedures enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission who believes a college decision or action has adversely affected his or her status, rights, and/or privileges as a student. Education Code Section 76224(a) governs grievances relating to course grades.

Section 76224(a) provides:

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

Before filing a grievance, each student with a complaint shall first try to resolve the problem informally by contacting and discussing the matter with the person involved. If that effort fails and the complaint involves a faculty member, the student shall contact the appropriate department chairperson next and then contact the appropriate dean of academic affairs if the matter is not resolved.

If the complaint involves a staff member and is not resolved after discussing the matter with the staff person, the student will contact the immediate supervisor and manager if the matter is not resolved.

Student Conduct

STUDENT RESPONSIBILITY

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

STUDENTS RIGHT TO KNOW

In compliance with the Students-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Los Angeles Community College District and West Los Angeles College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1996, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. These rates do not represent the success rates of the entire student population at West Los Angeles College, nor do they account for student outcomes occurring after this three-year period. The completion rate numbers for West Los Angeles College can be found at: <http://srtk.cccco.edu/index.asp>.

ENROLLMENT AND ATTENDANCE DISTRICT POLICIES

Open Enrollment

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

Units Of Work/Study Load

Study List Limitations

Maximum and minimum unit requirements may apply, as follows:

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

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

Attendance Statement

Only students who have been admitted to the college and are in approved active status may attend classes. Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

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

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

Auditing

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

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

Concurrent Enrollment

A student may enroll in two mutually-dependent courses within the same semester and/or may simultaneously enroll at both West Los Angeles College (WLAC) and a high school or another college.

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

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

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

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

Academic Policies

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 Academic Affairs. No student will be excused from final examinations.

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

ADDING AND DROPPING CLASSES

Adding Classes

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

Enrolled students who want to add a class must obtain an add permit from the instructor.

Dropping Classes

Students wanting to drop one or more classes must do so through the Admissions Office by filing a DROP CARD, via the Internet (www.wlac.edu), or by using the S.T.E.P. telephone registration system.

It is the student's responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week (or 30% of the time the class is scheduled, whichever is less) and the end of 75% of the time the class is scheduled, will result in a "W" on the student's record which will be included in the determination of progress probation. Drops are not permitted beyond the end of 12th week for a 16-week semester.

A grade (A, B, C, D, F, CR, INC, or NCR) will be assigned to students who are enrolled past the end of the 14th week, even if they stop attending class, except in cases of extenuating circumstances. After the last day of the 12th week for a 16-week semester (or 75% of the time the class is scheduled, whichever is less), students may withdraw from class upon petition demonstrating extenuating circumstances, and after consultation with the appropriate faculty.

Withdrawal From The College

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

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

COURSE CREDIT

Credit For Prerequisites

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

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

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

Credit By Examination

Students may receive credit for courses (in the list that follows) by taking an examination administered by the college in lieu of attending the course. A petition to receive credit by examination must be submitted to the Office of Admissions. The petition to receive credit by examination must be approved by the subject department chairperson.

Eligibility:

1. Be currently registered and have a minimum cumulative grade point average of 2.0
2. Have completed 12 units within the Los Angeles Community College District and cleared all holds.
3. Not be currently enrolled in, nor have completed a more advanced course in this discipline.

Credit By Examination Courses

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

Academic Policies

Approved Credit By Examination Courses

Aviation and Travel Division

Aviation Maintenance Courses
(Limited - must meet FAA regulations)

Behavioral & Science Social Science Division

Administration Of Justice 1, 2, 3, 4, 5, 6, 7, 8,
15, 67, 75, 98, 101.

Anthropology 101, 102

Business 1, 38

Law 1

Real Estate 1, 3, 5, 7, 9, 21

Humanities and Fine Arts Division

Art 101, 102

Foreign Languages *

Humanities 1

Music 101, 201, 211, 321

Philosophy 1

Science Division

Astronomy 1

Biology 3, 4

Environmental Science 1, 2

Geology 1, 2

Oceanography 1

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

Limitation On Petitioning For Examination

The maximum number of units for which a student may petition for credit by examination at the college is 15 units. Units for which credit is given pursuant to the provision of this section shall not apply toward the 12 units of residence nor the graduation requirement. No more than one challenge per course will be permitted.

Recording of grade for Credit by Examination shall be entered on the student's record as "CRX" for passing and "NCX" for not passing. The student's records shall also be annotated "Credit by Examination." Students may need to enroll in a special Credit by Exam course to obtain credit. The student will be responsible for any tuition fees.

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

COURSE REPETITION

Special Circumstances

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

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

This policy only applies to courses taken at colleges within the Los Angeles Community College District. Courses completed through the provisions of Board Rule 6704 (Credit by Examination) may not be used to remove a substandard grade.

1. First Course Repetition to Remove a Substandard Grade.

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

2. Second Course Repetition to Remove a Substandard Grade.

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

- A. Received two substandard grades for the same District course.
- B. Filed a petition which states the extenuating circumstance which are the basis for the petition for the second repeat. "Extenuating circumstances" are verified cases of accidents, illness, military service, or other circumstances beyond the control of the student.
- C. Had the petition approved by the college president or designee.

Attendance for a second repetition may not be claimed for state apportionment. Upon completion of the second repetition, the grade used in computing the student's cumulative grade point average shall be the highest

Academic Policies

grade earned, and the student's record will be so annotated. The two lower substandard grades will not be used in the computation of the grade point average. (Title 5, C.C.R., Sect. 513135, 51316, 55761, 55762, 58161)

Course Repetition And Activity Repetition

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

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

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

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS

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

The following exceptions may be made to this regulation:

1. Credit For Military Service

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

2. Elective Credit For Military Training

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

- A. Complete a minimum of 12 units at West Los Angeles College.
- B. Current enrollment.
- C. Service of 181 days or more in the armed services.
- D. Present an Honorable Discharge (DD 214) form. Elective credit for military service will not include subject credit for a physical education activity or Health Education 10 class. No grade points will be given for military credit.

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

GRADES AND GRADE CHANGES

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

In the case of fraud, bad faith, or incompetence, the final decision concerning removal or change of grade will be made by the college president or designee after the grievance procedure is completed.

See Student Grievance procedures under Student Services and Programs.

Academic Policies

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	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Passing	1.00
	(Less than Satisfactory)	
F	Failing	0.00
CR	Credit	0.00
	(At least satisfactory - units not counted in GPA)	
NCR	No Credit	0.00
	(Less than satisfactory - units not counted in GPA)	
CRX	Credit by Exam	0.00
	(Units not counted in GPA)	
NCX	No Credit by Exam	0.00

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

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

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

This record shall contain the conditions for removal of the "INC" 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 "INC" is made up or the time limit has passed. A final grade shall be assigned when work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "INC" symbol shall not be used in calculating units attempted nor for grade points. THE "INC" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED.

The student may petition for a time extension due to unusual circumstances.

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

"IP" In Progress

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

"W" Withdrawal

It is the student's responsibility to withdraw from class if the student stops attending class. Students cannot rely upon faculty to exclude them. Withdrawal from a class or classes shall be authorized through the last day or 75% of the time the class is scheduled to meet. No notation ("W" or other) shall be made on the record of a student who withdraws during the first 30% of the time the class is scheduled.

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

After the last day the withdrawal is allowed, the student may withdraw from class only upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accident,

Academic Policies

illness, or other circumstances beyond the control of the student. Withdrawal which has been authorized in extenuating circumstances shall be recorded as a "W."

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

How To Calculate A Grade Point Average

1. Add all units attempted for courses.
2. Add all grade points* earned for courses completed.
3. Divide the total number of grade points earned into the total number of units attempted. Carry out to three decimal places.

* Grade point values: A = 4, B = 3, C = 2, D = 1, F = 0.

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 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 A 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 (NCR) shall be assigned for failure to do so.

2. ACCEPTANCE OF CREDITS – All units earned on a "Credit/No Credit" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

3. RECORDING OF GRADE – A student who is approved to be evaluated on the "Credit/No Credit" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a "No Credit" (NCR) 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" (NCR) 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 A 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" (NCR) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

REGULATIONS FOR CREDIT/NO CREDIT OR PASS/FAIL

Not all courses will be offered on a Credit/No Credit basis. Determination of courses will be made by the appropriate divisions. A maximum of 15 units of Credit/No Credit work may be used towards the A.A. degree. A maximum of one course per semester may be taken for Credit/No Credit. However, this restriction does not apply to students who already possess a bachelor's or higher degree.

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

English 101 may not be taken for Credit/No Credit.

Courses for CSU General Education required areas may not be taken for Credit/No Credit.

CSU will allow no more than 30 units total "Credit" graded courses toward the bachelor's degree.

UC will allow only 14 units of Credit/No Credit toward transfer.

Students must notify the Admissions Office by the end of the 5th week of the course if they wish to take a course Credit/No Credit; otherwise all courses are for a letter grade. **This decision will be irrevocable.**

Academic Policies

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

Approved Credit/No Credit Courses **Aviation And Travel Division**

All Travel courses.

Behavioral And Social Science Division

Administration of Justice courses.

All Anthropology courses.

Business Division

All Accounting, Business, Computer Science, Law, Management, Marketing, and Real Estate courses.
Computer Applications for Office Technology

Dental Hygiene

Dental Hygiene 90, 91A, 91B, 92, 151, 251.

Humanities And Fine Arts Division

Art 101, 102, 103, 109, 201, 202, 203, 204, 205, 206, 301, 302, 304, 305, 501, 502, 503, 708, 709, 710, 711.

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

Humanities 5, 30, 31.

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

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

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

Language Arts Division

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

Theater Arts 505.

Learning Resource Center Division

Library Science 88, 990D, 99E, 101, 102, 117, 130.

Science Division

Biology 3, 4, 5.

Earth Science 1.

Environmental Hazardous Materials Tech. 2C, 50, 60, 70, 80.

Environmental Science 1, 2.

Geography 1, 2, 3, 7.

Geology 1, 6.

Meteorology 3.

Oceanography 1.

COURSE REPETITION TO IMPROVE SUBSTANDARD GRADES

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

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

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

ACADEMIC STANDARDS AND CREDIT POLICIES

Academic Renewal

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

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

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

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

Academic renewal actions are irreversible.

Academic Policies

Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

Academic Probation Policies

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

1. Placement on Academic Probation

A student who has attempted at least 12 semester units shall be placed on academic probation following any semester when the grade point average for total units attempted is less than 2.0 (grade C).

2. Removal from Academic Probation

A student shall be removed from academic probation upon earning a grade point average of 2.0 (grade C) or higher in total units attempted.

3. Progress Probation

A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled, and for which entries of "W" and "INC" and "NCR" are recorded, reaches or exceeds fifty percent (50%). To drop a course and not have a grade entry appear on the official academic record to be counted as units attempted, action must be taken prior to the close of the fourth week of a semester-long course.

4. Removal from Progress-Probation

A student on progress probation because of an excess of units for which entries of "W," and "INC" and "NCR" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

Policy On Disqualification (Dismissal)

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

A student who is on academic or progress probation shall be subject to disqualification (dismissal) whenever the student meets one of the two conditions listed below:

1. Academic Disqualification (Dismissal)

Any student on academic probation for three semesters shall be subject to disqualification (dismissal)

2. Progress Disqualification (Dismissal)

Any student who is on progress probation for three semesters shall be subject to disqualification (dismissal) for lack of satisfactory progress.

Re-Admissions After Disqualification (Dismissal)

Students who have been disqualified (dismissed) may petition reinstatement after two semesters have elapsed. The student shall submit a written petition requesting readmission to the college in compliance with college procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

ASSOCIATE DEGREES, CERTIFICATES OF COMPLETION AND SKILLS AWARDS

West Los Angeles College provides educational programs that lead to transferring to four-year colleges and universities, as well as career programs that lead to Associate Degrees, Certificates of Completion, or Skills Awards.

An **Associate in Arts (A.A.) or Associate in Science (A.S.) Degree** is granted to recognize a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree-applicable semester units. Students wanting an Associate Degree may obtain two years of career training along with selected General Education courses in a chosen field. Students wanting only career-oriented courses may choose a Certificate program as their objective.

A **Certificate of Completion** is issued in State-approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 18 or more semester units, and may be pursued on a full-time or part-time basis. Certificate programs are usually one-year educational programs which offer courses needed to prepare students for immediate employment. A 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 a Certificate curriculum, and upon satisfactory completion, students may request the issuance of a Certificate of Completion.

A **Skills Award** is issued in programs of 17 semester units or less. Skills awards programs are designed for those students who have limited time or who want to limit their commitment to a particular field of study. Students may seek increased job-related specialization, job advancement, or preparation for new employment. Courses that make up a Skills Award often apply toward a certificate program or associate degree. Always consult a counselor for verification.

Completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the requirements are completed is also necessary. During the final semester in which completion of requirements takes place, students should petition for associate degrees, certificates or skills awards 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 programs, 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 for graduation.

The following Associate Degrees, Certificates of Completion or Skills Awards are offered for students seeking immediate employment in a new position, or upgrading in their current job. Transfer programs are covered in the next section.

- Accounting
- Administration of Justice
- Aircraft Electronics Technology
- Aircraft Powerplant Technician
- Airframe Maintenance Technician
- Anthropology
- Art – Ceramics Option
- Art – Drawing and Painting Option
- Aviation Maintenance Technology
- Biology
- Biology – Health Science Option
- Business
- Business Administration
- Business Management
- Business Management – Small Business
- Chemistry
- Child Development
- Computer Applications and Office Technology (see CAOT)
- Computer Science
- Computer Science Information Technology – Application Software Option
- Dental Hygiene
- Economics
- Engineering – General
- English
- Environmental Hazardous Materials Technology
- French
- Jewish Studies
- Paralegal
- Legal Secretary
- Mathematics
- Marketing
- Music
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Computer Applications and Office Technology (CAOT) – General Office
- Computer Applications and Office Technology (CAOT) – Word Processing
- Real Estate

Academics

- Real Estate – Escrow
- Sociology
- Spanish
- Speech
- Theater Arts/Entertainment Studies
- Travel – Basic and Advanced

TRANSFER ASSOCIATE DEGREES

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

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

College Board Code for University Application 004964

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

GRADUATION REQUIREMENTS

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

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

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

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

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

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

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

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

A1. Completion of a course in College Reading and

Composition with a grade of "C" or better: English 101,
or
 A2. Completion of a course in Intermediate Composition
 with a grade of "C" or better; English 28.

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

B1. Completion of Math 115, or 117 and 118, or a
 higher Mathematics class with a grade of "C" or better,
or

B2. Achieving a satisfactory score on the District
 Mathematics Competency Examination given by the
 Mathematics Department.

IV. Residence Requirement – Completion of at least
 12 units of work in residence and attendance at the
 college during the semester in which the graduation
 requirements are completed. Exceptions may be
 made under special circumstances.

V. Course Requirements – Students who are majoring
 in programs of study for which 18-35 units are required
 in the major shall complete Graduation Plan A. Students
 who are majoring in programs of study for which 36
 or more units are required in the major shall complete
 Graduation Plan B.

GENERAL EDUCATION REQUIREMENTS FOR AN ASSOCIATE DEGREE

PLAN A

Plan A is for students whose majors as described in
 the West Los Angeles College Catalog require less
 than 36 units; and a minimum of 30 units in General
 Education.

A. Natural Sciences (3 semester units required).
 Take 3 units from the following:

- Anatomy 1*
- Anthropology 101
- Anthropology 111*
- Astronomy 1
- Biology 3* (3A, 3B* – See a Counselor)
- Biology 4
- Biology 5* (5A, 5B* – See a Counselor)
- Biology 10*
- Chemistry 51*
- Chemistry 60*
- Chemistry 101*
- Earth Science 1
- Environmental Science 1

- Environmental Science 2
- Geography 1, 3
- Geology 1
- Meteorology 3
- Oceanography 1
- Physical Science 1
- Physics 6*
- Physics 7*
- Physics 12*
- Physics 37*
- Physiology 1*
- Psychology 2

* Designates courses with a laboratory.

B. Social and Behavioral Sciences
 (9 semester units required).
 Take 3 units from B1; 3 units from B2, and 3 units
 from either B1 or B2.

B1. History 11, 12, 13, 14, 41, 42, 43, 44
 Political Science 1

B2. Administration of Justice 4
 African–American Studies 2, 4, 5
 Anthropology 102
 Anthropology 103
 Anthropology 121
 Child Development 1
 Economics 1
 Economics 2
 Geography 2
 Geography 7
 History 1, 2, 25
 Law 1
 Political Science 2, 4, 7, 14
 Psychology 1
 Sociology 1, 2, 11

C. Humanities (3 semester units required).
 Take 3 units from the following:

- Art 101, 102, 103, 109, 201, 501, 708
- English – Any 200 series class
- Foreign Language – Any 3 or 5 unit class
- French 10
- Humanities 1, 5, 30, 31, 60, 61, 72, 73
- Music 101, 111, 112, 121, 141
- Philosophy 1, 3, 20, 33 (formerly 23), 41
- Theater 100, 110, 505

D. Language and Rationality (12 semester units required).
 Take 3 units from D1, 6 units from D2, and 3 units
 from either D1 or D2.

Academics

1. English 28, 101 (Must receive a grade of "C" or higher; "C-" is not accepted.)
2. Communication and Analytical Thinking
Computer Science 901, 902, 906, 913, 915, 917, 933, 934, 936, 938
English 102, 103
Journalism 101
Math 125, 215, 227 (formerly 225 and 226 combined), 235, 236, 241, 260, 261, 262, 263, 270, 275
Philosophy 6, 8, 9
Speech 101, 104, 121, 151

E. Health and Physical Education (3 semester units required).

1. Health 2 (3 units) (Physical Education and Health combined)
- or
2. Health 11 (3 units) and a Physical Education activity (1 unit)

Authorized Physical Education activity exemptions include:

- a. proof of completion of basic training in one of the armed forces of the U.S. (DD214)
- b. by petition (Board Rules Ch. 6, Art IV, 6406)

F. Mathematics (a minimum of 3 semester units required). Must receive a grade of "C" or higher; "C-" is not accepted.

Mathematics 115, 117 and 118, 119, 146, 147 or any higher Mathematics course; Computer Technology 60; Electronics 10, 12, 14; General Engineering Technology 121; Engineering Technology 49, 50, or 51, or Statistics,

or
passing the District Mathematics Competency Examination (Board Rule 6201.12/6201/14).

PLAN B

To be used by students following an occupational program, and engineering majors who desire to transfer.

Major Requirements:

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

General Education Requirements:

18 units in the following pattern:

Section A • Natural Science

Select 3 units from the list of natural science courses listed in Plan A, Natural Science section.

Section B • Social and Behavioral Sciences

Select 3 units from the list of social and behavioral sciences courses listed in Plan A, Social and Behavioral Sciences Section B1.

Section C • Humanities

Select 3 units from the list of humanities courses listed in Plan A, Humanities.

Section D • Language and Rationality

Select 6 units minimum. Select 3 units from the courses listed in Language and Rationality, Section D1 of Plan A, and 3 additional units from Section D2 of Plan A.

Section E • Health and Physical Education Activity

Select Health 2 or Health 11 plus 1 unit of any physical activity course.

Additional Requirements:

1. **Transcripts:** All transcripts from other colleges attended (outside LACCD) must be on file in the Admissions Office.
2. **Unit Requirement:** A minimum of 60 units of course credit in a selected educational program.
3. **Scholarship Requirement:** A minimum of a 2.0 (C) grade point average.
4. **Residency Requirement:** Completion of at least 12 units in residence at WLAC, and attendance at the college in which graduation requirements are completed.
5. **See Plan A for Mathematics Requirement:** Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:
6. **English Competency Requirement:** Complete one of the following courses with a grade of "C" or higher:

English 28, 31, 101; Journalism 101

Double Counting Note: A maximum of five courses may satisfy a general education requirement AND simultaneously count as a requirement for a major. However, a minimum of 60 units must be completed for a degree. It is important to discuss proposed double counting with a counselor.

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

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

The requirements for a second associate in arts or associate in science degree for someone already having earned an associate, bachelor's or higher degree are as follows:

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

TRANSFER REQUIREMENTS

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

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

For the purposes of classification, students who are paralleling the work of four-year 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.

1. Completion of the specific requirement for junior standing in the proposed 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 four-year institutions should see a West Los Angeles College counselor and consult the catalogs of these institutions regarding specific requirements for upper-division standing.

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

Academics

CALIFORNIA STATE UNIVERSITY CERTIFICATION OF GENERAL EDUCATION REQUIREMENTS

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

California State University Certification of General Education Requirements

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

NOTE: Every Community College may apply its courses differently even if the course has the same title and number. See a counselor, particularly if taking courses elsewhere in the LACCD. Areas A1, A2, A3 and B4 must be completed with a grade of "C" or higher before transfer to a CSU.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

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

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

MAJOR DEPARTMENTAL REQUIREMENTS

In addition to the preceding general requirements, students should complete the lower-division courses required by each department or curriculum. Consult the particular University of California or California State University catalog for complete information on the lower-division requirements for the desired major. The Counseling Office assists in determining the appropriate courses at West Los Angeles College which meet the major department requirements. Completion of the above program with a total of 60 units and meeting graduation requirements as described in this catalog entitles students to the Associate Degree at West Los Angeles College.

Courses Which May Be Used In The Plan:

1. Courses which are required for the major may also be used for General Education.
2. A course found in more than 1 area may be counted only once
3. Courses taken at other California Community Colleges are counted only in the area(s) where they are listed for that college.
4. Courses taken at a foreign institution may not be used on the UC/CSU Certified Plan.

**WEST LOS ANGELES COLLEGE GENERAL EDUCATION CERTIFICATION
FOR THE CALIFORNIA STATE UNIVERSITY
FALL 2002 – SUMMER 2003**

Every Community College may apply its courses differently even if the course has the same title and number. See a counselor, particularly if taking courses elsewhere in the LACCD. Area A1, 2, 3 and B4 must be completed with a "C" or higher to transfer to a CSU.

At least 60 (CSU) transferable semester units are required for admission.

	COMPLETED	IN PROGRESS	NEED	OTHER COLLEGES
<p>A. COMMUNICATION IN THE ENGLISH LANGUAGE (9 units; 3 units in each area). NOTE: "D/C" grades are not accepted in this area.</p> <p>A1. ORAL COMMUNICATION Speech 101, 102, 121, 151</p> <p>A2. WRITTEN COMMUNICATION English 101</p> <p>A3. CRITICAL THINKING English 102, 103; Philosophy 6, 8, 9; Speech 104</p>				
<p>B. PHYSICAL UNIVERSE AND ITS LIFE FORMS (9 units). Select at least one from each general area and no more than one course from each subject area. Include one laboratory course (*).</p> <p>B1. PHYSICAL UNIVERSE Astronomy 1; Chemistry 12 (same as Env. Sci. 12); Chemistry 13* (same as Env. Sci. 13); Chemistry 51*, 60*, 101*; Earth Science 1; Environmental Science 1, 12, 13*; Geography 1, 3, 15*; Geology 1, 2, 6*, 7; Meteorology 3 (same as Geog. 3); Oceanography 1; Physical Science 1; Physics 6*, 7*, 12, 14*, 37*</p> <p>B2. LIFE SCIENCE Anatomy 1*; Anthropology 101; Biology 3A & 3B*, 4, 5A & 5B*, 6*, 7*, 10*; Environmental Science 2 Microbiology 20*; Physiology 1*; Psychology 2</p> <p>B3. LABORATORY SCIENCE One laboratory course from B1 or B2 denoted with a (*).</p> <p>B4. MATH / QUANTITATIVE REASONING (3 UNITS) NOTE: "C-" or "D" grades are not accepted. Math 215, 227 (formerly 225 & 226), 235, 236, 241, 260, 261, 262.</p>				
<p>C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE (9 units). At least one course from C1 (the Arts) and one course from C2 (the Humanities).</p> <p>C1. ARTS Art 101, 102, 103, 104, 109, 111, 201, 501, 502, 708,709; Humanities 73; Music 101, 111, 112, 121, 122, 141, 501, 561, 725, 775; Theater 100, 110, 200,505; PE (Dance) 460, 462, 463, 814</p> <p>C2. HUMANITIES English 127, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 218, 219, 233 (same as Jewish Studies 6), 234, 239, 240, 250, 254; Humanities 1, 30, 31, 60, 61, 73; Philosophy 1, 3, 20, 33 (formerly 23), 41; Speech 135; Jewish Studies 3, 6 (same as English 233), 26, 27; French 1, 2, 3, 4, 5, 6, 10 (same as History 22) Hebrew 21, 22; Japanese 21, 22; Spanish 1, 2, 3, 4, 5, 6, 21, 22</p>				
<p>D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR: HISTORICAL BACKGROUND (9 units). Courses must be in at least 2 disciplines. NOTE: Courses to satisfy CSU American Institutions are noted with an asterisk (*). Select one course from areas A & B, and one course from group D.</p> <p>A. History 11*, 12*, 13*, 14*, 41*, 42*, 43*, 44*</p> <p>B. Political Science 1*</p> <p>Select one course from D1 through D10.</p> <p>D1. ANTHROPOLOGY AND ARCHEOLOGY Anthropology 102, 103, 121</p> <p>D2. ECONOMICS Business 1; Economics 1, 2</p> <p>D3. ETHNIC STUDIES African-American Studies 2; English 219, 234; History 25, 41, 42, 43, 44; Sociology 11</p> <p>D4. GENDER STUDIES English 239</p> <p>D5. GEOGRAPHY Geography 2, 7</p> <p>D6. HISTORY History 1, 2, 5, 6, 11*, 12*, 13*, 14*, 22 (same as French 10), 25, 27, 41*, 42*, 43*, 44*, 52, 68</p> <p>D7. INTERDISCIPLINARY SOCIAL AND BEHAVIORAL SCIENCE Psychology 64, Speech 122</p> <p>D8. POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS Law 3; Political Science 1*, 2, 4, 7, 8, 14</p> <p>D9. PSYCHOLOGY Child Development 1; Psychology 1, 41</p> <p>D10. SOCIOLOGY AND CRIMINOLOGY Administration of Justice 1, 4; Sociology 1, 2, 7, 11</p> <p>*California State University Require Political Science 1 and a U.S. History (History 11, 12,13,14,41, 42, 43, or 44)</p>				

	COMPLETED	IN PROGRESS	NEED	OTHER COLLEGES
E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 units). No more than 1 unit of Physical Education. E1. INTEGRATED ORGANISM Family and Consumer Studies 21; Health 2, 11. Psychology 16, 41, 52, 64. E2. ACTIVITY Physical Education 102, 262, 289, 301, 460, 462, 508, 519, 550, 553, 630, 665, 666, 667, 668, 682, 683, 684, 690.				
ELECTIVES				
CERTIFICATION: West Los Angeles College has an agreement with the California State University System through which students can complete all or part of the lower division general education requirements for any CSU campus by taking appropriate courses at WLAC. All CSU's require 39 units of lower division general education and 9 upper division units.				
THESE COURSES WILL BE CERTIFIED ONLY ONCE: Students should petition in the Admissions Office for full or partial certification toward the end of their final semester.				
FULL CERTIFICATION: If the entire 39-unit pattern described on this sheet is completed, WLAC will, upon student petition, certify on the student's transcript that all lower division general education has been met. TO TRANSFER TO A CSU, STUDENTS MUST COMPLETE A MINIMUM OF 60 TRANSFERABLE UNITS.				
PARTIAL CERTIFICATION: If the student completes any area (A through E), that area will, upon petition, be certified to the CSU system as having been completed. In all areas that are not certified, the student is responsible to fulfill those areas in accordance with the appropriate catalog of the university attended after transfer.				
TO PETITION FOR CERTIFICATION: Towards the end of your final semester at WLAC, obtain a petition for certification of General Education in the Admissions Office. Fill out the petition. Fill out this form; write in the courses used in the correct space. Attach the forms together and turn them into the Admissions Office. Make an appointment with a counselor if you need help in completing this form. Official transcripts from colleges outside of the LACCD must be on file.				
PASS-ALONG POLICY: WLAC will certify CSU certifiable courses taken at other community colleges using the same designated areas at the former college(s). STUDENTS ARE RESPONSIBLE FOR OBTAINING OFFICIAL TRANSCRIPTS FROM OTHER COLLEGES.				
* Courses satisfy CSU American Institutions Requirement + Lab				
Courses taken at other Accredited Institutions will be applied in the same category as taken at that Institution.				
FORMER COLLEGE(S) _____				
COURSE	AREA	WLAC EQUIVALENT COURSE		
AREAS FULLY CERTIFIED: _____ YES _____ NO _____ PARTIAL				
NAME: _____ SS#: _____ DOB.: _____ DATE: _____				
COUNSELOR: _____ DATE: _____				

WEST LOS ANGELES COLLEGE

IGETC (Intersegmental General Education Transfer Curriculum)

Fall 2002-Summer 2003

IMPORTANT

CERTIFICATION: IGETC must be certified **PRIOR** to transfer. Certification of these units is not automatic. Certification must be requested in the Admissions Office when the student completes all of the **IGETC** requirements. Courses must appear on West's **IGETC plan the year in which they are taken**. Students should check each year with counseling office for any **IGETC** plan revisions. Students who leave the college, breaking continuous enrollment, will be placed under the **IGETC** plan in effect for the year that they return.

The Intersegmental General Education Transfer Curriculum (**IGETC**) is an agreement by the California Community Colleges, the California State Universities, and the University of California on a common transfer plan. The **IGETC** consists of a series of courses which, if completed **prior** to transfer, allow Community College transfer students the opportunity to satisfy the lower-division general education requirement for any campus of the CSU or UC, without the need, after transfer, to take additional lower-division courses. The **IGETC** is advisable for students who have not yet decided on a major or a particular campus and who want to keep their options open before making a final decision about transferring to either a UC or CSU campus.

The **IGETC** can be certified for California Community College transfers who have also completed transfer units at a CSU, UC or independent college provided that the student has completed most of the transfer units at one or more California Community Colleges. A California Community College student is usually defined as one who has completed or will complete 30 or more total units at a California Community College. Students who initially enroll at a UC campus, then leave and attend a Community College, and subsequently return to the same campus are considered "**re-admits**" to the University. Such students **cannot** use the **IGETC** - this is true at all UC campuses. However, students who enroll at a UC campus, then leave and attend a Community College, and subsequently return to a different UC campus may be able to use the **IGETC**, but students need to check with the campus they wish to attend. The last college attended is the college that certifies **IGETC**. **Students must have completed 12 units of residency at that college.**

IGETC must be completed in its entirety prior to transferring; students who do not complete it will be subject to the general education pattern at the UC campus to which they are transferring. Partial certification is available only under very **special circumstances**. See counselor for details. Students who do not complete it will be subject to the general education pattern at the **UC** campus to which they are transferring. Students who are **CSU** bound will still have the option of completing the **CSU certified plan**.

DOUBLE-COUNTING: UC will allow requirements completed as preparation for the major to be used in the **IGETC** whenever they appear.

PROFICIENCY IN A LANGUAGE OTHER THAN ENGLISH: Verification of this requirement will be based on official records (either in high school or college) indicating completion of coursework (with grades of "**C**" or higher) equivalent to two years in high school of the same foreign language. Students can also meet this requirement by providing evidence of appropriate scores on AP exams (scores of 3 or higher) or by earning a minimum score of 500 on the College Board Achievement Test. Students transferring to the University of California are required to demonstrate a minimal level of competence (proficiency) in a Language other than English equal to two years of high school study. Proficiency may be demonstrated as follows: Satisfactory completion with "**C**" grades or better of two years of formal schooling at the sixth grade level or higher in a institution where the language of instruction is not English. If secondary school was completed in a non English speaking country and the language of instruction of the secondary school was not English language other than English proficiency can be certified for **IGETC** without further evaluation. **The student must present appropriate documentation of attendance at the secondary school.**

COURSES TAKEN AT FOREIGN INSTITUTIONS: These courses will **NOT** be permitted for certification on the **IGETC**.

PLEASE NOTE: Only "**C**" grades or higher will be accepted (**no C-**), and credit/no credit courses are acceptable only if the college catalog defines credit as equivalent to a letter grade of "**C**" or higher.

Academics

WEST LOS ANGELES COLLEGE

The listing below specifies the various majors, by UC campus, that have substantial lower division prerequisites that may make the **IGETC** option inappropriate for UC transfers to follow:

BERKELEY

- College of Engineering
- College of Environmental Design (Architecture, Landscape Architecture, and City & Regional Planning)
- Haas School of Business
- College of Natural Resources

DAVIS

- College of Engineering
- Environmental Policy Analysis and Planning

IRVINE

- School of Engineering

LOS ANGELES

- School of Engineering and Applied Sciences

RIVERSIDE

- College of Engineering

SAN DIEGO

- Division of Engineering
- Eleanor Roosevelt and Revelle Colleges will not accept IGETC

SANTA BARBARA

- College of Engineering

SANTA CRUZ

- College of Engineering
- The **IGETC** is advisable for California Community College students who have not yet decided on a major or a particular campus and who want to keep their options open before making a final decision about transferring into either a UC or CSU campus.
- **AP SCORES:** AP scores of 3 or higher can be used to satisfy any **IGETC** subject area except Critical Thinking and Oral Communication. Even though credit for more than one course can be awarded by West for AP scores of 3 or higher, only one course is subject for which the AP test was taken can be used on the **IGETC**.
- **COURSES COMPLETED AT OTHER COLLEGES:** Courses that are completed at any accredited college can be used in the **IGETC** certification. Students should be aware, however, that coursework from other California Community Colleges will be applied in the **IGETC** category determined by the original college. Students may petition in the Admissions Office to use courses taken at a UC, CSU, or private or out of state school. Petitions will be evaluated to determine if courses are equivalent to those on the West **IGETC** plan.

IGETC • WEST LOS ANGELES COLLEGE
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM FOR TRANSFER TO CSU AND UC
FALL 2002 - SUMMER 2003

At least 60 (CSU) or 60 (UC) transferable semester units are required for admission; IGETC represents approximately 35-40 units.

	COMPLETED	IN PROGRESS	NEED	A.P. EXAM	OTHER COLLEGES
AREA 1 - ENGLISH COMMUNICATION CSU - 3 courses, one from each group below. UC - 2 courses, one each from group A and B.					
Group A: English Composition - 1 course; 3 semester units, 4-5 quarter units English 101					
Group B: Critical Thinking - English Composition - 1 course, 3 semester units or 4-5 quarter units English 103					
Group C: Oral Communication - (CSU only) 1 course, 3 semester units or 4-5 quarter units Speech 101, 102, 104, 151					
AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING 1 course, 3 semester units or 4-5 quarter units Math 227 (formerly 225), 235+, 236+, 260+, 261+, 262+, 263, 270, 275					
AREA 3 - ARTS AND HUMANITIES At least 3 courses with at least one from the Arts and one from the Humanities . 9 semester units or 12-15 quarter units. Arts: Art 101, 102, 103 Cinema 3, 107 Music 111, 112, 141 Theater 100, 110, 505					
Humanities: English 102, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 219, 233 (same as Jewish Studies 6) 234, 239, 240, 250, 254 French 3, 4, 5, 6, 10# ^The third course can be taken from the Arts or Humanities Humanities 1, 30, 31, 60, 77 Jewish Studies 3, 6 (same as Eng 233), 26, 27 Philosophy 1, 3, 20, 33 (formerly 23), 24 Spanish 2, 3, 4, 5, 6					
AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES At least 3 courses from at least two disciplines, 9 semester units or 12- 15 quarter units African American Studies 2, 4, 5 Anthropology 102, 103, 121 Economics 1, 2 Geography 2 History 1, 2, 11+*, 12+*, 13*, 22#, 41+, 42+*, 43+*, 44+*, 52 Political Science 1*, 2, 7, 8, 14 Psychology 1 Sociology 1					
AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES At least 2 courses required; one Physical Science course and one Biological Science course; at least one must include a laboratory. 7-9 semester units or 9-12 quarter units. Physical Science: Astronomy 1 Chemistry 101(L), 102(L), 60(L)+, 51(L)+, 12, 13(L), Earth Science 1 Environmental Science 1, 12, 13(L) Geography 1, 3#, 15(L) Geology 1, 2, 6(L), 7(L) Meteorology 3# Oceanography 1 Biological Science: Anatomy 1(L) Anthropology 101 Biology 3A & 3B(L), 4, 5A+ & 5B(L), 6(L), 7(L) Environmental Science 2 Microbiology 20(L) Physiology 1(L) Psychology 2 Physics 6(L)+, 7(L), 12+, 14(L), 38(L)+, 39(L)+					
LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY) Proficiency equivalent to two years of high school, with a grade of "C" or higher, in the same language OR Earn a score of 3 or higher on the Foreign Language AP Test or 550 on the College Board Achievement Test in Foreign Language OR Complete 1 course from the following: French 1, Spanish 1, Hebrew 22+, Japanese 22+					
CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (This requirement is in addition to IGETC and may be completed at the community college prior to transfer.) <u>Courses used to meet this requirement may not be used to satisfy requirements for IGETC.</u> CSU - 6 units, one course from group 1 and one course from group 2. Group 1: Political Science 1* Group 2: History 11*, 12*, 13*, 41*, 42*, 43*, 44*					

Designates courses that are cross-listed.

+ Designates courses in which transfer credit may be limited by UC, CSU or both. Please consult with a Counselor.

* Designates courses that may be counted in one area only.

(L) Designates courses with a laboratory.

^ Note area 3 small print.

Academics

WEST LOS ANGELES COLLEGE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM IGETC • 2002-2003

WEST LOS ANGELES COLLEGE LIMITS ON UC TRANSFERABLE COURSES

A credit limit exists on the number of units per course that the University of California will accept. The exact credit limit is shown following each set of courses. For Directed Study courses, see the Directory of Education Programs and Courses.

COURSE

ACCT 21 and 22 combined equals ACCT 1 *
AFRO-AM ST 4 combined with Hist. 11, 41, 43 *
AFRO-AM ST 5 combined with Hist. 12, 13, 42, 44 +
BIOLOGY 3 and 5 combined *
BIOLOGY 3, 5
BIOLOGY 3 (3A and 3B combined)
BIOLOGY 5 (5A and 5B combined)
CHEM 51 and 60 combined
CHEM 51, 60
CHEM 70, 211, 212 and 221 +
CHEM 101, 102

ENG 86, combined with ESL 5A and 6A *
ENG 101 +
ENG 103
ENG 127
FRENCH 1 +
GEOL **
HEALTH 2 and (*)PE courses combined +
HIST 11, 41, and 43 combined
HIST 12, 13, 42, and 44 combined
HIST 14
Independent Study
Directed Study

JAPANESE 21, and 22 equal 1
LAW 1+ and 2+ combined
LIB SCI 101+ and 103+ combined
MATH 225 and 227 combined
MATH 245 and 260 combined
MATH 235, 236, combined 261 and 262
PHYS ED 102 through 287 *
PHYS ED 470-any or all of these (*) PE courses combined *
PHYS ED 522-any or all of these (*) PE courses combined *
PHYS ED 523-any or all of these (+) PE courses combined
PHY SCI 1

PHYSICS 6 and 7 combined with 37, 38, and 39
PHYSICS 12
PHYSICS 37, 38, 39 *

SPANISH 1
SPANISH 21 and 22 combined equal Spanish 1

CREDIT LIMIT

Maximum credit 5 units
Maximum credit, one course
Maximum credit, one course
Maximum credit, one course
No credit if taken after BIOLOGY 6 or 7
Maximum credit 4 units
Maximum credit 4 units
Maximum credit, one course
No credit if taken after CHEM 101
Maximum credit two courses
No credit for PHYS SCI 1 if taken after a transferable course in ASTRO, CHEM, GEOL, or PHYSICS
Maximum credit 8 units
Distance Ed. version not approved for Transfer
Distance Ed. version not approved for Transfer
Distance Ed. version not approved for Transfer
Corresponds to two years of high school study
No credit for PHYS SCI 1 if taken after a transferable course in GEOL
Maximum credit 4 units
Maximum credit, one course
Maximum credit, one course
No credit if taken after HIST 11
NOTE: The granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus
Maximum credit 5 units. Both must be taken for credit to be given
Maximum credit, one course
Maximum credit, one course
Maximum credit, one course
Maximum credit 4 units
Maximum credit, two courses
Maximum credit 4 units
Maximum credit 4 units
Maximum credit 4 units
Maximum credit 4 units
Maximum credit 8 units
No credit if taken after a college course in ASTRO, CHEM, GEOL, or PHYSICS
Maximum credit, one series
No credit if taken after PHYSICS 6-7, or the 37-38-39 series
*Subject to limitations with combined other PHYSICS courses if there is any duplication
Equals two years of high school study
Maximum credits, 5 units. Both courses must be taken for credit to be given

LEGEND

** No credit if taken after Physical Science
* Any or all of these courses combined, maximum 4 credit
+ Any of all these courses combined, maximum one course
New course or changes for that year

Major Requirements

The following section details the curriculum to be followed for every Major and Certificate program given at the college. Students should refer to the "Graduation Requirements" section for additional information. Check prerequisites before scheduling courses. Students are encouraged to seek assistance from counselors and faculty. Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who want to also obtain an Associate Degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for an Associate Degree).

ACCOUNTING

Major Code 0502.00

"PLAN B"

ASSOCIATE IN ARTS DEGREE & CERTIFICATE PROGRAM

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

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

ASSOCIATE DEGREE REQUIRED COURSES

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

ELECTIVES (9 UNITS FROM THE FOLLOWING) UNITS

ACCTG 12 Auditing	3
ACCTG 16 Tax Accounting II	2
ACCTG 20 Managerial Accounting	3
LAW 2 Business Law II	3
ECON 1 Principles of Economics	3
MGMT 1 Principles of Management	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3

CERTIFICATE

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

REQUIRED COURSES

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

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

ELECTIVES (9 UNITS FROM THE FOLLOWING) UNITS

ACCTG 12 Auditing	3
ACCTG 16 Tax Accounting II	2
ACCTG 20 Managerial Accounting	3
LAW 2 Business Law II	3
ECON 1 Principles of Economics	3
MGMT 1 Principles of Management	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3

ADMINISTRATION OF JUSTICE

Major Code 2105.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE & SKILLS AWARDS

This program is designed for the transfer student. Students who take at least 18 units in the major (with 3 units of electives) and general education courses can receive an A.A. Degree in Administration of Justice according to Plan A of the college catalog. Students are advised to contact their transfer college as requirements may change, or vary from college to college. A student can transfer to a four-year college at the junior level with a minimum of 56 units for CSU and 60 units for UC programs. Select Option 1 or Option 2 on the next page.

ASSOCIATE DEGREE

ADMINISTRATION OF JUSTICE TRANSFER COURSES

	UNITS
OPTION 1 (CSU)	
ADM JUS 1 Introduction to Administration of Justice	3
ADM JUS 2 Concepts of Criminal Law	3
ADM JUS 3 Evidence	3
ADM JUS 4 Principles and Procedures in the Justice System	3
ADM JUS 67 Community Relations	3
ADM JUS 75 Introduction to Corrections	3

Major Requirements

OPTION 2 (CSU LA)		UNITS
ADM JUS 1	Introduction to Administration of Justice	3
ADM JUS 2	Criminal Law	3
ADM JUS 4	Principles and Procedures in the Justice System	3
ADM JUS 67	Community Relations	3
ADM JUS 75	Introduction to Corrections	3
ADM JUS 160	Police Organization and Administration	3

ELECTIVE UNITS: 12

Consult with a counselor to determine which of the following general education requirements are needed: Natural Sciences, Social & Behavioral Sciences, Humanities, Language & Rationality, Health & Physical Education, Mathematics, or any other transfer requirements of the particular institution of their choice.

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

"PLAN B"

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

SECOND SEMESTER REQUIRED COURSES		UNITS
ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 4	Principles & Procedures/Justice System	3
ADM JUS 6	Patrol Procedures	3
MATH 115	Elementary Algebra	5
SOC 1*	Introduction to Sociology	3

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

FOURTH SEMESTER REQUIRED COURSES		UNITS
ADM JUS 14	Report Writing	3
ADM JUS 67	Community Relations	3
CSIT 901*	Introduction to Computers and Their Uses	3
PSYCH 2	General Psychology 2	3
ADM JUS	Elective	3
PHYS ED	Physical Education	1

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

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

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

**CERTIFICATE OF COMPLETION
REQUIRED COURSES**

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

**AND AN ADDITIONAL 2 COURSES (6 UNITS) OF
ADMINISTRATION OF JUSTICE AS ELECTIVES**

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

JUVENILE CORRECTIONS OFFICER ADM JUS 260 (12 Units)

Prerequisite: Administration of Justice 102, or law enforcement agency sponsorship.

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

PROBATION OFFICER ADM JUS 261 (8 Units)

Prerequisite: Administration of Justice 102 or law enforcement agency sponsorship.

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

FINGERPRINT CLASSIFICATION ADM JUS 62 (3 Units)

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

TRAFFIC CONTROL ADM JUS 7 (3 Units)

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

Major Requirements

PENAL CODE 832 ARREST COURSE

ADM JUS 60 Arrest, Search & Seizure (3 Units)

This is a full semester course that includes the P.C. 832 Arrest Course objectives in addition to the academic requirements for a three-unit course. A compressed version of the P.C. 832 Arrest Course is also offered in a compressed schedule for a total of 40 hours.

This course is certified by both the California Commission on Peace Officers Standards and Training (P.O.S.T.) and by the Board of Corrections, Standards and Training for Corrections. (S.T.C.).

The P.C. 832 course is designed as an introductory overview to the law enforcement profession in the State of California. This course is designed for California Peace Officers who are not police officers, deputy sheriffs, or state traffic officers, and satisfies the requirements for peace officers as identified in sections of the Penal Code 830.1 and 830.11. Subjects include orientation, ethics, discretionary decision-making, arrest, search, seizure, communications, a State-administered written examination and arrest and control test.

ANTHROPOLOGY

Major Code 2202.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

ASSOCIATE DEGREE REQUIRED COURSES

		UNITS
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ANTHRO 103	Archaeology: Reconstructing the Human Past	3
ANTHRO 104	Human Language and Communication	3

AND AT LEAST 5 OR 6 UNITS FROM THE FOLLOWING:

ANTHRO 109	Sex, Gender, and Culture	3
ANTHRO 111	Biological Anthropology Laboratory	2
ANTHRO 119	Forensic Anthropology	3
ANTHRO 121	Anthropology of Religion, Magic, and Witchcraft	3
ANTHRO 132	Native Peoples of North America	3

AT LEAST 3 UNITS FROM THE FOLLOWING: UNITS

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

AT LEAST 3 UNITS FROM THE FOLLOWING: UNITS

BIOLOGY 3	Introduction to Biology	3
ENV SCI 1	Man and his Environment: Physical Processes	3
ENV SCI 2	Man and his Environment: Biological Processes	3
GEOG 1	Physical Geography	3
GEOLOGY 1	Physical Geology	3

RECOMMENDED COURSES

		UNITS
CSIT 901	Introduction to Computers and Their Uses	3
MATH 227	Introductory Statistics	4
PHILOS 8	Deductive Logic	3
PHILOS 9	Symbolic Logic	3

ART

Major Code 1002.10 - Drawing and Painting

Major Code 1002.30 - Ceramics

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

ASSOCIATE DEGREE CORE PROGRAM (REQUIRED OF ALL ART MAJORS) UNITS

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

DRAWING AND PAINTING OPTION REQUIREMENTS

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

ART 204	Life Drawing I
ART 205	Life Drawing II
And 6 units from Art 300, 301, 302, 304, 305, 307.	

CERAMICS OPTION REQUIREMENTS

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

12 units from Art, 700, 701, 708, 709, 710, 711.

Major Requirements

DIGITAL ARTS OPTION REQUIREMENTS

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

12 units from Art 633, 635, 638, 639, 641.

AVIATION MAINTENANCE TECHNICIAN

Major Code 0950.00

"PLAN B"

ASSOCIATE IN SCIENCE DEGREE

CERTIFICATES in Airframe and Power Plant Technician

SKILLS AWARDS

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

A Skills Award in Avionics (Aviation Electronics) is given for the successful completion of a modularized, two-course program designed to improve the knowledge and job skills of Aircraft Maintenance Technicians who are working or wishing to work in the field of Avionics. Emphasis is on the work carried out by technicians holding an FAA Airframe license.

While receiving training in hydraulic system trouble-shooting, sheet metal repairs, covering and finishing, welding, and alignment and rigging of aircraft, Aviation Maintenance students use a repair station and three well-equipped laboratories as they work through their hands-on, modularized sequence of courses.

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

NOTE: Subject credit for courses may be obtained at Cal State San Jose and Cal State Los Angeles, as well as at National University after transfer with an A.S. Degree.

CREDIT FOR FAA LICENSES:

Thirty units of credit toward the A.S. degree may be waived if a student has an FAA Airframe license. Similarly, 30 units of credit toward the A.S. Degree may be waived if a student has an FAA Powerplant license. If a student has both licenses, a total of 60 units may be allowed toward the A.S. Degree. To be awarded an A.S. Degree, the student must also complete all general education requirements plus 12 units of residency requirement at WLAC.

If a student desires to earn an Associate Degree, general education courses required for graduation should be taken as they fit into his or her schedule.

NOTE: Aviation Maintenance Technician Classes 1-24 must be completed with a grade of "C" or better. Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrollment in AVIATEK 23 and 24.

The Aviation Department Office is located in the ATB Building, telephone (310) 287-4515.

REQUIRED COURSES

		UNITS
AVIATEK 1	Maintenance Procedures	3
AVIATEK 2	Maintenance Procedures Lab	2
AVIATEK 3	Basic Aircraft Science	3
AVIATEK 4	Basic Aircraft Science Lab	2
AVIATEK 5	Basic Electricity and Auxiliary Systems	3
AVIATEK 6	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 7	Electrical and Instrument Systems	3
AVIATEK 8	Electrical and Instrument Systems Lab	2
AVIATEK 9	Assembly, Rigging and Inspection	3
AVIATEK 10	Assembly, Rigging and Inspection Lab	2
AVIATEK 11	Aircraft Metal Assembly	3
AVIATEK 12	Aircraft Metal Assembly Lab	2
AVIATEK 13	Hydraulic, Landing Gear and Fuel Systems	3
AVIATEK 14	Hydraulic, Landing Gear and Fuel Systems Lab	2
AVIATEK 15	Propeller and Powerplant Systems	3
AVIATEK 16	Propeller and Powerplant Systems Lab	2
AVIATEK 17	Ignition and Fuel Metering Systems	3
AVIATEK 18	Ignition and Fuel Metering Systems Lab	2
AVIATEK 19	Reciprocating Powerplant Overhaul	3
AVIATEK 20	Reciprocating Powerplant Overhaul Lab	2
AVIATEK 21	Powerplant Troubleshooting and Testing	3
AVIATEK 22	Powerplant Troubleshooting and Testing Lab	2
AVIATEK 23	Inspection and Evaluation	3
AVIATEK 24	Inspection and Evaluation Lab	2

AIRFRAME MAINTENANCE TECHNICIAN CERTIFICATE

Major Code 0950.10

REQUIRED COURSES

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

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

Major Requirements

AIRCRAFT POWERPLANT TECHNICIAN CERTIFICATE

Major Code 0950.20

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

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

AVIONICS SKILLS AWARD

Major Code 0950.40

REQUIRED COURSES		UNITS
AET 65A	Avionic Systems for Aircraft Maintenance Personnel	6
AET 65B	Avionic Systems for Aircraft Maintenance Personnel	6

BIOLOGY (GENERAL)

Major Code 0401.10

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

ASSOCIATE DEGREE REQUIRED COURSES		UNITS
BIOLOGY 6	General Biology I	5
BIOLOGY 7	General Biology II	5

AND COMPLETE COURSES IN THREE OF THE FOLLOWING FOUR GROUPS:

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

BIOLOGY (HEALTH SCIENCE OPTION)

Major Code 1260.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

ASSOCIATE DEGREE REQUIRED COURSES		UNITS
ANATOMY 1	Introduction to Human Anatomy	4
BIOLOGY 3		
OR		
BIOLOGY 5	Introduction to Human Biology	4
CHEM 51		
OR		
CHEM 60	Introduction to General Chemistry	5
MICRO 20		
OR		
PHYSIOL 1	Introduction to Human Physiology	4

Major Requirements

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

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

BUSINESS (FOR BUSINESS MANAGEMENT, SEE MANAGEMENT, AND MANAGEMENT - SMALL BUSINESS)

Major Code 0501.00
"PLAN B"

ASSOCIATE IN ARTS DEGREE & CERTIFICATE OF COMPLETION

A broad background of business knowledge is provided which can be applied in most businesses.

ASSOCIATE DEGREE REQUIRED COURSES

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

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

CERTIFICATE PROGRAMS REQUIRED COURSES

	UNITS	
ACCTG 1	Introductory Accounting	5
OR		
ACCTG 21	Bookkeeping & Accounting I	3
AND		
ACCTG 22	Bookkeeping & Accounting II	3
CSIT 901	Introduction to Computers and Their Uses	3
BUS 1	Introduction to Business	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3

LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
OR		
MKTG 1	Principles of Selling	3
OR		
MKTG 21	Principles of Marketing	3
REAL ES 1	Principles of Real Estate	3

SKILLS AWARD IN CUSTOMER SERVICE

This Skills Award is designed for operators and staff members in businesses and institutions that engage the public. This series of ten short courses provides the skills and develops the attitudes that make customer service successful. Completion of the ten courses, each worth one-half unit, earns the Customer Service Skills Award.

REQUIRED COURSES		UNITS
BUS 61	Foundation Essentials, Values and Ethics	.5
BUS 62	Basic Time and Space Management	.5
BUS 63	Communicating with People	.5
BUS 64	Team Building	.5
BUS 65	Decision Making and Problem Solving	.5
BUS 66	Customer Service	.5
BUS 67	Attitude in the Workplace	.5
BUS 68	Conflict Resolution	.5
BUS 69	Stress Management, Job Burnout and Counseling	.5
BUS 70	Managing Organizational Change	.5

BUSINESS ADMINISTRATION (ALSO SEE MANAGEMENT, AND MANAGEMENT, SMALL BUSINESS)

Major Code 0501.01
"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

Major Requirements

ASSOCIATE DEGREE REQUIRED COURSES

		UNITS
ACCTG 1	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
BUS 1	Introduction To Business	3
BUS 32	Business Communications	3
CSIT 901	Introduction to Computers and Their Uses	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MATH 236	Mathematical Analysis for Business and Social Science II	5

RECOMMENDED COURSES

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

CHEMISTRY

Major Code 1905.00
"PLAN B"

ASSOCIATE IN ARTS DEGREE

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

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

ASSOCIATE DEGREE REQUIRED COURSES

		UNITS
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
CHEM 211	Organic Chemistry for Science Majors I	5
CHEM 212	Organic Chemistry for Science Majors II	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYSICS 37	Physics for Engineers and Scientists I	5
PHYSICS 38	Physics for Engineers and Scientists II and Nuclear Physics	5

CHILD DEVELOPMENT

Major Code 1305.10

"PLAN B"

ASSOCIATE IN ARTS DEGREE & CERTIFICATE PROGRAMS

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

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

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

RESIDENCY REQUIREMENTS AT WEST LOS ANGELES COLLEGE FOR SKILLS AWARDS CERTIFICATES, CERTIFICATE OF COMPLETION AND ASSOCIATES OF ARTS DEGREE IN CHILD DEVELOPMENT:

Any student who has completed Child Development courses at colleges within the Los Angeles Community College District is eligible for a Child Development Skills Awards Certificate, Certificate of Completion or an Associates of Arts Degree in Child Development at West Los Angeles College. However, there is a 12-unit residency requirement of coursework that must be completed at West Los Angeles College. These 12 units of coursework do not have to be in the field of Child Development.

Students who have taken courses outside the Los Angeles Community College District and are applying for one of the certificates or the degree must not only meet the 12-unit residency requirement, but must also meet the following additional requirements:

Students who are applying for Skills Award, a Certificate of Completion, or an Associates of Arts Degree in Child Development must complete a majority of the required coursework within the Los Angeles Community College District. Courses taken outside of the Los Angeles Community College District must be evaluated by the Department Chairperson. The format is as follows:

Major Requirements

Teacher – Private PreSchool (12 units) requires 4 courses. The courses required are CD 1, 2, 3 or 4, and 11. Therefore, the student must take 3 out of the 4 courses required within the Los Angeles Community College District.

Director – Private Preschool (15 units) requires 5 courses. The courses required are CD 1, 2, 3 or 4, 11, 38 or 39. Therefore, the student must take 4 out of the 5 courses required within the Los Angeles Community College District.

Child Development Certificate – (31 units) requires 10 courses (State Approved). The courses required are CD 1, 2, 3, 4, 10, 11, 22, 30 or 34, 38, and FCS 21. Therefore, the student must take 7 out of the 11 courses including CD 22 within the Los Angeles Community College District. West Los Angeles College requires that CD 22 (Practicum) be taken in residency at West Los Angeles College.

Associate of Arts Degree in Child Development – (40 units) requires 13 courses. The courses required are CD 1, 2, 3, 4, 10, 11, 22, 23, 30 or 34, 38, 39, 65, and FCS 21. Therefore, the student must take 10 out of the 13 courses including CD 22 and 23 within the Los Angeles Community College District. West Los Angeles College requires that CD 22 and CD 23 be taken in residency at West Los Angeles College.

A minimum of 60 units is required for an Associates of Arts Degree in Child Development. The student must complete at least 40 units in Child Development and FCS. There are 16 units in general education required to obtain this degree. The general education courses include: Humanities, Social Science, Mathematics, Science and English. All courses must be completed with a grade of "C" or better.

ASSOCIATE IN ARTS DEGREE (40 UNITS) REQUIRED COURSES

	UNITS
CD 1	3
CD 2	3
CD 3	3
CD 4	3
CD 10	3
CD 11	3
CD 22	4
CD 23	4
OR	
CD 30	3
CD 34	3
OR	
CD 38	3
CD 39	3
CD 65	2
FCS 21	3

CHILD DEVELOPMENT CERTIFICATE OF COMPLETION (31 UNITS) REQUIRED COURSES

	UNITS
CD 1	3
CD 2	3
CD 3	3
CD 4	3
CD 10	3

CD 11	3
CD 22	4
OR	
CD 30	3
CD 34	3
OR	
CD 38	3
FCS 21	3

TEACHER/PRIVATE PRESCHOOL (12 UNITS) REQUIRED COURSES

	UNITS
CD 1	3
CD 2	3
OR	
CD 3	3
CD 4	3
OR	
CD 11	3

DIRECTOR/PRIVATE PRESCHOOL (15 UNITS) REQUIRED COURSES

	UNITS
CD 1	3
CD 2	3
OR	
CD 3	3
CD 4	3
OR	
CD 11	3
CD 38	3
OR	
CD 39	3

The following courses are recommended to those students who have an interest in developing a more in-depth knowledge base which should enhance their professionalism in the field.

COURSE	UNITS
CD 12	3
CD 31	3
CD 35	3
CD 42	3
CD 44	3
CD 45	3
CD 46	3
CD 47	3
CD 48	3

Major Requirements

CINEMA

SKILLS AWARD

The Cinema program offers students an opportunity to earn a Skills Award in Cinema and acquire a broad, general understanding of film theory, history, and production. Students will get hands-on experience in film production and be instructed in the mechanics of writing for film. Students will have the opportunity to analyze screenplays, write a script, and/or produce their own short video or film. Students will gain a knowledge of the art and business of the entertainment industry that will enable them to succeed at a four-year school offering a degree in the field of Film or Television.

REQUIRED COURSES

	UNITS	
Cinema 1	Introduction to Motion Picture Production	3
Cinema 3	History of Motion Pictures	3
Cinema 5	Introduction to Screenwriting	3
Cinema 18	Main Currents in Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Cinema 111	Creating Content for the Movies	3
Cinema 112	Script Analysis	3
BRDCST 25	Radio/TV/Film Writing	3

PLUS ANY 6-7 UNITS FROM THE FOLLOWING:

	UNITS	
ART 639	Introduction to Digital Imaging	3
BRDCST 1	Fundamentals of Radio and TV Broadcasting	3
BRDCST 7	Radio Announcing	3
BRDCST 12	Broadcast Station Operation I	3
BRDCST 14	Broadcasting Station Management	3
BRDCST 46	Fundamentals of TV Production	4
BRDCST 911	Cooperative Education	1
BRDCST 921	Cooperative Education	2
BRDCST 931	Cooperative Education	3
BRDCST 941	Cooperative Education	4
Cinema 11	Traditional Motion Picture Editing	4
Cinema 185	Directed Study	1-3
Cinema 931	Cooperative Education	3
English 240	Literature and the Motion Picture	3
Multimedia 100	Introduction to Multimedia Computer Apps.	3
Multimedia 210	Digital Editing	3
Multimedia 320	Web Design	3

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES (GENERAL OFFICE)

Major Code 0514.00

(WORD PROCESSING)

Major Code 0514.01

ASSOCIATE IN ARTS DEGREE

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

ASSOCIATE DEGREE

REQUIRED COURSES

	UNITS	
ACCTG 21	Bookkeeping and Accounting I	3
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3

CAOT 1 ABC	Keyboarding/Document Processing I	3
CAOT 2 ABC	Keyboarding/Document Processing II	3
CAOT 6	Adding and Calculating Machines	1
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 34	Business Terminology	2
CAOT 35	Word Processing: Concepts in Information Systems	3
CAOT 39	Word Processing: Keyboarding and Operations	3
CAOT 47	Applied Office Practice	2

ALSO RECOMMENDED

	UNITS	
CAOT 101	Hands-On Internet	1
CAOT 107	Introduction to Presentation Programs (PowerPoint)	1

CERTIFICATE

REQUIRED COURSES

	UNITS	
CAOT 1 ABC	Keyboarding/Document Processing I	3
CAOT 9	Keyboarding Improvement	1
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 34	Business Terminology	2
CAOT 35	Word Processing: Concepts in Information Systems	3
CAOT 39	Word Processing: Keyboarding and Operations	3
CAOT 47	Applied Office Practice	2
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3

ALSO RECOMMENDED

	UNITS	
CAOT 101	Hands-On Internet	1
CAOT 107	Introduction to Presentation Programs (PowerPoint)	1

LEGAL SECRETARY CERTIFICATE OF COMPLETION

Major Code 0514.10

This certificate program prepares individuals with the knowledge and skills to perform secretarial duties and assume specific responsibilities in a legal office.

REQUIRED COURSES

	UNITS	
CAOT 23 ABC	Legal Secretarial Procedures	3
CAOT 23Y	Legal Secretarial Procedures	2.5
CAOT 35	Word Processing Concepts	3
OR		
CAOT 39	Word Processing Operations	3
CAOT 79	Word Processing Equipment Operation	3
PLS 10	Introduction to Legal Assistant	3
LAW 52	Introduction to Law and Legal Terminology	3

Major Requirements

WORD PROCESSING (FORMERLY OFFICE ADMINISTRATION)

Major Code 0514.00

Major Code 0514.01

ASSOCIATE IN ARTS DEGREE & CERTIFICATE PROGRAMS

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

ASSOCIATE DEGREE REQUIRED COURSES

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

ALSO RECOMMENDED

	UNITS
CAOT 101 Hands-On Internet	1
CAOT 107 Introduction to Presentation Programs (PowerPoint)	1

REQUIRED COURSES

	UNITS
LAW 1 Business Law 1	3
CSIT 934 Operating Systems	3

CERTIFICATE

REQUIRED COURSES

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

ALSO RECOMMENDED

	UNITS
CAOT 107 Introduction to Presentation Programs (PowerPoint)	1
CAOT 101 Hands-On Internet	1

MEDICAL/DENTAL OFFICE ADMINISTRATION COMPUTING CERTIFICATE

Major Code 0514.20

This two-semester program will prepare students to work in medical or dental offices. Students will be able to use common computer programs to plan, manage and collect on insurance plans, perform billing procedures, schedule appointments and manage a maintenance system, as well as maintain records and file reports needed by state or federal agencies. Communication skills and office personnel relationships will be emphasized.

REQUIRED COURSES

FIRST 16-WEEK SEMESTER

	UNITS
CAOT 31 Business English	3
CAOT 64 Office Administration Laboratory	1

PLUS:

THE FIRST 8 WEEKS

	UNITS
CAOT 1A Keyboarding I A	3
CAOT 44A Medical Terminology A	1
LRNSKIL 49 Introduction to Computer-Assisted Instruction	1

PLUS:

THE SECOND 8 WEEKS

	UNITS
CAOT 75A Word Processing/Equip. Operations A	1

SECOND 16-WEEK SEMESTER

	UNITS
CAOT 64 Office Administration Laboratory	1

PLUS:

FIRST 8 WEEKS

	UNITS
CAOT 116 Medical and Dental Insurance Forms	1
CAOT 117 Computers in Health Occupations	1
CAOT 119 Medical and Dental Office Procedures	1

PLUS:

SECOND 8 WEEKS

	UNITS
CAOT 118 Workplace Skills Development	1
CAOT 911 Cooperative Education	1
CAOT 921 Cooperative Education	1

Major Requirements

COMPUTER SCIENCE INFORMATION TECHNOLOGY

Major Code 0701.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE & CERTIFICATE PROGRAMS

This curriculum offers instruction to students interested in careers in computing. A Computer Science option and an Application Software option are offered. Regardless of option chosen, a student may obtain either an Associate in Arts Degree or an occupational Certificate by completing the appropriate course requirements listed below.

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

COMPUTER SCIENCE OPTION ASSOCIATE DEGREE & CERTIFICATE PROGRAM

REQUIRED COURSES	UNITS
CSIT 902 Introduction to Computer Science	3
CSIT 917 Beginning Micro-Assembly Language	3
CSIT 934 Introduction to Operating Systems	3
CSIT 936 Introduction to Data Structures	3
CSIT 937 Teleprocessing Systems	3
CSIT 939 Programming in C++	3
CSIT 990 Object-Oriented Programming in Java	3

ELECTIVES

CHOOSE ANY THREE OF THE FOLLOWING ELECTIVE CLASSES

UNITS	
CSIT 930 Microcomputer Application Software	4
CSIT 933 Data Base Design & Programming	3
CSIT 938 Visual BASIC Programming	3
CSIT 948 Advanced Spreadsheet Applications	3
CSIT 965 Introduction to Microsoft Networks	3
CSIT 967 Introduction to MS Windows XP Professional	3
CSIT 972 Introduction to Cisco Network Fundamentals	3
CSIT 974 Introduction to Cisco Routers	3
CSIT 983 Microsoft Network Infrastructure Administration	3
CSIT 984 Introduction to Windows Active Directory Services	3
CSIT 981 Introduction to Microsoft Windows 2000 Professional	3
CSIT 982 Introduction to Microsoft Windows 2000 Server	3

APPLICATION SOFTWARE OPTION ASSOCIATE DEGREE OR CERTIFICATE PROGRAM

REQUIRED COURSES	UNITS
CSIT 901 Introduction to Computers and Their Uses	3
CSIT 933 Database Design and Programming	3
CSIT 934 Introduction to Operating Systems	3
CSIT 930 Applications Software	4
CSIT 937 Teleprocessing Systems	3
CSIT 965 Introduction to Microsoft Networks	3
CSIT 967 Introduction to MS Windows XP Professional	3

ELECTIVES

CHOOSE ANY THREE OF THE FOLLOWING

ELECTIVE CLASSES	UNITS
CSIT 948 Advanced Spreadsheet Applications	3
CSIT 981 Introduction to Microsoft Windows NT Workstation	3
CAOT 79 Word Processing Applications	3
CAOT 88 Microcomputer Office Applications: Desktop Publishing	3
ACCTG 1 Introductory Accounting I	5

CORRECTIONS

(Also see Administration of Justice)

Major Code 2105.10

The Corrections Certificate program is offered by West Los Angeles College to provide training for students interested in careers in Probation, Parole, Corrections, or related fields. In addition, annual training is provided for employees working in Corrections to help maintain and improve their skills.

Skills Awards are offered to assist eligible students seeking employment with the Los Angeles County Probation Department, as well as with other agencies. Some courses have prerequisites, others require students to satisfy the minimum requirements for employment in the field of law enforcement, and others are available on a walk-in basis. Please consult with the program coordinator at (310) 287-4504 for enrollment information.

CERTIFICATE PROGRAM REQUIRED COURSES

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

NOTE: Administration of Justice 385 can be substituted for Corrections 3 and 4.

In addition to the Corrections Certificate and the Skills Awards listed under Administration of Justice, the following courses make up the Corrections Curricula:

COURSE TITLE	UNITS
ADM JUS 306 Correctional Report Writing	3
ADM JUS 307 Street Gangs/Prison Gangs	3
ADM JUS 308 Control & Supervision in Corrections	3
ADM JUS 309 Correctional Interviewing and Counseling	3
ADM JUS 310 Field Studies I	3
ADM JUS 311 Field Studies II	3

*Corrections 1 is the same as Administration of Justice 75. Veterans and law enforcement personnel may have a Physical Education exemption.

Major Requirements

CRIMINAL JUSTICE (SEE ADMINISTRATION OF JUSTICE) Major Code 2105.00

CUSTOMER SERVICE (SEE SKILLS AWARD UNDER BUSINESS)

DENTAL HYGIENE

Major Code 1204.20
"PLAN B"

ASSOCIATE IN SCIENCE DEGREE (ADMISSION BY SPECIAL SELECTION)

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

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

The Program in Dental Hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the Commission on Recognition of Post Secondary Accreditation, and by the United States Department of Education. Admission to the Dental Hygiene program is by special selection. The admission requirements are available from the Counseling Office or the Dental Hygiene Department.

Dental Hygiene classroom and laboratory facilities are located on campus at West Los Angeles College. The facility consists of four modern dental units where the students do pre-clinical work. In addition, the facility has four radiology units where radiographs are taken on models. The students provide dental hygiene services to patients at UCLA Dental Clinic, Wadsworth Veterans Hospital, Cedar-Sinai Hospital, Inglewood Children's Center and the UCLA Venice Clinic. Students also observe and participate in various specialty clinics at UCLA which include radiology, pedodontics, periodontics, oral surgery and hospital dentistry. For more information, call (310) 287-4342 or come to the Dental Hygiene office in Bldg. A-9.

In the curriculum below, courses are planned in sequence. Satisfactory completion of all courses with a grade of "C" 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 grade of "C" in all courses in order to continue in the Dental Hygiene Program. All required courses in each semester are corequisites and prerequisites for the subsequent semester. Candidates for graduation must satisfactorily complete the Dental Hygiene Program according to the State of California Dental Practice Act guidelines for curriculum. With the approval of the Dental Hygiene Department, a candidate may qualify to take the Dental Hygiene National Board Examination, the State Board Examination, and earn an Associate in Science Degree.

NOTE: Courses are open only to students accepted into the Dental Hygiene Program. Students must complete history, mathematics and humanities courses before or during the Program, as indicated in Plan B of the General Education Requirements for an Associate Degree. The Health requirement is waived for those who receive their A.S. Degree.

See a counselor for your Plan B general education requirements.

PROGRAM ENTRANCE REQUIREMENTS	UNITS
Chemistry 60	5
OR	
Chemistry 51	5

Microbiology 20	4
Anatomy 1	4
Physiology 1	4
English 101	3
Psychology 1	3
Sociology 1	3
Speech 101	3

ASSOCIATE DEGREE FIRST SEMESTER – FALL	UNITS
DEN HY 100 Principles of Clinical Dental Hygiene	2
DEN HY 101 Intro. to Clinical Dental Hygiene A, B	2
DEN HY 102 Radiology I-Introduction to Radiology	1
DEN HY 103 Radiology I-Laboratory	1
DEN HY 104 Dental Morphology	2
DEN HY 105 General Pathology	2
DEN HY 106 Anatomy of the Head and Neck	2
DEN HY 109 Infection Control	1
DEN HY 152 Special Patient Care	1

WINTER INTERSESSION	UNITS
DEN HY 96 Special Project in Dental Hygiene	.5
DEN HY 207A Pain Control	1

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

SUMMER	UNITS
DEN HY 160 Clinical Dental Hygiene	2

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

Major Requirements

FOURTH SEMESTER – SPRING

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

ECONOMICS

Major Code 2204.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

ASSOCIATE DEGREE REQUIRED COURSES

	UNITS
ACCTG 1 Introductory Accounting I	5
ECON 1 Principles of Economics I	3
ECON 2 Principles of Economics II	3
MATH 225 Introductory Statistics	3
MATH226 Elementary Statistics Problem Solving	1
OR	
MATH 227 Introduction to Statistics	4
MATH 235 Mathematical Analysis for Business and Social Sciences I	5

(If Math 235 is elected, add ECON 10.)

RECOMMENDED COURSES

Social Science courses beyond the general education requirement; additional mathematics courses; **AND** Computer Science Information Technology 912.

ENGINEERING, GENERAL

Major Code 0901.00

"PLAN B"

ASSOCIATE IN ARTS DEGREE

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

ASSOCIATE DEGREE REQUIRED COURSES

	UNITS
CHEM 101 General Chemistry I	5
CHEM 102* General Chemistry II	5
ENG GEN 2 Introduction to Engineering Drafting	3
ENG GEN 4 Engineering Descriptive Geometry	3
ENGR 7 Statistics	3
MATH 261 Calculus I	5
MATH 262 Calculus II	5
MATH 263 Calculus III	5
PHYSICS 37 Physics for Engineers and Scientists I	5
PHYSICS 38 Physics for Engineers and Scientists II	5
PHYSICS 39 Physics for Engineers and Scientists III	5

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

ENGLISH

Major Code 1501.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

ASSOCIATE DEGREE REQUIRED COURSES

	UNITS
ENGLISH 101 College Reading and Composition I	3
ENGLISH 102 College Reading and Composition II	3
OR	
ENGLISH 103 Composition and Critical Thinking	3

Major Requirements

AND 12 UNITS FROM THE FOLLOWING:

- Broadcasting 1
- Cinema 18, 107
- English 127, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 218, 219, 233, 234, 239, 240, 250, 254
- Journalism 105
- Theater 100, 110, 200, 240, 205

ENTERTAINMENT MEDIA STUDIES (ALSO SEE THEATER ARTS FOR COURSE LISTINGS)

The Entertainment Media Studies Skills Award is a 15- unit program designed to offer perspective, practical knowledge and skills training in the fields of film and television. Courses will teach the fundamentals of script writing and production, and present an overview of the structure of the entertainment industry. A Skills Award is offered in Entertainment Studies to meet the current demand in the industry.

SKILLS AWARD REQUIRED COURSES

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

6 UNITS MAY BE SELECTED FROM THE FOLLOWING COURSES:

	UNITS
SPEECH 130 Introduction to Oral Interpretation (Same as Theater 210)	3
SPEECH 135 Storytelling	3
THEATER 130 Playwriting	3
THEATER 200 Introduction To Acting	3
THEATER 233 Play Production	3
THEATER 240 Voice and Articulation for the Theater (Same as Speech 111)	3
THEATER 265 Movement for The Actor	2
THEATER 271 Intermediate Acting	2
THEATER 275 Scene Study	3
THEATER 278 Film and Television Acting	3
THEATER 285 Directed Study – Theater	2
THEATER 300 Introduction to Stage Craft	3
THEATER 501 Introduction to Motion Picture Production	3
THEATER 505 History of Motion Pictures and TV (Same as Cinema 3)	3
THEATER 911 Cooperative Education–Theater	1
THEATER 921 Cooperative Education–Theater	2
THEATER 931 Cooperative Education–Theater	3
THEATER 941 Cooperative Education–Theater	4

RADIO BROADCASTING SKILLS AWARD

The Radio Broadcasting curriculum is designed to provide study and training leading to an occupation for students seeking employment in the radio broadcasting industry.

	UNITS
BRDCST 1 Fundamentals of Radio/TV Broadcasting	3
BRDCST 7 Radio Announcing	3
BRDCST 12 Broadcasting Station Operation	3
BRDCST 14 Broadcasting Station Management	3
BRDCST 931 Cooperative Education	3

FRENCH

Major Code 1102.00
"PLAN A"
ASSOCIATE IN ARTS DEGREE

The Associate Degree program in French enables a student to transfer to a baccalaureate program at a four-year institution. Professional opportunities with such a curriculum could lead to a career in foreign trade, travel, translating, teaching, and government (especially in the State Department). French also provides valuable background for those pursuing studies in Art, Music, Cinema, and Literature.

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

ASSOCIATE DEGREE REQUIRED COURSES

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

RECOMMENDED

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

GEOGRAPHY

Major Code 2206.00
"PLAN A"
ASSOCIATE IN ARTS DEGREE

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

ASSOCIATE DEGREE REQUIRED COURSES

	UNITS
GEOG 1 Physical Geography	3
GEOG 2 Cultural Elements of Geography	3
GEOG 7 World Regional Geography	3
GEOG 15 Physical Geography Laboratory	3
MATH 225 Introductory Statistics	3
MATH 226 Elementary Statistics Problem Solving	1
OR	
MATH 227 Statistics	4
Plus a foreign language (2 courses)	10

Major Requirements

GEOLOGY

Major Code 1914.00

"PLAN B"

ASSOCIATE IN ARTS DEGREE

The Associate Degree program in Geology emphasizes meeting common lower-division requirements for this major. Students wanting to acquire only an Associate Degree in Geology should follow the course requirements listed below.

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

ASSOCIATE DEGREE

REQUIRED COURSES

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

HISTORY

Major Code 2205.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

ASSOCIATE DEGREE

REQUIRED COURSES

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

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

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

JEWISH STUDIES

Major Code 2202.10

SKILLS AWARD

The Skills Award in Jewish Studies is designed to help students gain employment in synagogues, Jewish community centers, and Jewish day schools. Students are encouraged to continue in Jewish Studies after transfer to a baccalaureate program at a university. Graduates in Jewish Studies may teach, may become social workers or therapists, may enter the rabbinate, or may enter law school, among other options. Graduates may also work in schools, synagogues, Jewish community centers, and in government.

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

REQUIRED COURSES

	UNITS
JEWISH STUDIES 3/English 233	3
Contemporary Hebrew Literature in Translation	
JEWISH STUDIES 6	3
American-Jewish Literature	
JEWISH STUDIES 26	3
Survey of Jewish Thought and Culture	
JEWISH STUDIES 27	3
Holocaust: A Prototype of Genocide	
ENGLISH 127 Creative Writing	3
Section on Jewish Thought, or Writing in Jerusalem	

LAW / PRE-LAW (SEE PARALEGAL STUDIES)

West Los Angeles College does not have a Law or Pre-Law program. See the Paralegal Studies section for specific requirements for an A.A. Degree or Certificate in Paralegal Studies. Meet with a counselor to discuss options.

LIBERAL ARTS

Major Code 4901.01

"PLAN A"

ASSOCIATE IN ARTS DEGREE

The Liberal Arts major is designed for both transfer and career majors and requires 30 units of general education courses in Plan A of this catalog. No course may be used to fulfill more than one general education requirement, and a minimum of 18 units in the major is required in any one of the following patterns:

Major Requirements

PATTERN A

Major Code 4901.01

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

	UNITS
A. Natural Science	3
B. Social & Behavioral Science	9
C. Humanities	3
D. Language & Rationality	12
E. PE & Health	3

PATTERN B

Major Code 4901.02

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

PATTERN C

Major Code 4901.03

For Career Certificate students, 18 units must be taken in any discipline in which West Los Angeles College is authorized to offer a career certificate. Courses clearly and logically related to or supportive of the discipline may also be used. Remedial and developmental courses may not be used toward a major. This pattern requires a contract signed by the student, a counselor, and the appropriate division's chairperson.

MANAGEMENT (ALSO SEE BUSINESS AND BUSINESS ADMINISTRATION)

Major Code 0506.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE & CERTIFICATE PROGRAM

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

ASSOCIATE DEGREE REQUIRED COURSES

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

Also select 3 units from: Business Cooperative Education, Law, Management, CSIT 901, Speech 1, or CAOT 101.

CERTIFICATE

REQUIRED COURSES

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

Also select 3 units from: Business Cooperative Education, Business 32, Law, Management Supervision, or CSIT 901.

MANAGEMENT-SMALL BUSINESS (ALSO SEE BUSINESS AND BUSINESS MANAGEMENT)

Major Code-0506.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE & CERTIFICATE PROGRAM

The Small Business Management curriculum is for those who may go into business for themselves, and for those who are already in business for themselves, but want to strengthen their entrepreneurial and managerial skills. Coursework is designed so that students understand the financial, managerial, marketing, accounting, legal and practical day-to-day decision-making concerns of those in small businesses.

ASSOCIATE DEGREE REQUIRED COURSES

	UNITS
ACCTG 1 Introductory Accounting I	5
BUS 1 Introduction to Business	3
BUS 38 Business Computations	3
LAW 1 Business Law I	3
MGMT 1 Principles of Management	3
OR	
MGMT 13 Small Business Management	3
MGMT 2 Organization and Management Theory	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3

Also select 3 units from: Business Cooperative Education, Speech 1, or Law.

RECOMMENDED COURSES

	UNITS
CSIT 933 Micro Database Programming	3
BUS 32 Business Communications	3

CERTIFICATE

REQUIRED COURSES

	UNITS
ACCTG 1 Introductory Accounting I	5
BUS 1 Introduction to Business	3
BUS 31 Business English	3
BUS 38 Business Computations	3
LAW 1 Business Law I	3
MGMT 1 Principles of Management	3
MGMT 2 Organization & Management Theory	3
MGMT 6 Public Relations	3
MGMT 13 Small Business Management I	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3

Major Requirements

RECOMMENDED COURSES		UNITS
BUS 32	Business Communications	3
CAOT 101	Hands On Internet	1

MARKETING

Major Code 0509.50

"PLAN A"

ASSOCIATE IN ARTS DEGREE & CERTIFICATE PROGRAM

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

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
CSIT 901	Introduction to Computers and Their Uses	3
LAW 1	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 6	Public Relations	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3

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

MATHEMATICS

Major Code 1701.00

"PLAN B"

ASSOCIATE IN ARTS DEGREE

The following curriculum is a general pattern for students wanting to transfer to a four-year college or university. Students wanting to acquire only an Associate Degree in Mathematics should follow the course requirements listed below.

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

ASSOCIATE DEGREE REQUIRED COURSES		UNITS
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 260	Pre Calculus	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equations	3
PHYSICS 37	Physics for Engineers and Scientists I	5
PHYSICS 38	Physics for Engineers and Scientists II	5

MUSIC

Major Code 1004.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

The Music curriculum is designed to meet the requirements for students matriculating to a baccalaureate-level program at four-year colleges, and to prepare students for many music vocations and careers. Students wanting to acquire only an Associate Degree in Music should follow the course requirements listed below. Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who want to also obtain an Associate Degree may do so by completing all WLAC general education requirements plus at least 18 units in the major as required by the transfer institution (a total of 60 units for an Associate Degree).

ASSOCIATE DEGREE REQUIRED COURSES

		UNITS
Music 101	Fundamentals of Music	3
OR		
Music 200	Introduction to Music Theory	5
OR		
Music 121	Music History and Literature I	3
Music 122	Music History and Literature II	3
Music 201	Harmony I	3
Music 202	Harmony II	3
Music 203	Harmony III	3
Music 211	Musicianship I	3
Music 212	Musicianship II	3
Music 213	Musicianship III	3

FOUR UNITS TOTAL FROM:

Music 321	Elementary Piano I	2
Music 322	Elementary Piano II	2
Music 324	Elementary Piano III	2
Music 341	Intermediate Piano I	2

TWO UNITS FROM:

Music 411	Elementary Voice I	2
Music 412	Elementary Voice II	2
Music 413	Elementary Voice III	2
Music 414	Elementary Voice IV	2

TWO UNITS FROM:

Music 501	College Choir	.5
Music 561	Chamber Chorale	.5
Music 725	Community Orchestra	.5
Music 775	Jazz Ensemble	.5

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

Major Requirements

OFFICE ADMINISTRATION

(WORD PROCESSING)

Major Code 0514.01

(SEE COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY – CAOT)

PARALEGAL STUDIES

Major Code 1402.00

ASSOCIATE IN ARTS DEGREE & CERTIFICATE

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

IMPORTANT: In order to be admitted into the Paralegal Studies Program, you must submit an application for admission directly to the Program Director prior to taking any classes. Please contact the Program Director, Nikki Jacobson, at (310) 287-4438 or via e-mail at JACOBSN@WLAC.EDU.

According to the Department of Labor, the demand for paralegals is expected to grow as an increasing population requires additional legal services. Paralegal and legal assistant positions are projected to grow faster than the average for all occupations through 2010. Employment growth stems from law firms and other employers with legal staffs increasingly hiring paralegals to lower the cost and increase the availability and efficiency of legal services. The majority of job openings for paralegals in the future will be new jobs created by rapid employment growth, but additional job openings will arise as people leave the occupation. The starting salaries of a paralegal with one year or less experience averaged \$38,100 in 1999.

ASSOCIATE DEGREE

Earn an Associate in Arts degree with a Legal Assistant major by completing 60 semester units including all major requirements and general education courses (Plan B) and selected electives as listed in the college catalog. A counselor must be consulted by all students in this program.

NOTE: Students must complete English 101 with a grade of "C" or better.

REQUIREMENTS FOR MAJOR (GROUP I & GROUP II ELECTIVES)

GROUP I		MUST SUCCESSFULLY COMPLETE ALL CLASSES	UNITS
CAOT 39 or 35	Word Processing, Keyboarding and Operations		3
CAOT 93	Legal Document Production		2
ENGLISH 101	College Reading and Composition I		3
LAW 1	Business Law I		3
LAW 2	Business Law II		3
LAW 51	Legal Research for Paralegals		3
PALEGAL 4	Field Practice In Law Office		3
PALEGAL 10	Intro to Legal Assistant I		3
PALEGAL 11	Intro to Legal Assistant II (Civil Litigation)		3
PALEGAL 17	Legal Writing		3

GROUP II**

MUST SUCCESSFULLY COMPLETE 4 CLASSES		UNITS
PALEGAL 12	Tort Law and Claims Investigation	3
PALEGAL 13	Wills, Trusts and Probate Administration	3
PALEGAL 14	Law Office Management	3
PALEGAL 16	Civil and Criminal Evidence	3
PALEGAL 18	Marriage and Family Law	3
PALEGAL 19	Property and Creditor Rights	3
PALEGAL 20	Basic Probate Procedures	3
PALEGAL 35	Immigration Law for Paralegals	3

** See Program Director for additional Group II Elective course titles.

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded to those possessing an associate, bachelor or higher degree, or who will be completing a degree concurrently (other than an A.A. in Legal Assistant/Paralegal Studies) with the certificate requirements. Students may earn this certificate by completing the major courses with a "C" grade point average or better.

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

REQUIREMENTS FOR CERTIFICATE (Group I & Group II Electives)

GROUP I		MUST SUCCESSFULLY COMPLETE ALL CLASSES	UNITS
CAOT 39 or 35	Word Processing, Keyboarding and Operations		3
CAOT 93	Legal Document Production		2
ENGLISH 101	College Reading and Composition I		3
LAW 1	Business Law I		3
LAW 2	Business Law II		3
LAW 51	Legal Research for Paralegals		3
PALEGAL 4	Field Practice In Law Office		3
PALEGAL 10	Intro to Legal Assistant I		3
PALEGAL 11	Intro to Legal Assistant II (Civil Litigation)		3
PALEGAL 17	Legal Writing		3

GROUP II**

MUST SUCCESSFULLY COMPLETE 4 CLASSES		UNITS
PALEGAL 12	Tort Law and Claims Investigation	3
PALEGAL 13	Wills, Trusts and Probate Administration	3
PALEGAL 14	Law Office Management	3
PALEGAL 16	Civil and Criminal Evidence	3
PALEGAL 18	Marriage and Family Law	3
PALEGAL 19	Property and Creditor Rights	3
PALEGAL 20	Basic Probate Procedures	3
PALEGAL 35	Immigration Law for Paralegals	3

** See Program Director for additional Group II Elective course titles.

PARALEGAL STUDIES CURRICULUM SEQUENCING FIRST SEMESTER

		UNITS
CAOT 39 or 35	Word Processing, Keyboarding and Operations	3
ENGLISH 101	College Reading and Composition I	3
PALEGAL 10	Intro to Legal Assistant I	3*

Major Requirements

SECOND SEMESTER

		UNITS
LAW 1	Business Law I	3
LAW 551	Legal Research for Paralegals	3*
PALEGAL 11	Intro to Legal Assistant II (Civil Litigation)	3*
ELECTIVE		3*

THIRD SEMESTER

		UNITS
LAW 2	Business Law II	3
PALEGAL 17	Legal Writing	3*
CAOT 93	Legal Document Preparation	2
ELECTIVE		3*

FOURTH SEMESTER

		UNITS
PALEGAL 4	Field Practice In Law Office (Internship)	3*
ELECTIVE		3*
ELECTIVE		3*

TOTAL UNITS **41**

ELECTIVES: MUST SUCCESSFULLY COMPLETE 4 OF THESE ELECTIVE CLASSES

		UNITS
PALEGAL 12	Tort Law and Claims Investigation	3*
PALEGAL 13	Wills, Trusts and Probate Administration	3*
PALEGAL 14	Law Office Management	3*
PALEGAL 16	Civil and Criminal Evidence	3*
PALEGAL 18	Marriage and Family Law	3*
PALEGAL 19	Property and Creditor Rights	3*
PALEGAL 20	Basic Probate Procedures (Law 13 is a Prerequisite)	3*
PALEGAL 35	Immigration Law for Paralegals	3*

*Legal Specialty.

RECOMMENDED COURSES

		UNITS
LAW 3	Civil Rights and the Law	3
LAW 52	Introduction to Law & Legal Terminology	3
LAW 385	Directed Studies	3
PALEGAL 33	Law and the Media	3
LRN SKIL 17	On-line Legal Research	1
REAL ES 5	Legal Aspects of Real Estate I	3

PRE-LAW, LAW (SEE PARALEGAL STUDIES)

West Los Angeles college does not have a law program. See Paralegal Studies for specific requirements for an A.A. Degree or Certificate in Paralegal Studies. Meet with a counselor to discuss options.

PHILOSOPHY

Major Code 1509.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

REQUIRED COURSES

		UNITS
PHILOS 1	Introduction to Philosophy	3
PHILOS 20	Ethics	3
PHILOS 8	Deductive Logic	3
OR		
PHILOS 9	Symbolic Logic I	3

AT LEAST 9 UNITS FROM THE FOLLOWING

		UNITS
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ECON 1	Principles of Economics I	3
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
HISTORY 1	Introduction to Western Civilization I	3
HISTORY 2	Introduction to Western Civilization II	3
PHILOS 3	History of Greek Thought	3

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

PHYSICAL EDUCATION

Major Code 0835.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

Students wanting to acquire only an Associate Degree in Physical Education should follow the course requirements listed below.

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

ASSOCIATE DEGREE

REQUIRED COURSES

		UNITS
ANATOMY 1	Intro to Human Anatomy	4
PHYSIOL 1	Elementary Physiology	4

Major Requirements

AND SELECT A MAXIMUM OF 4 UNITS FROM THE FOLLOWING:

	UNITS
PHYS ED 212	1
PHYS ED 225	1
PHYS ED 440	1
PHYS ED 460	1
PHYS ED 462	1
PHYS ED 463	1
PHYS ED 470	1
PHYS ED 503	2
PHYS ED 504	1
PHYS ED 506	1
PHYS ED 516	2
PHYS ED 630	1
PHYS ED 665	1
PHYS ED 666	1
PHYS ED 667	1
PHYS ED 668	1
PHYS ED 684	1
PHYS ED 690	1

AND SELECT A MAXIMUM OF 8 UNITS FROM THE FOLLOWING:

	UNITS
PHYS ED 519	1
PHYS ED 520	1
PHYS ED 521	1
PHYS ED 652	1
PHYS ED 712	3
PHYS ED 718	3
PHYS ED 814	2
PHYS ED 822	1

PHYSICS

Major Code 1902.00
"PLAN A"

ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree in Physics will give the student a basic foundation in this field as well as meet most lower-division requirements for the Baccalaureate Degree in Physics. Students wanting to acquire only an Associate Degree in Physics should follow the course requirements listed below.

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

REQUIRED COURSES	UNITS
CHEM 101	5
CHEM 102	5
MATH 261	5
MATH 262	5
MATH 263	5
PHYSICS 37	5
PHYSICS 38	5
PHYSICS 39	5

POLITICAL SCIENCE

Major Code 2207.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

Students wanting to acquire only an Associate Degree in Political Science should follow the course requirements listed below.

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

ASSOCIATE DEGREE REQUIRED COURSES

	UNITS
HISTORY 11	3
HISTORY 12	3
POL SCI 1	3
POL SCI 2	3
POL SCI 7	3

AND AT LEAST 6 UNITS FROM THE FOLLOWING:

	UNITS
ANTHRO 101	3
SOC 1	3
ECON 1	3
HISTORY 1	3
HISTORY 2	3
HISTORY 13	3
POL SCI 8	3
POL SCI 4	3

PSYCHOLOGY

Major Code 2001.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree in Psychology is designed for those who want to complete a baccalaureate degree in the field. Emphasis is placed on meeting lower-division requirements at a four-year institution.

Professional opportunities to which the curriculum could lead occur in the healing professions; natural sciences; marriage, child, and family counseling; industry and business; public health; social welfare; the National Park Service; environmental improvement and conservation programs; and zoological institutions. Psychology also provides valuable

Major Requirements

background for those seeking careers in such fields as anthropology, sociology, social work, law, medicine, nursing and mental health facilities, the foreign service and trade, geriatrics, and child development.

Students wanting to acquire only an Associate Degree in Psychology should follow the course requirements listed below. Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

Transfer students who want to also obtain an Associate Degree may do so by completing all WLAC general education requirements plus at least 21 units in the major as required by the transfer institution (a total of 60 units for an Associate Degree).

ASSOCIATE DEGREE REQUIRED COURSES

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

MATH 226	Elementary Statistics Problem Solving	1
OR		
MATH 227	Statistics	4

AND SELECT AT LEAST 9 UNITS FROM THE FOLLOWING:

		UNITS
PSYCH 14	Abnormal Psychology	3
PSYCH 16	Love and Marriage	3
PSYCH 41	Life Span Psychology	3
PSYCH 52	Psychological Aspects of Human Sexuality	3
PSYCH 64	Introduction to Alcohol & Drug Abuse	3

AND SELECT AT LEAST 3 UNITS FROM THE FOLLOWING:

		UNITS
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
PHILOS 1	Introduction to Philosophy	3
SOC 1	Introduction to Sociology	3

REAL ESTATE

Major Code 0511.00
"PLAN A"

ASSOCIATE IN ARTS DEGREE CERTIFICATE OF COMPLETION SKILLS AWARD

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

NOTE: Students should verify broker's license requirements with the California state Department of Real Estate.

ASSOCIATE DEGREE REQUIRED COURSES

		UNITS
REAL ES 1	Real Estate Principles	3
REAL ES 3	Real Estate Practice	3

REAL ES 5	Legal Aspects of Real Estate I	3
REAL ES 7	Real Estate Finance I	3
REAL ES 9	Real Estate Appraisal I	3
REAL ES 21	Real Estate Economics	3

ELECTIVES (12 UNITS)

SELECT SPECIALIZATION DESIRED

		UNITS
REAL ES 14	Property Management	3
REAL ES 16	Income Tax Aspects of Real Estate	3
REAL ES 18	Real Estate Investments	3
MGMT 2	Organization & Management Theory	3
MKTG 1	Principles of Selling	3
ACCTG 1*	Introductory Accounting I	5
LAW 1	Business Law I	3

*or ACCTG 21 and ACCTG 22

REAL ESTATE CERTIFICATE

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

Students should verify broker's license requirements with the California Department of Real Estate.

COURSES

		UNITS
REAL ES 1	Real Estate Principles	3
REAL ES 3	Real Estate Practices	3
REAL ES 5	Legal Aspects of Real Estate I	3
REAL ES 7	Real Estate Finance I	3
REAL ES 9	Real Estate Appraisal I	3
REAL ES 21	Real Estate Economics	3

ELECTIVES (6 UNITS)

		UNITS
REAL ES 10	Real Estate Appraisal II	3
REAL ES 14	Real Estate Property Management	3
ACCTG 1	Introductory Accounting I	5
LAW 1	Business Law I	3

REAL ESTATE ASSISTANT SKILLS AWARD

This Skills Award program prepares individuals with the essential skills and abilities to work as assistants in real estate offices. Assistants support agents, brokers, appraisers, and escrow officers in the conduct of real estate office business. Completion of 17 units (7 classes) earns the Real Estate Assistant Skills Award.

COURSES

		UNITS
Real Estate	Real Estate Principles	3
Real Estate 3	Real Estate Practices	3
Accounting 21	Bookkeeping & Accounting	3
Business 38	Business Computations	3
Real Estate 4	Real Estate Office Administration	3
CAOT 75A	Word Processing Equip. Operations	1
CAOT 101	Hands-On Internet	1

Major Requirements

SOCIOLOGY

Major Code 2208.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

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

ASSOCIATE DEGREE REQUIRED COURSES

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

AND AT LEAST ONE COURSE FROM EACH OF THE FOLLOWING GROUPS:

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

AND AT LEAST ONE OF THE FOLLOWING COURSES:

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

RECOMMENDED COURSES

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

NOTE: Most CSU institutions and UCLA require Mathematics 227 for transfer students in Sociology.

SPANISH

Major Code 1105.00

"PLAN A"

ASSOCIATE IN ARTS DEGREE

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

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

ASSOCIATE DEGREE REQUIRED

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

RECOMMENDED

ENGLISH 204 World Literature II	3
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SPEECH

Major Code 1506.01

"PLAN A"

ASSOCIATE IN ARTS DEGREE

The Associate Degree program in Speech enables a student to transfer into a baccalaureate program at a four-year institution. Students wanting to acquire only an Associate Degree in Speech should follow the course requirements listed below.

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

ASSOCIATE DEGREE REQUIRED COURSES

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

A MINIMUM OF NINE UNITS FROM THE FOLLOWING:

	UNITS
SPEECH 102 Public Speaking II	3
SPEECH 111 Voice & Articulation	3
SPEECH 135 Storytelling	3
THEATER 200 Introduction to Acting	3

Major Requirements

THEATER ARTS (ALSO SEE ENTERTAINMENT STUDIES)

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

SKILLS AWARD

REQUIRED COURSES

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

6 UNITS MAY BE SELECTED FROM THE FOLLOWING COURSES

	UNITS
SPEECH 130 Introduction to Oral Interpretation (Same as Theater 210)	3
SPEECH 135 Storytelling	3
THEATER 130 Playwriting	3
THEATER 200 Introduction To Acting	3
THEATER 233 Play Production	3
THEATER 240 Voice and Articulation for the Theater (Same as Speech 111)	3
THEATER 265 Movement For The Actor	2
THEATER 271 Intermediate Acting	2
THEATER 275 Scene Study	3
THEATER 278 Film and Television Acting	3
THEATER 285 Directed Study – Theater	2
THEATER 300 Introduction to Stage Craft	3
THEATER 505 History of Motion Pictures and TV (Same as Cinema 3)	3
THEATER 911 Cooperative Education – Theater	1
THEATER 921 Cooperative Education – Theater	2
THEATER 931 Cooperative Education – Theater	3
THEATER 941 Cooperative Education – Theater	4

TRAVEL

Major Code 3009.00

"PLAN B"

ASSOCIATE IN ARTS DEGREE & CERTIFICATE PROGRAM

West Los Angeles College's Travel program – one of the nation's largest – will prepare you for one of the world's fastest growing industries. In the next ten years, many new travel jobs are expected to be created worldwide.

Our courses prepare students for careers in most segments of the travel industry: touring, lodging, the airline industry, cruising, destination promotion, event planning, airport operations and travel agencies. Job advancement in the field often comes quickly and the business lends itself to entrepreneurs, home-based workers and career changers as well. Working in travel can be highly enjoyable, rewarding and profitable.

ASSOCIATE DEGREE

The Associate in Arts Degree in Travel is designed for the student who seeks a rewarding career as a travel professional. To fulfill the degree requirements, you must complete any 12 of the 3-unit travel classes listed below, plus 24 semester units of general education subjects as

described in this catalog, for a total of 60 semester units.

REQUIRED COURSE

	UNITS
TRAVEL 100 Introduction to the Travel Industry	3

AND AT LEAST 11 COURSES FROM THE FOLLOWING:

	UNITS
TRAVEL 106 Domestic Airline Reservations and Ticketing	3
TRAVEL 110 Airline Computer Reservations APOLLO	3
TRAVEL 115 Airline Computer Reservations SABRE	3
TRAVEL 120 Airline Computer Reservations Advanced SABRE	3
TRAVEL 125 Airline Computer Reservations Advanced APOLLO	3
TRAVEL 130 Geography of North America, Hawaii and the Caribbean	3
TRAVEL 135 Geography of Europe and the Middle East	3
TRAVEL 137 Geography of Asia, Africa, South America and the South Pacific	3
TRAVEL 140 Travel Industry Marketing and Sales	3
TRAVEL 155 Tour Escorting, Planning and Operations	3
TRAVEL 161 How to Run a Travel Business	3
TRAVEL 175 Meeting/Convention and Incentive Planning	3
TRAVEL 180 Cruise Sales Specialization	3
TRAVEL 186 Internet Travel Research	3
TRAVEL 200 Introduction to the Airline Industry	3
TRAVEL 300 Introduction to the Hospitality Industry	3

CERTIFICATE OF COMPLETION

The Advanced Certificate is designed for students who have completed the Basic Certificate program, and then complete any four of the remaining Travel courses. To obtain the Advanced Certificate, students may not apply any courses which were previously used to obtain their Basic Certificate.

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

TRAVEL SKILLS AWARD

The Travel Skills Award serves newcomers in the field to prepare for entry-level positions. To earn a Skills Award, students must complete Travel 100 and any three additional 3-unit Travel courses from the above list, for a total of 12 units.

Course Descriptions

INTERPRETING CATALOG INFORMATION

The courses offered at West Los Angeles College are listed alphabetically and include brief course descriptions. The number in parentheses "(3)" following the course title indicates the credit value of the course in semester units. Each unit represents one hour per week for lecture or recitation, or two or more hours per week of laboratory work. Some courses may be repeated for credit. For example, RPT 3 indicates that the course may be repeated three times for credit.

Prerequisites are stated if the course requires them. If the number of hours in which a class meets differs from the number of units, the course description states the actual number of lecture and/or laboratory hours.

All courses that meet the major requirement of the educational programs listed in this catalog may be applied towards graduation requirements for the Associate Degree. All transfer courses may be applied to the Associate Degree. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree, are designated by the code NDA (non-degree applicable). Transfer courses are acceptable for credit at the University of California (UC) and at California State Universities (CSU) according to the following codes:

University of California (UC)

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

California State University (CSU)

Courses so designated are acceptable for credit at all campuses of the California State University. Courses designated (CSU) are certified as being appropriate for baccalaureate degree credit for determining admission eligibility as an undergraduate transfer. If nothing appears after the course title, then the course is not transferable. For specific course equivalents, see a counselor.

California Articulation Numbering System (CAN)

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

Course Repeatability for Credit

The symbol RPT identifies courses which may be taken more than once for credit. The number which follows the RPT symbol, e.g. (RPT 2) indicates the number of times a course may be repeated for credit.

Course Prerequisite Policy

To help students succeed in classes, many courses in this catalog list either "Required" or "Recommended" prerequisites or corequisites. (Anything listed after "Prerequisite:" is required; recommended prerequisites simply say "Recommended.") "Prerequisite" means the preparation or previous coursework is considered necessary for success in the course. "Corequisite" refers to concurrent enrollment in another course, and unless indicated as "Recommended," is required. Although it is not absolutely mandatory for a student to have met the recommended prerequisites to be suc-

cessful, the college strongly advises students to complete such prerequisites as pre-enrollment preparation. Every effort has been made in this catalog to list only required or recommended prerequisites that have been established or reviewed in accordance with current Title 5 regulations.

Required Prerequisites Include:

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

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

Required Prerequisite Challenge Procedure:

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

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

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

ACCOUNTING

(See Also Business)

1 Introductory Accounting I (5) UC:CSU

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

NOTE: Same as Accounting 21 plus Accounting 22.

2 Introductory Accounting II (5) UC:CSU

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

Accounting principles and procedures relating to partnerships and corporations, accounting for manufacturing, cost accounting, branch and departmental accounting, interpretation of financial statements, supplementary statements, data processing and management controls are covered. Acceptable for Management 1B credit, UCLA.

15 Tax Accounting I (3) CSU

Prerequisite: Accounting 1 or equivalent.

In this course, tax laws, accounting procedures, and preparation of returns required for federal and California State individual income taxes are covered.

Course Descriptions

16 Tax Accounting II (3) CSU

Prerequisite: Successful completion of Accounting 15.
This course deals with tax laws, accounting procedures and preparation of state and federal tax returns required for partnerships, corporations, estates and trusts. Federal and state tax returns for inheritance and gift taxes will also be considered, along with a review of individual tax returns to update the student on new tax laws and forms.

17 Payroll Accounting (2)

This course presents methods and procedures of compiling payroll records and preparation of payroll tax returns required by state and federal laws, including state and federal unemployment and social security, insurance and worker's compensation reports.

20 Managerial Accounting (3) CSU

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

21 Bookkeeping and Accounting I (3) UC:CSU

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

Accounting 21 and 22 together equal Accounting 1.

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

22 Bookkeeping and Accounting II (3) UC:CSU

Prerequisite: Accounting 21 or equivalent.
The voucher system; payroll accounting; accounting of notes, bad debts, inventories, cost of goods sold, fixed assets, depreciation, adjustments and interim statements are presented. Together with Accounting 21, these courses equal Accounting 1.

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

25 Automated Accounting Methods and Procedures (3)

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

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

ADMINISTRATION OF JUSTICE

(See Corrections for additional course offerings.)
(Also known as Public Safety Training)

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

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

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

2 Concepts of Criminal Law (3) UC:CSU

The structure, definitions, and the most frequently used sections of the Penal Code and other criminal statutes are covered.

3 Legal Aspects of Evidence (3) CSU

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

4 Principles and Procedures of the Justice Systems (3) CSU

Procedures from incident to final disposition, including the police, prosecution court and correctional process, and 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 presentation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow up, and case preparation.

6 Patrol Procedures (3) CSU

Prerequisite: Administration of Justice 1.

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

7 Traffic Control (3) CSU

This course covers traffic control and collision investigation. The major violations of the California Vehicle Codes are examined with an emphasis on traffic safety. Basic vehicle operations and driving tactics are reviewed.

NOTE: This course prepares the student for the written portion of Driver's Education when taught by an instructor with DMV certification.

8 Juvenile Procedures (3) CSU

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

9 Defensive Tactics (1) CSU

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

11 First-Aid in Law Enforcement (1) CSU

This course will focus on the initial response to an accident or an emergency, and the immediate care given to victims. The student will be able to recognize and classify common injuries into general classifications for law enforcement purposes. CPR will be demonstrated.

14 Report Writing for Peace Officers (3) CSU (Same as English 130)

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

Course Descriptions

15 Police Supervision (3) CSU

Prerequisite: *Employment in law enforcement.*

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

16 Recruitment and Selection Process (3) CSU

This course provides in-depth coverage of the legal selection process, and is designed to assist students in becoming employed in a law enforcement agency. The course includes written exam techniques, information on the agility exam, and an explanation of background investigations, psychology tests, medical exams, and practical ways to assist the candidate through the academy.

39 Probation and Parole (3) CSU

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

42 Advanced Criminal Law (3) CSU

Prerequisite: *Administration of Justice 2.*

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

49 Narcotics and Vice Control (3) CSU

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

60 Arrest, Search and Seizure (3) CSU

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

62 Fingerprint Classification (3) CSU

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

67 Community Relations I (3) UC:CSU

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

75 Introduction to Corrections (3) CSU

This basic course deals with the nature of correctional work; the 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.

83 Introduction to Security (3) CSU

This is a basic course dealing with the historical, philosophical and legal background of the security services function. The interrelationships with allied agencies and individuals; the role of security in contemporary society; and a survey of career opportunities and required qualifications also are presented.

86 Issues in Law Enforcement (3) CSU

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

87 Campus Patrol (3)

Students will attend roll-call training sessions and put in time weekly patrolling the campus, working as crowd and traffic control for special events, and assisting campus police.

101 Extended Academy (18) CSU

Prerequisite: *AJ 102, Police Academy Orientation.*

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

102 Police Academy Orientation (1) CSU

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

120 Patrol School (7) CSU

This course is designed to prepare law enforcement personnel for field operations assignments. The training includes defensive tactics, side-handle baton, report writing, legal update, narcotics, situational planning, crimes in progress and weapons training. The course presents over 30 different subjects, with day and night operation experiences.

124 Supervisory Training - First Level (5) CSU

The course consists of basic supervisory training for newly promoted first line supervisors. It entails ethics/problem solving, news media relations, role of the supervisor, morale, discipline and counseling, crime report review, handling unusual occurrences, budgeting, managing, and planning, Fair Labor Standards Act police minority problems, performance evaluations, employee grievances, etc.

129 Emergency Medical Training (7)

(Same as Allied Health 52)

This course provides the basic Emergency Medical Training for response teams in patient examination, airway emergencies, breathing emergencies, CPR, circulation emergencies, neurological emergencies, and musculoskeletal and soft tissue injuries for an EMT-1 certification. Certification is from the State of California through UCLA.

160 Police Organization and Administration (3) CSU

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

Course Descriptions

185 Directed Study (1) CSU

Allows a student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

200 Police Academy Line Reserves, Level 1 (15) CSU

This course meets the minimum training standards established by the Peace Officer Standards and Training (P.O.S.T.) Commission for individuals entering the career of law enforcement as a Reserve Officer Level I.

201 Police Academy Technical Reserves Level III (1) CSU

Prerequisite: AJ 102 Police Academy Orientation.

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

260 Juvenile Corrections Officer Core (8) CSU

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

This course is for recently appointed juvenile counselors and juvenile custody officers. Topics include handling emergencies, housing, dealing with assaultive clients, diversity, and the juvenile justice system.

261 Probation Officer Core (12) CSU

Prerequisite: Administration of Justice 102.

This is a basic training course for entry-level probation officers. Subject areas include the criminal justice system, roles and responsibilities of the officer, classification and housing, casework, visitation, report writing, handling disputes, tactics and procedures. May be certified by Board of Corrections, Standards and Training for Corrections.

285 Directed Study (2) CSU

Allows a student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

306 Correctional Report Writing (3) CSU

This is an introductory course dealing with all aspects of public safety communication. It will cover the techniques of effectively communicating facts, information, and ideas in a clear and logical manner for a variety of public safety systems reports, i.e., crime/violation/incident reports, letters, memoranda, directives, and administrative reports. Students will gain practical experience in interviewing, note taking, report writing and testifying.

307 Prison Gangs/Street Gangs (3) CSU

This course will provide an introduction to the history and sociology of a gang. Topics will include a discussion on the problems law enforcement and the community has with gangs, the organization and structure of a street gang, recruitment into a gang, gang attire, hand signs, tattoos, body language, graffiti and the unwritten rules of gangs and their effect on society. The organizational structure of a prison gang and the relationship with organized crime is also covered.

308 Control And Supervision in Corrections (3) CSU

This course offers an overview of the methods, practices, and theories related to the custodial supervision of incarcerated persons in federal, state, and local correctional facilities. The course will introduce and discuss issues of custodial control on a continuum from

day-to-day institutional living through crisis situations. The course will analyze interaction between the offender and the correctional employee. Topics will include the effects of violence, overcrowding, gangs, substance abuse, legislation and other factors that impact the offender, employee and facility. Skills related to effective communication and crisis intervention will also be discussed.

309 Correctional Interviewing and Counseling (3) CSU

This course provides an overview of the techniques in counseling and interviewing available to practitioners in corrections. The student will learn the use of appropriate techniques and theories in confidence building which may be used by correctional employees in interviews and counseling. This is a basic course for students planning to enter, or already employed within the Correctional Science field.

310 Field Work (3) CSU

(Same as Corrections 3)

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

311 Field Work II (3) CSU

(Same as Corrections 4)

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

312 Aviation Security (1.5)

This course is designed for the student who is working in an airport, or who is seeking employment with an airport, to provide a basic understanding of the various types of threats to airport security and to understand how to respond to a criminal threat. Topics will include Federal Aviation Regulations, explosive devices, weapons, narcotics and dangerous drug recognition, and contraband that is prohibited at airports.

320 Emergency Management of Terrorism (1.5)

This is a survey course on terrorism. Topics will include biological and chemical threats, cyber-terrorism, hostage taking and hostage negotiation, identification of terrorist cells and threat organizations, the aftermath recovery from an act or terrorism, and the emergency response to national security interests. Special emphasis will be placed on current events and current threats to Homeland Security.

321 P.C. 832 Arrest Code (2)

This course covers information regarding powers of arrest, search and seizure for peace officers with limited powers. When certified, this course satisfies the curriculum requirements for Peace Officer Standards and Training P.C. 832 Arrest Course and by the Board of Corrections, Standards and Training for Corrections.

Course Descriptions

385 Directed Study (3) CSU

Allows a student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

911 Cooperative Ed. – Administration (1) CSU

921 Cooperative Ed. – Administration (2) CSU

931 Cooperative Ed. – Administration (3) CSU

941 Cooperative Ed. – Administration (4) CSU

AFRICAN-AMERICAN STUDIES

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

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

4 The African-American in the History of US I (3) UC:CSU (Same as History 41.)

This course provides a survey of United States history from the early Colonial Era through the Civil War, with special emphasis on the contributions of African-Americans.

5 The African-American in the History of the United States II (3) UC:CSU (Same as History 42.)

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

AIRCRAFT ELECTRONICS TECHNOLOGY

(See Aviation Maintenance for additional Aviation classes)

65A Avionic Systems for Aircraft Maintenance Personnel (6)

Prerequisites: Aviation Maintenance Technician 1-14 or equivalent, or possession of a valid FAA Mechanic Certificate, Repairman Certificate.

This course is designed to introduce the practicing aircraft mechanic, aircraft maintainer or graduating mechanic student to the operating concepts of aircraft communication and navigation systems currently used aboard commercial transport and large general aircraft. Equipment functions will be discussed at the black box level. Laboratory work includes soldering, typical wiring practices, and modifications. Troubleshooting failure is emphasized. A scientific calculator with operator's manual is required.

65B Avionic Systems for Aircraft Maintenance Personnel (6)

Prerequisites: 65A.

This course continues the study of operating concepts for aircraft communication and navigation systems. The student gains an understanding of the workings of various avionic equipment and their relationship to other aircraft systems; the ability to interpret aircraft electrical schematics; and the ability to use test equipment. The combination of the above will provide the skills necessary to be an effective troubleshooter of avionic systems.

ALLIED HEALTH

**EMERGENCY MEDICAL TECHNICIAN,
EMERGENCY MEDICAL TECHNOLOGY
CARDIOPULMONARY RESUSCITATION (CPR)**

These courses are offered in partnership with the University of California Los Angeles (UCLA) Center for Pre-hospital Care.

20 Heartsaver CPR (.25) (RPT 10+)

(Same as ADM JUS 315)

This course covers one-rescuer adult CPR, treatment of choking patients, and heart disease prevention. Successful course completion earns an American Heart Association Heartsaver card. The CPR card is valid for two years; students may want to retake the course to maintain their educational status.

21 Basic Cardiac Life Support for the Healthcare Provider (.5) (CR/NCR)

This course covers infant, child and both one-rescuer and two-rescuer adult CPR. Treatment of the choking patient, and heart disease prevention is also included.

22 Advanced Cardiovascular Support (1) (CR/NCR)

Prerequisite: Allied Health 21, and must be a licensed health care provider.

This course provides information for Advanced Cardio-vascular Life Support. Lecture topics include acute cardiac care, pathophysiology, treatment modalities, and pharmacology.

23 Pediatric Advanced Life Support (1) (CR/NCR)

Prerequisite: Allied Health 21, and must be a licensed health care provider.

This course provides information for Pediatric Advanced Life Support. Lecture topics include interactive teaching stations related pediatric life support.

51 Emergency Medical Training - Review (1.5) (CR/NCR)

Prerequisite: Allied Health 52 or EMT-Basic certification.

This course reviews the basic emergency medical training curriculum and qualifies students for EMT-B re-certification through the Los Angeles County Department of Health Services.

52 Emergency Medical Training - Basic (7)

This course provides education in basic emergency medical techniques and qualifies students for EMT-B certification through the Los Angeles County Department of Health Services.

53 Emergency Care Technician (3)

Prerequisites: Allied Health 21 and Allied Health 52.

This course combines theoretical information and practical skills to train students to work as nurse extenders, and care for the sick and/or injured in an emergency department.

Course Descriptions

ANATOMY

1 Introduction to Human Anatomy (4) UC:CSU

Recommended: College Biology.

This course presents the structure of the human body by subdividing it into individual body systems. The functional anatomy of each level of organization is then studied from the microscopic level of organization to the gross level. In addition, the embryological development of each body system and selected pathologies will be examined. Laboratory exercises include the study of histological slides, photomicrographs, x-rays, the human skeleton, and the dissection of a cat. This course is intended to meet the requirements of students majoring in Nursing, Dental Hygiene, Occupational Therapy, Psychology, Physical Education and Life Sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introductory biology.

ANTHROPOLOGY

101 Human Biological Evolution (3) UC:CSU

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

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU

This course presents an anthropological understanding of the varieties of lifestyles in human societies throughout the world, from nomadic hunter/gatherer tribes to highly technologically advanced societies such as our own. The varied forms of marriage and the family, economic, political, and legal arrangements, religious expressions and art forms are examined in their own contexts and compared with others. Extensive use is made of audio-visual materials.

103 Archaeology: Reconstructing the Human Past (3) UC:CSU

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, and housing. By examining these remains within the context of their environments and changes over time, students acquire a means of understanding the human past. Extensive use is made of audio-visual materials.

104 Human Language and Communication (3) UC:CSU

This introductory course in Linguistic Anthropology surveys the great variety of ways humans communicate both verbally and non-verbally. The course focuses on the structure, function, history, and evolution of language.

109 Gender, Sex and Culture (3) UC:CSU

This course presents a cross-cultural comparison of gender roles as viewed from biological/evolutionary, cultural, psychological, prehistoric and historic perspectives as they relate to the status of women and men in tribal and modern Western societies.

111 Human Biology Lab (2) UC:CSU

This laboratory class offers an exploration of selected topics in biological anthropology including genetics, human variation, the living primates, and human paleontology.

119 An Introduction to Forensic Anthropology (2) CSU

This course will be a hands-on study of the types and nature of information that can be recovered from bones and teeth including age, sex, size, population affinity, pathology, diet, and demography.

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

This course provides a socio-cultural understanding of religious behaviors. It deals with the components, function and symbolism of religious behavior as manifested through practices such as magic, witchcraft, totemism, divination, shamanism, ancestor worship and cults. Special emphasis is given to tribal religious systems through the use of information gathered by anthropologists in the field. Non-tribal religious systems are included for comparative purposes. Extensive use is made of audio-visual materials.

132 Native Peoples of North America UC:CSU

This course offers a broad survey of American Indians living north of Mexico, with emphasis on the Indians of California. The various aboriginal groups surveyed are viewed as they existed at time of contact. Issues facing Indian groups in urban society today will be explored.

ARCHITECTURE

The Architecture program is a transfer program primarily intended for students who wish to pursue a professional degree (B Arch) in architecture or related design fields. The design projects in the first two years are designed to prepare students for further study and work in the field of Architecture and the related fields of graphic, industrial, and digital design.

At the conclusion of this two-year design segment of study, as an option, students may work in the professional office of a mentor for one or two semesters. Mentors will be required to provide each student with a broad exposure to architectural and/or design practice. At the conclusion of the three-year program, students will be eligible to apply for advanced placement in a local university for completion of a degree in architecture or design.

This admission and advanced placement process is subject to portfolio review. In general, transferring students can expect to attend three years in university to complete the requirements for a professional degree (B. Arch.), which is normally a five-year curriculum. Alternatively, the three-year course is a preparation for entry into the profession via the internship process.

Architecture courses are taught at the Los Angeles Institute of Architecture and Design (LAIAD) in Culver City. LAIAD is in partnership with West Los Angeles College, and LAIAD courses are articulated through West Los Angeles College and will appear on West Los Angeles transcripts.

1 Introduction to Architecture (1) CSU

An introduction to architecture through a series of lectures exploring architectural theory, presentation techniques, professional practice, and building construction. Students will gain an awareness of architectural, technical, historical, social and cultural issues through lectures, visiting experts, field trips, visits to architectural offices, and related discussions.

Course Descriptions

5 Architectural Drawing I (3) CSU

This course explores the nature and limitations of materials using two- and three-dimensional studies of form and composition. The study of architectural plan and section drawings, model making and finishing skills, materials studies, painting and finishes are also included.

6 Architectural Drawing II (3) CSU

Prerequisites: Architecture 5, Architecture 9.

A continuation of Architectural Drawing 1, exploring classical and contemporary geometrical drawing and ordering systems, from Roman town planning to the present. The emphasis is on uniquely American land development concepts. The class will continue the development of 2-D and 3-D hand and computer-aided drawing skills.

9 Elements of Architecture (3) CSU

An introduction to the processes of architectural design through studio projects addressing the relationship between idea, structure, function, and form.

33 Basic Architectural Design (3) (CSU)

Prerequisites: Architecture 5, Architecture 9.

An introduction to the formal and spatial language of architecture explored through studio projects, informed by the case study projects completed in Architecture 9.

41 Architectural Model Building (2) CSU

Prerequisites: Architecture 5, Architecture 9.

This course will acquaint students of architecture with the techniques and materials for constructing architectural study models.

48 History of Western Architecture: Ancient to Baroque (3) CSU

A survey of the architecture of ancient Greece and Rome, of the Early Christian and Byzantine eras, of the Romanesque and Gothic periods in Western Europe, and the renaissance and baroque periods up to 1750 with an emphasis on Italy, France, and England.

49 History of Modern Architecture (3) CSU

A survey of European and American architecture from the late eighteenth century to the end of the twentieth century including stylistic revivals, technological changes, and achievements of major architects.

70 Intermediate Architectural Design and Communication I (6)

Prerequisites: Architecture 6, Architecture 33.

A continuation of Architecture and 33. The conditions, principles and issues that are considered in the decision-making process of architectural design are studied in the context of studio projects. Continuing development of architectural drawing and computer modeling as a means of communication.

71 Intermediate Architectural Design and Communication II (6)

Prerequisite: Architecture 70.

A continuation of Architecture 70. The conditions, principles and issues that are considered in the decision making process of architectural design are studied in the context of studio projects. Continuing development of architectural drawing and computer modeling as a means of communication.

ART

NOTE: Outstanding works of students' art may be retained for a maximum of two years by the college art gallery.

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

101 Survey Of Art History I (3) UC:CSU

This course introduces students to some of the great ancient civilizations of the world. By studying the visual arts which were created during these times, the student will come to understand the beliefs and aspirations of cultures such as the Ancient Egyptians, Greeks and Romans, and civilizations in geographic areas such as Africa, India, and Central America prior to the Spanish Conquest.

102 Survey of Art History II (3) UC:CSU

NOTE: Art 101 is not a prerequisite to Art 102.

This course introduces the student to the visual arts of Western Europe and the United States, beginning with the Renaissance and ending in the late twentieth century. The constantly-changing world view of this period will be studied in the works of such artists as Michelangelo and Rembrandt, and also through such movements as Romanticism, Impressionism, Expressionism and Cubism.

103 Art Appreciation I (3) UC:CSU

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

107 Mexican Art - Modern (3) UC:CSU

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

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

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

111 History of Contemporary Art (3) UC:CSU

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

117 Mesoamerican Art: From Olmec to Aztec (3) CSU

This introductory course covers the history of pre-Columbian art in Mexico, Guatemala, Honduras, and Belize from the Olmec to the Aztec periods (1500 B.C. - 1519 A.D.). Also included will be a survey of the art of the Late Formative Period; the city of Teotihuacan, the Classic Cities, and the Maya.

Course Descriptions

185 Directed Study Art (1) CSU

Allows a student to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor. Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

201 Drawing I (3) UC:CSU

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

202 Drawing II (3) UC:CSU

Recommended: Art 201 with a grade of "C" or better, or equivalent. Compositional aspects of drawing as applied to still lifes, natural forms, landscapes and human figures are explored. Students are expected to complete an additional 2 hours per week of studio homework.

203 Drawing III (3) UC:CSU

Recommended: Art 202 with a grade of "C" or better, or equivalent. Working primarily from a nude model, students learn to render the human figure in expressive and aesthetic ways. A variety of media are used. Students are expected to complete an additional 2 hours per week of studio homework.

204 Life Drawing I (3) UC:CSU

Recommended: Art 201 with a grade of "C" or better, or equivalent. An introductory study of human structure and proportion is provided. Fundamental drawing approaches are explored in black and white media, with emphasis upon the development of observation and skill in graphic representation. Students are expected to complete an additional 2 hours per week of studio homework.

205 Life Drawing II (3) UC:CSU

Recommended: Art 204 with a grade of "C" or better, or equivalent. This course consists of drawing from the human figure, with emphasis upon the development of observation, structure and draftsmanship. Various media are explored stressing line and tone. Students are expected to complete an additional two hours per week of studio homework.

206 Life Drawing III (3) UC:CSU

Recommended: Art 205 with a grade of "C" or better, or equivalent. This course is a continuation of Art 205. Students are expected to complete an additional two hours per week of studio homework.

285 Directed Study Art (2) CSU

Allows a student to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor. Maximum UC credit allowed: 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

300 Introduction to Painting (3) UC:CSU

Recommended: Art 201 or 501 with a grade of "C" or better, or equivalent. This course provides a solid foundation for success in painting. Using a variety of media and techniques, the student learns to paint aesthetically and expressively. Students are expected to complete an additional two hours per week of studio homework.

301 Watercolor Painting I (3) UC:CSU

Recommended: Art 300 with a grade of "C" or better, or equivalent. This course is an introduction to and an exploration of watercolor media in varied styles, techniques and pictorial methods. Students are expected to complete an additional two hours per week of studio homework.

302 Watercolor Painting II (3) UC:CSU

Recommended: Art 301 with a grade of "C" or better, or equivalent. This is a continuation of Art 301. Students are expected to complete an additional two hours per week of studio homework.

304 Acrylic Painting I (3) UC:CSU

Recommended: Art 300 or 501 with a grade of "C" or better, or equivalent. This course is an introduction to fundamental skills in acrylic media, canvas preparation and brush techniques. Composition and color theory are studied as applied to still life, landscape and natural forms. Students are expected to complete an additional two hours per week of studio homework.

305 Acrylic Painting II (3) UC:CSU

Recommended: Art 304 with a grade of "C" or better, or equivalent. This course is a continuation of Art 304. Students are expected to complete an additional two hours per week of studio homework.

307 Oil Painting 1 (3) CSU

Prerequisites: Art 201, Art 501. This is an introductory-level course in oil painting, and expands upon techniques and applied color theories explored in Art 304, 305 and 503. This course is geared toward the manipulation of more painterly, fuller-bodied and color rich characteristics specific to the oil medium.

385 Directed Study Art (3) CSU

Allows a student to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor. **Maximum UC credit allowed:** 3-1/3 semester units per semester, 6 units total in all or all appropriate subject areas combined. Please note that the granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

501 Beginning Two-Dimensional Design (3) UC:CSU

This course lays the foundation for all the arts. By learning how to organize two-dimensional space, the student will be prepared to successfully work in such other areas such as painting, drawing, and graphic design. Students are expected to complete an additional two hours per week of studio homework.

502 Beginning Three-Dimensional Design (3) UC:CSU

Recommended: Art 501 with a grade of "C" or better, or equivalent. Art 503 may be taken concurrently. 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 two hours per week of studio homework.

503 Intermediate Design (3) UC:CSU

Recommended: Art 501 with a grade of "C" or better. This course teaches the student how to organize three-dimensional space, and lays the foundation for such other areas as sculpture, ceramics, and architecture. Students are expected to complete an additional two hours per week of studio homework.

COURSE DESCRIPTIONS

523 Introduction to Entertainment Industry Crafts (1)

This course provides an introduction to the crafts as applied to the entertainment industry. Fundamentals in prop shop and carpentry will be covered.

604 Graphic Design 1 (3) CSU

This is an introductory course in graphic design. The student learns to create thumbnail, rough and comprehensive layouts while exploring a variety of formats used to create graphic designs. Selecting appropriate typestyles and sizes for headings and body copy, crop marks and presentation of the layout will also be covered. Students will prepare a camera-ready mechanical and have it printed in one color.

605 Graphic Designs II (3) CSU

This is a course in graphic design concentrating on full color applications of graphic art. The student learns to develop ad campaigns for print media, and to develop a series for advertising. The students will also create a mechanical for color printing.

633 Introduction to Computer Graphics (3) CSU

This is an introductory course in computer graphics designed to introduce students to the microcomputer, its operating system, and applications used as a tool by artists and graphic designers.

635 Desktop Publishing Design (3) CSU

This is an introductory course in desktop publishing design. The course is designed for students of design, fine art, computer graphics and journalism. Emphasis will be on computer layout and composition. Basic concepts relating to type fonts, typestyles, page design, readability, digital output, laser printers, and type-setters will be explored.

638 Computer-Aided Art Laboratory (1)

This course is designed to reinforce lectures presented in each computer-aided art class. It allows the student needed practice in applying the concepts learned to various class assignments.

639 Introduction to Digital Imaging (3) CSU

This is an introductory course in computer still-image manipulation. The topics presented include image editing, application of filters, integration of text, and the combination of scanned images.

641 Advanced Desktop Publishing (3) CSU

This course presents the advanced use of "grids" in desktop publishing design. Emphasis will be placed on advanced computer layout, composition techniques, and team projects. Current issues regarding printing methods, pre-press and image setters will be explored.

700 Introduction to Sculpture (3) UC:CSU

This course provides a general introduction to the materials and processes of sculptural art. Instruction in basic construction techniques, analysis of form, function, and decoration. This safe and proper use of materials and tools is emphasized.

701 Sculpture 1 (3) UC:CSU

This course provides instruction in the conceptual, material, and organization designing and executing basics of sculptural forms. Basic skills, theory, historical background, and contemporary issues in sculpture will be discussed.

708 Introduction to Ceramics (3) UC:CSU

This course provides a general introduction to the materials and

processes of ceramic art. Instruction in basic hand construction methods of vessel forms is provided. Analysis of form, function and decoration emphasizing the proper use of materials and tools is emphasized. Focus is placed on developing skills in forming and decorating primarily functional pieces.

709 Ceramics I (3) UC:CSU

Recommended: Art 708 with a grade of "C" or better, or equivalent. Continued utilization of an expansion upon skills developed in Art 708. Increased emphasis upon individual growth in creative design abilities. Introduction to use of the potter's wheel.

710 Ceramics II (3) UC:CSU

Recommended: Art 709 with a grade of "C" or better, or equivalent. This course continues to focus on the use of the potter's wheel as a forming method. Increased skill building on the potter's wheel, and growth in creative design abilities.

711 Ceramics III (3) UC:CSU

Recommended: Art 710 with a grade of "C" or better, or equivalent. This course continues to focus on the use of the potter's wheel as a forming method. Design and decorative techniques will be applied to wheel-thrown forms, with increased emphasis upon individual growth in creative design abilities.

712 Ceramics Workshop (2) UC:CSU

This course provides a studio experience for beginning and advanced students. A variety of construction methods are undertaken simultaneously, including hand-building and wheel-thrown objects. Techniques for surface enrichment, glazing and firing are explored at various levels of ability.

ASTRONOMY

1 Elementary Astronomy (3) UC:CSU

All areas of modern astronomy are discussed in this introductory course. Major topics include: the sun, moon and planets; stars and galaxies; telescopes and other instruments; constellations; and the history of astronomy.

AVIATION MAINTENANCE TECHNICIAN

(See Aircraft Electronics for additional Aviation classes)

NOTE: Subject credit for courses in this program may be obtained at California State University, Los Angeles and San Jose, and at National University after transfer with an A.S. Degree.

Program entrance requirement: All new and re-entering students must have appropriate placement level demonstrated through the assessment process.

1 Maintenance Procedures (3)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 2.

Instruction is offered in ground operations, servicing airplanes, maintenance publications, forms, records, and mechanic's privileges and limitations. Aircraft materials and processes are identified, with an emphasis on inspection procedures.

Course Descriptions

2 Maintenance Procedures Laboratory (2)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 1.

Instruction and practice is offered in the ground operations and servicing of airplanes. Maintenance publications, forms, and records are used in conjunction with inspection and repair procedures. Materials are identified and inspected to specifications.

3 Basic Aircraft Science (3)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 4.

Instruction is offered in applied mathematics, physics, aircraft drawing, and application of aircraft coverings, doping, and corrosion control composites.

4 Basic Aircraft Science Laboratory (2)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 3.

Instruction and practical application is offered in basic mathematics, physics, aircraft drawings and prints. Instruction and practice is also given in wood structures, aircraft coverings, aircraft finishing and corrosion control.

5 Basic Electricity and Auxiliary Systems (3)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 6.

Instruction is offered in basic electricity, Ohm's law, DC and AC circuits, semi-conductors, metric prefixes, and scientific notation. Communication and navigation systems, cabin atmosphere control, and ice and rain control systems are also covered.

6 Basic Electricity and Auxiliary System Laboratory (2)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 5.

This course describes relationships between voltage, current and power and explains how to use testing and measuring equipment in the inspection, checking, servicing and repair of the following systems: air-conditioning, communication and navigation, and ice and rain control.

7 Electrical and Instrument Systems (3)

Prerequisite: AMT 5.

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 8.

Instruction is offered in the function of aircraft electrical systems and components, generators, and aircraft instruments including flight, navigation, engine instrumentation, and position and warning systems.

8 Electrical and Instrument Systems Laboratory (2)

Prerequisite: AMT 6.

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 7.

An analysis is made of series, parallel and complex electrical circuitry in DC and AC supplemented by discussions of testing and measuring equipment. Description, operation, and maintenance procedures for aircraft instrumentation are also explained, as well as position and warning systems.

9 Assembly, Rigging and Inspection (3)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 10.

Instruction is offered in assembly and rigging techniques, with weight and balance theory and procedure emphasized, and in the fabrication and installation of fluid lines and fittings.

10 Assembly, Rigging and Inspection Laboratory (2)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 9.

Instruction is provided in the skills and techniques needed for the assembly and rigging of airframe structures, including weight and balance computation. Opportunity is provided to fabricate fluid lines and fittings.

11 Aircraft Metal Assembly (3)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 12.

This course offers a study of metal and non-metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.

12 Aircraft Metal Assembly Laboratory (2)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 11.

Instruction and practice is offered in cutting, bending, forming, welding and fastening metal structures. Plastic enclosures, honeycomb and composites are evaluated. Structural repairs using various fastening and bonding techniques are emphasized.

13 Hydraulic, Landing Gear, and Fuel Systems (3)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 14.

Instruction is offered in the study of hydraulic landing gear and aircraft fuel systems. Emphasis is placed on component design, operation, relationships, and systems troubleshooting.

14 Hydraulic Landing Gear, & Fuel Systems Laboratory (2)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 13.

Hydraulic, landing gear, and fuel systems are studied and operated, with components removed and reinstalled. Emphasis is placed on procedures and techniques, troubleshooting and diagnosis.

15 Propeller and Powerplant Systems (3)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 16.

Instruction is offered in propellers and powerplant lubrication, and cooling, induction, and exhaust systems. Fire protection, including fire detection and extinguishing systems, is included.

16 Propeller and Powerplant Systems Laboratory (2)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 15.

Instruction and practice is offered in identifying lubrication; troubleshooting engine lubricating systems; servicing and repairing propellers and control systems; troubleshooting and repairing powerplant cooling, induction and exhaust systems; and inspecting and servicing powerplant fire protection systems.

17 Ignition and Fuel Metering Systems (3)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 18.

Instruction is offered in the principles and practices of aircraft powerplant ignition systems and fuel metering systems.

18 Ignition and Fuel Metering Systems Laboratory (2)

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 17.

Instruction and practice is offered in inspecting, checking, servicing, troubleshooting, and repairing aircraft ignition and fuel metering systems.

Course Descriptions

19 Reciprocating Powerplant Overhaul (3)

Prerequisite: Aviation Maintenance Technician 15 and 17.

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 20.

Instruction is offered in the maintenance, maintenance publications, basic engine theory and overhaul procedures of reciprocating engines.

20 Reciprocating Powerplant Overhaul Laboratory (2)

Prerequisite: Aviation Maintenance Technician 16 and 18.

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 19.

Instruction and practice is offered is the use of maintenance publication records relative to overhaul procedures. Complete engine overhaul procedures, methods and practice are presented.

21 Powerplant Troubleshooting and Testing (3)

Prerequisite: Aviation Maintenance Technician 19.

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 22.

Instruction is offered in power plant inspection and troubleshooting procedures for power plants. Course includes turbine engine theory and operation.

22 Powerplant Troubleshooting and Testing Laboratory (2)

Prerequisite: Aviation Maintenance Technician 20.

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 21.

Instruction and practice is offered in the installation, operation, and troubleshooting of aircraft powerplants.

23 Inspection and Evaluation (3)

NOTE: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AMT 23 and AMT 24.

Prerequisite: Aviation Maintenance Technician 1–22, or authorization for written exams.

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 24.

Instruction is offered in conducting 100-hour inspections. General airframe and powerplant subjects for the Airframe and/or Powerplant License are reviewed. Emphasis is placed on preparation for Federal Aviation Administration written examinations.

24 Inspection and Evaluation Laboratory (2)

NOTE: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AMT 23 and AMT 24.

Prerequisite: Aviation Maintenance Technician 1–22 or authorization for written exams.

Corequisite: Must be taken concurrently with Aviation Maintenance Technician 23.

Instruction and practice is offered in conducting a 100-hour inspection on an airframe and powerplant using the appropriate reference material and correct procedures to determine airworthiness of an airframe or powerplant. Students perform general airframe and power plant practical projects.

31 Inspection Authorization for Aviation Mechanics (3) NDA

Prerequisite: FAA Mechanic Certificate with Airframe and Powerplant ratings.

Instruction is offered to the Certificated Aviation Mechanic to review regulations and inspection procedures in preparation for the Federal Aviation Administration Mechanic Inspection Authorization.

32 Aviation Management (3) NDA

This course surveys general aviation management principles and practices, including airport and airline management. Among specific topics are repair station requirements, flight operations, aircraft maintenance, safety, regulations, personnel management, marketing, office administration, and trends.

BIOLOGY

(See also: **Anatomy, Environmental Science, Microbiology, and Physiology**)

3 Introduction to Biology (4) UC:CSU

This is a course in general biology designed to fulfill a laboratory science requirement for students not majoring in biology. Students must be enrolled concurrently in a lecture and a lab section. The lecture portion of the course (Biology 3A) emphasizes the basic principles in biology and the fundamental characteristics of all living organisms. Lecture topics include the scientific method, cell structure and function, levels of organization of living organisms, heredity, and the genetic control of cellular processes, evolution, and ecology. The laboratory portion of the course (Biology 3B) emphasizes the diversity of living organisms. Laboratory topics include an introduction to the microscope, study of the cell, a survey of the microorganisms, plants, and animals that comprise the kingdoms of life, and the anatomic study of the earthworm, grasshopper, and fetal pig.

NOTE: 3A and 3B must be taken concurrently. Biology 3A and 3B do not transfer separately.

3A Introduction to Biology A (3) UC:CSU

3B Introduction to Biology B (1) UC:CSU

NOTE: UC Transfer Credit Limit: A maximum of one course from Biology 3 or 5 will be accepted for credit. No credit will be given for Biology 3 or 5 if taken after Biology 6 or 7.

4 Heredity and Human Development (3) UC:CSU

This is an introductory genetics course for non-science majors. Emphasis is placed on the facts and fictions of heredity including its relationship to evolution, reproduction, genetic counseling and various human conditions and diseases. This course fulfills a non-laboratory science requirement.

5 Introduction to Human Biology (4) UC:CSU

This is a course in biology emphasizing human beings. It is designed to fulfill a laboratory science requirement and will also provide a foundation for advanced courses in biology, including human anatomy, physiology, and microbiology. Students must be enrolled concurrently in a lecture and a lab section. The lecture portion of the course (Biology 5A) emphasizes the fundamental principles in biology, cell structure and function, and the levels of organization in the human body. Lecture topics include the scientific method, an introduction to biological chemistry, heredity, the genetic control of cellular processes, and the organ systems of the body. The laboratory portion of the course (Biology 5B) includes an introduction to the microscope, detailed study of cells and tissues, and the dissection of a fetal pig.

NOTE: UC Transfer Credit Limit: A maximum of one course from Biology 3 or 5 will be accepted for credit. No credit will be given for Biology 3 or 5 if taken after Biology 6 or 7.

NOTE: Biology 5A and 5B do not transfer separately.

5A Introduction to Human Biology A (3) UC:CSU

5B Introduction to Human Biology B (1) UC:CSU

Course Descriptions

6 General Biology I (5) UC:CSU (Biology 6 & 7 equal CAN BIO I SEQ A)

Prerequisite: Chemistry 101 with a grade of "C" or better.

The principles of molecular biology, cell structure and function, genetics, evolution and organization at the tissue level in plants and animals are studied. Biology 6 and 7 satisfy requirements of lower division zoology and botany for biological science majors, pre-medical, pre-dental and pre-pharmacy majors.

7 General Biology II (5) UC:CSU (Biology 6 & 7 equal CAN BIO I SEQ A) (Biology 7 may be taken before Biology 6)

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.

NOTE: Many four-year institutions recommend the completion of both Biology 6 and 7 as a core program.

10 Natural History (3) UC:CSU

A natural history course with emphasis on animals. Topics include climate, physical environment, and how plant/ animal distributions and abundance are determined. Aspects of anatomy, physiology, ecology, behavior, evolution and systems are used to explain life history strategies.

185 Directed Study - Biology (1) UC:CSU

285 Directed Study - Biology (2) UC:CSU

385 Directed Study - Biology (3) UC:CSU

Allows a student to pursue Directed Study in Biology on a contract basis under the direction of a supervising instructor.

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

BROADCASTING

1 Fundamentals of Radio and Television Broadcasting (3) CSU

Required of all Broadcasting majors; open to others.

This is a survey course which introduces the student to the technical, historical and organizational aspects of the telecommunications industry. Areas explored may also include legal aspects, international systems, emerging media technologies, and the relationship and influence advertising and finance have upon the industry.

5 Radio and Television Acting (3) CSU

The fundamentals of acting for the camera are explored. Demonstrations, exercises and improvisations are used to practice the techniques, and scenes are practiced, taped and critiqued.

7 Radio Announcing 1 (3)

Training for those interested in developing skills as announcers in radio or television, for commercials, news, sports, interviewers, on-air talent or talk show hosts.

12 Broadcast Station Operation 1 (3)

A laboratory course involving the operation of the campus radio station, WLAC. Duties will include on-air and internet radio operations.

14 Broadcasting Station Management (3)

A study of the elements, problems, and responsibilities in broadcast and cable management. Emphasis is placed on an examination of the management function as it relates to Federal Communications Commission (FCC) regulations.

25 Radio/TV/Film Writing (3) CSU

An analysis of the form and style of radio, television and film scripts and program formats. Preparation of scripts for radio, television, and film.

911 Cooperative Ed. - Broadcasting (1) CSU

921 Cooperative Ed. - Broadcasting (2) CSU

931 Cooperative Ed. - Broadcasting (3) CSU

941 Cooperative Ed. - Broadcasting (4) CSU

See "Cooperative Education" section for complete details on the requirements.

BUSINESS

Also listed alphabetically in this catalog: Accounting, Business, Computer Science, Finance, Law, Management, Marketing, Computer Applications and Office Technologies, and Real Estate.

1 Introduction to Business (3) UC:CSU

This course is a survey of the fundamental aspects of all phases of business including entrepreneurship alternatives, management/ leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets.

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.

5 Business Law I (3) UC:CSU (Same as Law I)

Essentials of the law of contracts; agency, employment, personal property, bailment, sales and real property in their application to everyday problems pertaining to business and to the individual. Elementary safeguards regarding sales and sales contracts are covered.

31 Business English (3)

This course offers an intensive review of the techniques and mechanics of English: grammar, sentence structure, business vocabulary, capitalization, punctuation, various business letter styles, proof-readers' symbols, and website reference tools as specifically applied to the field of business.

NOTE: Required of all Business and CAOT majors.

32 Business Communications (3) CSU

Prerequisite: Business 31 with a grade of "C" or better.

This course covers the principles and techniques of effective business writing which includes the development of the ability to analyze, organize and compose various types of written and oral business communications. Emphasis is placed on the writing of clear, concise and persuasive letters, memos and reports, and the psychology of business letter composition and communications.

38 Business Computations (3) CSU

This course provides a comprehensive study of business mathematics and reviews basic mathematics such as decimals, fractions, and percentages. It also covers the topics of bank services, payroll, mathematics of buying and selling, interest and loans, taxes, cash and trade discounts, depreciation and other business computations. This course is intended to students interested in pursuing careers in business.

Course Descriptions

CHEMISTRY

61 Foundation Essentials: Values & Ethics (.5)

This course emphasizes the importance of values and ethics for supervisors in the workplace.

62 Basic Time and Space Management (.5)

This course is an introduction to time and space management using specific tools.

63 Communicating with People (.5)

Key elements in communicating within business organizations are introduced. The course includes verbal and non-verbal communications, and the development of listening skills.

64 Team Building (.5)

An understanding of how teams work, common problems teams encounter, and how to solve these problems are the focus of this course. Students will learn to recognize different team player styles, and will be introduced to team building in the workplace.

65 Decision Making & Problem Solving (.5)

Students are introduced to a variety of problem solving techniques and decision-making processes most important for a supervisor.

66 Customer Service (.5)

Certain key skills and attitudes are vital for meeting customers' needs. Students will be introduced to the concepts of internal and external customers, customer satisfaction, and customer retention. Communicating with customers, developing positive attitudes, handling complaints and the importance of sales skills are also emphasized.

67 Attitude in the Workplace (.5)

This course presents key skills for maintaining a positive attitude in the workplace. The three types of attitudes, how attitudes are communicated, and how to affect one's own attitude. Primary causes of a bad attitude, turnaround strategies, and specific techniques for improving the attitudes of others.

68 Conflict Resolution (.5)

An analysis of attitudes and behaviors which create conflicts between individuals and groups within an organization are examined in this course.

69 Stress Management, Job Burnout, and Counseling (.5)

Supervisors need various skills to combat job stress and burnout in the workplace. This course will enable supervisors to recognize stress and learn how to manage it, recognize job burnout and what they can do about it, and how to counsel employees in a variety of situations.

70 Managing Organizational Change (.5)

This course addresses change and the influence it has on an organization and its members. Understanding organizational change, theoretical models, stages of change, and how to manage change are all covered.

185 Directed Study - Business (1) CSU

285 Directed Study - Business (2) CSU

385 Directed Study - Business (3) CSU

12 Environmental Chemistry (3) UC:CSU

Corequisite: Chemistry 13.

Recommended: one year of high school algebra or Mathematics 115.

This course introduces the fundamentals of chemistry governing the forms of matter and their chemical transformations within the context of environmental issues. Specific topics include inorganic and organic reaction and equations, atmospheric pollutants, photochemical smog, acidic deposition (acid rain) and the complex of chemical reactions that result in acidification. Chemistry 12 and Chemistry 13, taken together, can be used to meet CSU general education requirements.

13 Environmental Chemistry Laboratory (1) UC:CSU

(Same as Environmental Science 13)

The associated experiments for this laboratory course will complement Chemistry 12. Areas to be explored will include laboratory techniques for safe handling, storage, and transformation of hazardous materials, quality assurance/control, and chemical instrumentation. Physical and chemical property measurements of aqueous, non-aqueous, and solid samples of environmental importance.

51 Fundamentals of Chemistry (5) UC:CSU

(Formerly Chem. 3)

Recommended: One year of high school algebra, or Mathematics 115.

A descriptive course in inorganic and organic chemistry. Topics include the metric system of measurement; chemical symbols; formulas and nomenclature systems; chemical equations; physical properties including density, solubility and states of matter; chemical properties; acids, bases, buffer and pH; basic principles of equilibrium and an introduction to radioactivity. Organic topics focus on functional group identification including hydrocarbons, organic halides, alcohol, ketones, acids, esters, amines, carbohydrates, lipids and proteins. This course is designed for Nursing and other Allied Health majors, students in Environmental Hazardous Materials, Elementary Education or Liberal Arts who do not intend to take Chemistry 101.

60 Introduction to General Chemistry (5) UC:CSU

(Formerly Chem. 10)

Prerequisite: One year of high school algebra, or Mathematics 115.

This basic chemistry course presents elementary principles of general chemistry, including nomenclature and problem solving. Students whose previous chemistry background is inadequate for Chemistry 101 should take this course in preparation for Chemistry 101.

Chemistry 60 is also recommended for students who have been away from high school chemistry for more than two years.

NOTE: UC transfer credit limit maximum of one course from Chemistry 51 or 60. No credit for Chemistry 51 or 60 if taken after Chemistry 101.

70 Introductory Organic and Biochemistry (4) UC:CSU

(Formerly Chem. 9)

Prerequisite: Chemistry 101, 51 or 60, with a grade of "C" or better.

This course is designed for students who are majoring in Dental Hygiene, Home Economics or Nursing. Emphasis is placed on organic chemistry and the processes that occur in living tissues. The relationship between organic and biochemistry is presented at the molecular as well as the cellular level.

NOTE: UC Transfer Credit Limit: A maximum of two courses from Chemistry 70, 211, 212, or 221 will be accepted for UC credit.

Course Descriptions

101 General Chemistry I (5) UC:CSU (Formerly Chem. 1)

Prerequisites: (1) High school chemistry or Chemistry 60 with a grade of "C" or better; (2) A minimum of two years of high school mathematics or Mathematics 125 or equivalent.

This is a basic course emphasizing principles and theories. It includes discussions of chemical stoichiometry, atomic and molecular structure and the periodic table, gases, liquid solids, solutions, oxidation-reduction, acids and bases, and an introduction to chemical thermodynamics. The laboratory emphasizes basic laboratory skills, chemical principles, and quantitative relationships.

NOTE: No UC credit for Chemistry 51 or 60 if taken after Chemistry 101. One course maximum credit for 51 or 60.

102 General Chemistry II (5) UC:CSU (Formerly Chem. 2)

Prerequisite: Chemistry 101 with a grade of "C" or better.

This course is a continuation of Chemistry 101, with an introduction to chemical kinetics, chemical equilibrium with emphasis on aqueous equilibria, electrochemistry, nuclear chemistry, organic chemistry, and descriptive inorganic chemistry. The laboratory includes both quantitative experiments and qualitative analysis.

NOTE: No UC credit for Chemistry 51 or 60 if taken after Chemistry 101.

211 Organic Chemistry for Science Majors I (5) UC:CSU (Formerly Chem. 14)

Prerequisite: Chemistry 102 with a grade of "C" or better.

The student is introduced to structure, bonding, naming, stereochemistry and functional group chemistry with emphasis on reactions and reaction mechanisms. In the laboratory, the essential skills of preparation, isolation, purification and identification of organic compounds are presented.

NOTE: UC Transfer Credit Limit: A maximum of two courses from Chemistry 70, 211, 212 or 221 will be accepted for UC credit.

212 Organic Chemistry for Science Majors II (5) UC:CSU (Formerly Chem. 18)

Prerequisite: Chemistry 211.

Chemistry 212 is a continuation of Chemistry 211 with additional emphasis on the remaining functional groups as well as on multi-step synthesis and reaction mechanisms in stereochemistry and modern instrumental and analytical methods. Special attention is given to reactions and organic compounds of biochemical importance. Significant laboratory time is devoted to synthesis of complex organic compounds.

NOTE: UC Transfer Credit Limit: A maximum of two courses from Chemistry 70, 211, 212, 221 will be accepted for UC credit.

221 Biochemistry for Science Majors (5) UC:CSU (Formerly Chem. 15)

Prerequisite: Chemistry 211 with a grade of "C" or better.

An introduction to the structure, properties, and metabolism of carbohydrates, fats, proteins, nucleic acids, vitamins and hormones. Relationships between metabolism and energy are presented. In the laboratory, the preparation and reactions of biologically important compounds, both chemical and enzymatic, are investigated.

NOTE: UC Transfer Credit Limit: A maximum of two courses from Chemistry 212, 70, 211, 221 will be accepted for UC credit.

185 Directed Study - Chemistry (1) CSU

285 Directed Study - Chemistry (2) CSU

385 Directed Study - Chemistry (3) CSU

Allows a student to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor.

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

CHICANO STUDIES

8 The Mexican-American in the History of the United States II (3) CSU

(Same as History 44)

A survey of United States history from 1865 to the present, emphasizing the contributions of Mexican-Americans to the development of the U.S. Included is a continued survey of the United States Constitution.

CHILD DEVELOPMENT

1 Child Growth and Development (3) UC:CSU

The process of human development from pre-birth to adolescence is studied. Emphasis is placed on development that enables children to reach physical, mental, emotional and social maturity.

2 Early Childhood: Principles and Practices (3) CSU

Prerequisite: Verification of an annual tuberculosis test.

This is a survey course of preschool education. The student becomes aware of various types of schools offering experiences to children between 2 and 5 years of age. The personal characteristics of preschool teachers and opportunities for careers in the field are studied. Curriculum suitable for preschool children is included.

3 Creative Experiences for Children I (3) CSU

Recommended: Child Development 1 and 2.

Many types of creative experiences for young children are explored including painting, clay modeling, music, drama, art materials and language development. The student has an opportunity to learn to set up, control and evaluate children's experiences in a classroom setting.

4 Creative Experiences for Children II (3) CSU

Recommended: Child Development 1 & 2.

Creative experiences for children in language arts, mathematics, social studies, science, perceptual motor development and cooking. Curriculum planning, evaluation of the child's experience, and environmental design of the classroom and its impact on learning will be covered.

10 Child Health (3) CSU

Recommended: Child Development 1 and 2.

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/disabilities 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.

A study is made on the effect of children's homes, schools and communities on children's development. Special emphasis is placed on the dynamics of human relations in the multicultural urban setting. The cooperation between all agencies connected with the young child is studied in depth.

Course Descriptions

12 Parent-Teacher-Child Interaction (3) CSU

Recommended: *Child Development 1 and 2.*

Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences to enable them to relate better to the families of the children in their classrooms. Techniques such as role-playing and personal interviews are utilized to give students confidence in working with parents and their specific problems.

21 Child Development Practices and Observation (3) CSU

Recommended: *Child Development 1 and 2. Verification of an annual tuberculosis test and fingerprinting is required.*

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 is included, as well as discussions on the development of well-adjusted personality during the preschool years.

22 Laboratory in Child Development I (4) CSU

Recommended: *Child Development 1, 2 and 21. Verification of an annual tuberculosis test and fingerprinting is required.*

Work with nursery school children is conducted under the direction of a nursery school staff member and is supplemented by the supervision of the course instructor. Emphasis is placed on developing, implementing and evaluating classroom experiences for young children.

23 Practicum In Child Development II (4) CSU

Recommended: *Child Development 1, 2, 3, 4, and 22 with a grade of "C" or better. A tuberculosis test and fingerprinting is required.*

This is the second semester of practicum teaching experience in a different setting and under the supervision of a master teacher and college instructor. This course provides the practical application of theories covered in prerequisite courses.

30 Infant Studies (3) CSU

Recommended: *Child Development 1.*

This course will include a study of infant and toddler development from birth through toddler-hood. The birth process, attachment, temperament and development physically, cognitively, socially and emotionally will be included. Care giving and environments that support development will be covered. Assessments and observations will be implemented by the students in a fieldwork format.

31 Infant and Toddler Studies II (3) CSU

The principles of inclusive, respectful caregiving for infants and toddlers within a variety of program designs will be studied and analyzed. Skills for designing appropriate curriculum and environments will be included in the content of the course. Health, safety and licensing requirements will be examined. Modalities for communicating with parents and providing resources for support will be discussed as part of this course.

34 Observing and Recording Children's Behavior (3) CSU

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.

35 Literacy Development in Young Children (3) CSU

This course examines early literacy as the beginning stages of learning to read and write. The course surveys ways to promote early literacy through curriculum, assessment, talking, playing, reading, writing, and learning the code. The use of developmentally appropriate approaches in promoting and reinforcing early literacy are implemented in hands-on projects. Students are exposed to recognizing the alphabet as a code for the sounds of language.

38 Administration and Supervision of Early Childhood Programs (3) CSU

Recommended: *Child Development 1, 2 and 11.*

The principles and practices of nursery school organization and administration covered include organizational structure, budgeting, personnel policies and practices, records, statistics, reporting and relationship with community resources.

39 Administration and Supervision of Early Childhood Education Programs II (3) CSU

Recommended: *Child Development 38.*

An in-depth study of budget and staffing, including the use of computers. The course will include proposal writing, advocacy, staff relations, in-service training, working with parents, dealing with supervising agencies or boards, professional activities and current research in the field, as well as changes in the laws.

42 The Child in a Diverse Society (3) CSU

This course presents the philosophy and methods related to working with young children and families within a diverse society, including race, language, culture, gender, age, social class and children with special needs. Curriculum development and environmental designs will be studied from an inclusive perspective.

44 Programs for Children with Special Needs I (3) CSU

This course focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently-abled children and their families. Legal mandates and the impact of laws and legislation will be examined in respect to the impact on children and their families. Understanding the process of assessment and developing an Individual Family Service Plan will be analyzed and discussed.

45 Programs for Children with Special Needs II (3) CSU

This course identifies the political and social implications that affect special education, and it identifies the different categories of disabilities. The Individual Education Plan is discussed and evaluated. Students are exposed to techniques for identifying and implementing goals and objectives for children with special needs. Teaching techniques and curriculum activities are discussed designed and implemented in the class projects.

46 School Age Programs I (3) CSU

The student will be introduced to school-age programs. It is designed for those planning to work in before-and- after-school childcare. Topics to be covered will include growth and development, creative experiences, and developmentally appropriate practices and environments. Techniques for guiding children's behavior and communication will be discussed. Appropriate administration and staffing for school-age programs will be analyzed and discussed.

47 School Age Programs II (3) CSU

Students will be introduced to the different types of school age childcare programs. Topics to be covered will include the child in context to the family, community and society. The physical environment and the modalities for facilitating learning will be discussed and analyzed. Opportunities to develop and implement age and content appropriate activities for school-aged children will be executed in classroom projects.

48 Positive Guidance in Early Childhood Settings (3) CSU

This course will explore developmentally appropriate management techniques for children in early childhood settings. Emphasis will be placed on developing culturally sensitive individualized plans for behavior management of traditional and special needs children.

Course Descriptions

60 Introduction to Family Child Care I (1)

This course is designed for family childcare providers and persons entering the profession. Focus is placed on business and environmental considerations, age appropriate activities for multi-ages. The importance of maintaining accurate business records will be discussed. Identifying and maintaining a quality program will be discussed in terms of such aspects as: health, safety, nutrition, physical environment, and communication with parents and children.

61 Introduction to Family Child Care II (1)

This course is designed for students who are interested in family day care. It will focus on business management, business law, insurance, budget, contracts and record keeping, taxes and marketing. Students will explore marketing techniques and design advertising materials and contracts.

62 Developmental Profiles: Pre-Birth through Age Eight (2)

This course defines concise profiles of physical, emotional, social and intellectual development from pre-birth through age eight. It reviews commonly used terms and concepts of child development. Students will examine observation and assessment techniques to enable them to evaluate children.

63 Creative Curriculum in a Family Child Care Setting (2)

This course has an emphasis on play and creative experiences for children in the home setting. Demonstrations and participation in dramatic play, manipulatives, music, math, science, art, crafts, and language will be covered, with emphasis placed on promoting an environment and techniques that will foster creativity and individuality in children.

65 Adult Supervision and Early Childhood Mentoring (2)

This course is a study of the methods and principles of supervising student teachers in early childhood programs. The course emphasizes the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and staff. This course identifies and examines the roles of supervisors, teachers, support staff, the child and the family. Different styles of supervising are discussed and evaluated.

185 Directed Study - Child Development (1)

285 Directed Study - Child Development (2)

385 Directed Study - Child Development (3)

These courses allow the student to pursue directed study in Child Development on a contract basis under the direction of a supervising instructor. Refer to the "Directed Study" section of this catalog for additional information. A maximum of 6 units in Directed Study may be taken for credit.

911 Cooperative Ed. - Child Devlpmt. (1) CSU

921 Cooperative Ed. - Child Devlpmt. (2) CSU

931 Cooperative Ed. - Child Devlpmt. (3) CSU

941 Cooperative Ed. - Child Devlpmt. (4) CSU

(See Cooperative Education Section for guidelines.)

CHINESE

1 Elementary Chinese (5) UC:CSU

This course stresses the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases, and the ability to understand, speak, read and write basic Mandarin Chinese. It includes an introduction to Chinese civilization and culture.

CINEMA

(Also See Theater)

1 Introduction to Motion Picture Production (3) UC:CSU (Same as Theater 501)

A comprehensive introduction to basic film production techniques and equipment. Proper procedures are explained for the use of cameras, lenses, filters, film stock, light, microphones, tape recorders, editors, and other motion picture equipment. The goal of this course is to appreciate and understand the elements unique to cinematic production and post-production.

3 History of Motion Pictures and Television (3) UC:CSU

This course covers the history of motion pictures and television. Films and shows from the beginning to present times are screened in class. Both American and foreign productions are discussed.

5 Introduction to Screenwriting (3) UC:CSU

Prerequisite: Cinema 1.

Screenwriting is taught with special attention to the development of script, plot and character as related to technical scripts and screenplays.

18 Main Currents in Motion Pictures (3) UC:CSU

A study of classic film genres: drama, suspense, comedy, romance, etc., through screenings and analysis of style, characteristics and structure.

107 Understanding Motion Pictures (3) CSU

Analysis of the elements that make motion pictures an art form, including visual composition, color, music, acting, editing, lighting, story and sound. This course includes regular screenings of classic and contemporary motion pictures.

111 Cinema: Developing Content for Movies (3)

This survey course presents an overview of the art and business of the film industry, and explains the cultural function and aesthetic significance of the medium. It analyzes how movies are made today, discusses how a project evolves from concept, through script, to production.

112 Script Analysis (3) CSU

Prerequisite: English 101.

This course will train the student to write a professional evaluation ("coverage") identifying strengths and weaknesses of literary material submitted to the producers of film and television. Student's written analysis of scripts will become part of their professional portfolio.

931 Cooperative Education (3) CSU

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

(Formerly Office Administration)

1 Keyboarding/Document Processing I (3)

Mastery of the keyboard and the operations of computers are developed. Emphasis is placed on formatting and producing letters, tables and using a popular word processing program. The student should achieve a minimum keyboarding speed of 30 words per minute.

NOTE: Students with the ability to type 35 words per minute (w.p.m.) and to create basic documents in Microsoft Word should enroll in Computer Applications and Office Technologies (CAOT) 2.

Course Descriptions

2 Keyboarding/ Document Processing II (3) CSU

Prerequisite: CAOT 1, or ability to type 35 words per minute and ability to create specialized documents in Microsoft Word.

Skills developed in this course include correct techniques in producing specialized documents using a popular word processing software program. The student should achieve a minimum key-boarding speed of 40 words per minute.

3 Document Processing III (3)-CSU

Prerequisite: CAOT 2, or the ability to type 40 words per minute and create specialized documents in Microsoft Word.

Skills developed in this course include correct techniques for developing speed and accuracy in typing business letters and memorandums, special business forms, rough drafts, and statistical and business reports. The student should achieve a minimum typing speed of 40 words per minute.

6 Adding and Calculating Machines (1)

This course offers instruction in the ten-key operation of computers by touch. Basic accounting problems will be solved.

9 Keyboarding/Typing Improvement (1) RPT 1 NDA

Prerequisite: Completion of a beginning keyboarding course with grade of "C" or better, or the ability to type 25 words per minute.

Speed and accuracy are improved through timed keyboarding and corrective drills. Students may enroll for two semesters. This course may be taken in addition to CAOT 2 or CAOT 3 if the student needs additional speed and/or accuracy building. Students use computers.

23 Legal Secretarial Procedures

This modularized course prepares students for the operations of a law office, including jurisdictions, type of actions, terminology and ethics.

23A Legal Secretarial Procedures I A (1)

This course prepares students for the operations of a law office including jurisdictions, types of actions, terminology and ethics.

23B Legal Secretarial Procedures I B (1)

This course prepares students for the operations of a law office including jurisdictions, types of actions, terminology and ethics.

23C Legal Secretarial Procedures I C (1)

This course prepares students for the operations of a law office including jurisdictions, types of actions, terminology and ethics.

23Y Legal Secretarial Procedures I Y (2.5)

This course introduces students to the procedures, language, and activities performed by legal administrative assistants in law offices.

31 Business English (3)

(Same as Business 31)

This course offers an intensive review of the techniques and mechanics of English: grammar, sentence structure, business vocabulary, capitalization, punctuation, various business letter styles, proofreaders' symbols, and website reference tools as specifically applied to the field of business.

NOTE: Required of all Business and CAOT majors.

32 Business Communications (3) CSU

(Same as Business 32)

Prerequisite: Business 31 with a grade of "C" or better.

This course covers the principles and techniques of effective business writing which includes the development of the ability to ana-

lyze, organize and compose various types of written and oral business communications. Emphasis is placed on the writing of clear, concise and persuasive letters, memos and reports, and the psychology of business letter composition and communications.

34 Business Terminology (2)

Vocabulary building and spelling skills are stressed. Emphasis is placed on phonics, spelling rules, confusing words, commonly misspelled words and the formation of plurals. The course allows the application of skills through written expression.

35 Word Processing: Concepts in Information Systems (3) CSU

Recommended: The ability to type 30 words per minute.

Word processing vocabulary and features found on Microsoft Word for Windows software are examined, as well as the occupation of Word Processing.

39 Word Processing, Keyboarding and Operations (3) RPT 2

Recommended: The ability to type 35 words per minute and completion of, or concurrent enrollment in, CAOT 35 or another computer class.

This course teaches word processing skills such as inputting, formatting, editing, and printing using WordPerfect software on IBM-compatible computers.

44 Medical Terminology (3)

The student develops a comprehensive medical vocabulary applicable to all specialties of medicine by learning Greek and Latin prefixes, suffixes, word roots, etc. A basic understanding of anatomy and physiology is provided. Training in the spelling, pronunciation and definition of medical terminology is given, as well as training in the use of a medical dictionary.

47 Applied Office Practice (2) RPT 3

Corequisite: Enrollment in at least one other CAOT course.

The student will work five hours a week on campus. The course provides an opportunity to gain practical experience in many areas of office work. Placements are made according to the skills possessed by the student and the requirements of the office to be assigned.

64 CAOT Laboratory (1) NDA

Corequisite: Enrollment in at least one other CAOT course.

This course provides laboratory time for CAOT students who need additional time and practice to increase their skills in any CAOT subject area.

NOTE: Graded on a Credit/No Credit basis only.

75 Word Processing: Equip. Operations (2) CSU

Recommended: The ability to type 25 words per minute.

This class presents word processing skills on the microcomputer including keyboarding, editing, and printing various types of documents. It is designed for all students, including non-business majors.

75A Word Processing: Equip. Operations A (1) CSU

75B Word Processing: Equip. Operations B (1) CSU

Course Descriptions

79 Word Processing Applications (3)

Prerequisite: the ability to type 40 words per minute, and completion of CAOT 35 or CAOT 39.

Basic word processing skills such as inputting, formatting, editing and printing are taught utilizing the WordPerfect word processing program on IBM-compatible computers.

88 Microcomputer Office Applications: Desktop Publishing (3) RPT 2

Prerequisite: One of the following: CAOT 35, 39, Computer Science 901, 902, or equivalent experience.

This course provides information and hands-on training in using IBM or compatible microcomputers, laser printers, and a desktop publishing software package. Students will learn to produce camera-ready, near typeset quality reports, newsletters, flyers and business forms using PageMaker software.

93 Legal Document Production (2)

Selection and preparation of formatted documents specific to law offices.

101 Hands-On Internet (1) CSU

This course introduces students to the Internet and e-mail for business applications. Students will develop competency in the use of computers to access the Internet for business research and applications.

107 Introduction to Presentation Programs (1)

The use of computers for group presentations is practiced in this class, and PowerPoint software is used.

115 Human Relations for Career Success (1.5)

This course is designed to help develop an understanding of oneself and how one relates to others in the workplace, including employers, supervisors, co-workers and customers. It focuses on relationships with customers, as well as teamwork, organizational effectiveness, communications, and self-development.

116 Medical and Dental Insurance Forms (1)

This course will describe how medical and dental insurance documents are processed, and students will use the computer to file claims for various insurance companies.

117 Computers in Health Occupations (1)

This course includes a survey of currently available software for medical and dental offices and hospitals, with a focus on evaluation and selection. It also provides hands-on experience for students with no prior computer experience. Medical records, reports, and computer ergonomics will also be discussed.

118 Workplace Skills (1)

This course examines specific office skills. It includes hands-on work with computers performing typical office document processing. Personal and office productivity, communications, records management, meeting support, financial transactions, presentations, and medical/ dental career choices will also be covered.

119 Medical and Dental Office Procedures (2)

This course will cover the operation of the medical and dental office in detail. It will include opening and closing the office, answering the telephone, scheduling appointments, ordering supplies, and managing patient flow.

185 Directed Study - CAOT (1)

285 Directed Study - CAOT (2)

385 Directed Study - CAOT (3)

Prerequisites: The ability to type 50 words per minute, and CAOT 2, 39, or 79.

Students will work on independent projects as discussed and approved by instructor.

911 Cooperative Ed. - CAOT (1)

921 Cooperative Ed. - CAOT (2)

931 Cooperative Ed. - CAOT (3)

941 Cooperative Ed. - CAOT (4)

(See "Cooperative Education" for requirements.)

COMPUTER SCIENCE INFORMATION TECHNOLOGY

For all Computer Science-Information Technology courses, a maximum of six courses—regardless of department—is acceptable for transfer to UC campuses.

901 Introduction to Computers and Their Use (3) CSU

This course is a "computer literacy" course intended for students with little or no prior experience with computers. The course covers computers concepts and terminology as well as use of Windows, Word, and Excel. Students will learn how to use a "browser" to search the World Wide Web.

902 Introduction to Computer Science (3) CSU

NOTE: Students who have completed CSIT 901 may also take this course.

This course introduces students to fundamental concepts of computer science and programming. Applications will NOT be taught. Programming will be introduced with the C++ language. This class is intended for Computer Science, Engineering, Math and Science majors. It is a prerequisite for all CSIT programming classes and is acceptable as a prerequisite for applications classes.

911 Cooperative Education - CSIT (1) (CSU)

917 Beginning Micro Assembly Language (3) UC:CSU

Prerequisite: CSIT 902 or equivalent experience.

This course will teach the student how to use the assembly language for PCs. Topics to be covered include hardware architecture and software concepts, program design and debugging, and use of operating system calls.

921 Cooperative Education - CSIT (2) (CSU)

930 Micro-Computer Application Software (4) CSU

Prerequisite: CSIT 901 or equivalent experience.

This course illustrates how the Microsoft Office Suite can be used to solve typical business problems. Students will use Word, EXCEL, Access, and PowerPoint to prepare documents, workbooks, databases, and presentations typical in today's business environment. Students will learn how to incorporate documents produced by one application into another application. Disk organization will be illustrated and emphasized. This class will prepare students for the Microsoft MOUS certification test.

931 Cooperative Education - CSIT (3) (CSU)

Course Descriptions

933 Database Design and Programming (3) CSU

Prerequisite: CSIT 930 or equivalent experience.

This class explains the concept of relational databases. It illustrates how the Microsoft Access data base management system may be used in common business applications such as report and screen design, database design, and computer-aided decision making. This course covers advanced Access features including SQL programming.

934 Microcomputer Operating Systems (3)

Prerequisite: CS 901 or CS 902 or equivalent experience.

The course serves as a general introduction for students who need a technical foundation in current Microsoft operating systems, including; Windows XP, Windows NT, and Windows 2000. Students will be exposed to the following operating systems topics: user-interfaces (graphic and textual), hard drive/file management, performance issues, batch file programming, directories and folders, and printer management. The course has a particular focus on Microsoft-supported operating system command-line commands. The course uses text-based study materials, simulation lab exercises and demonstrations so students will learn how to perform operating system support tasks. This course is appropriate for Computer Science majors and/or users who require skills to support, troubleshoot, or repair personal computers.

NOTE: This course is a prerequisite to enter the WLAC's Microsoft Certified Systems Engineer (MCSE) or the CISCO (CCNA) training program.

936 Introduction to Data Structures (3) UC:CSU

Prerequisite: CSIT 939 or equivalent experience with the C++ programming language.

This course introduces the student to the concept of "software engineering," a disciplined approach to the design, production, and maintenance of computer programs. Concepts of data structures such as stacks, queues, linked lists, binary search trees, sorting algorithms, and recursive programming techniques will be covered. The course will give students experience in using C++ objects to create abstract data structures.

937 Teleprocessing Systems (3) CSU

Prerequisite: Computer Science CSIT 901 or CSIT 902 or equivalent experience.

This course introduces students to basic concepts of telecommunications. Modems, Serial I/O, protocols, security and telecommunications software will be covered. Students will use telecommunications software to communicate with other computers. They will learn how to access the World Wide Web and gain practical experience creating websites.

938 Basic Programming (3) CSU

Prerequisite: CSIT 902 and familiarity with Windows.

This course explains how to use the visual BASIC language in order to develop applications for Microsoft Windows.

939 Programming in C++ (3) UC:CSU

Prerequisite: CSIT 902 or equivalent experience.

This course introduces object-oriented programming using the C++ language. Students will learn the syntax of the C++ language as well as the underlying concepts of object-oriented programming. Programming assignments will illustrate the use of the language use well as the use of the C++ function library.

941 Cooperative Education - CSIT (4) (CSU)

See "Cooperative Education" section.

948 Advanced Spreadsheet (3) CSU

Prerequisite: CSIT 930 or equivalent experience with spreadsheet programs.

This course will teach the student how to use advanced features of the EXCEL spreadsheet program in order to perform typical business and financial analysis. Topics covered will include financial functions, conditional functions, macros, template design, three-dimensional spreadsheet models, and presentation quality graphics.

965 Introduction To Microsoft Networks (3)

Prerequisite: CS 901, CS 934, or equivalent experience.

This course is designed to provide students with the background necessary to understand the local area networking information in Microsoft courses on workstations and networks. The course serves as a general introduction for students who need a foundation in current Microsoft networking technology for local area networks (LANs) and wide area networks (WANs) using Windows 2000 Servers. It includes text-based study materials, simulation lab exercises, and demonstrations so students can do networking tasks that reinforce the information in the text. A brief examination will be given during the first class meeting which will test the students' knowledge of personal computer terminology and basic operating systems concepts such as subdirectories, batch files, file and memory management commands, and optimization. A satisfactory score will be required for enrollment. This course has a limited enrollment of 26 students.

NOTE: This course is one of the required core courses for the WLAC Microsoft Certified Systems Engineer (MCSE) or CISCO (CCNA) training program.

967 Introduction To Microsoft Windows XP Professional (3)

Prerequisite: CS 901, CS 934, or equivalent experience.

This course helps students gain the knowledge and skills needed to support Microsoft Windows XP Professional. These skills include setup, configuration, customization and optimization, network integration using the Windows 2000 Server, administration, troubleshooting, and other support issues. A brief examination will be given during the first class meeting which will test the student's knowledge of personal computer terminology and operating systems concepts such as subdirectories, batch files, file and memory management commands, and optimization.

NOTE: This course is one of the required background courses for the WLAC Microsoft Certified Systems Engineer (MCSE) certification program and has a limited enrollment of 26 students.

972 Introduction to Cisco Network Fundamentals (3)

Prerequisite: CS 965, CS 983 (TCP/IP), or equivalent experience.

This course covers topics including; networking, network terminology and protocols, network standards, LAN, WAN, the layers of the OSI reference model, cabling, and cabling tools. In addition, this course provides students with their first exposure to Cisco routers, router programming, and routing protocols. Students will be introduced to router startup and setup configuration, the Cisco Internetworking Operating System (IOS), routing protocols, and network management issues. The course utilizes text-base study material, simulation lab exercises, and demonstrations to reinforce network concepts and theories. A brief examination will be given during the first class meeting to test students' knowledge of networking and TCP/IP concepts. A satisfactory score is required for enrollment. This course has a limited enrollment of 26 students.

NOTE: This course is the third course (equivalent to Cisco's Semester I & II) in a series of four courses preparing students to pursue the Cisco Certified Network Associate (CCNA) certification.

Course Descriptions

974 Introduction To Cisco Routers (3)

Prerequisite: CS 965, CS 972 and CS 983.

This course covers topics including LAN switching, VLANs, LAN design, routing protocols, access control lists, and WAN design. In addition, students will learn more advanced router configuration techniques. The course utilizes text-based study material, simulation lab exercises, and demonstrations to reinforce routing concepts and router configurations. A brief examination will be given during the first class meeting to test the student's knowledge of networking and TCP/IP concepts. A satisfactory score is required for enrollment. This course has a limited enrollment of 26 students.

NOTE: This course is the final course (equivalent to Cisco's Semester III & IV) in a series of four courses preparing students to pursue the Cisco Certified Network Associate (CCNA) certification.

981 Introduction To Microsoft Windows 2000 Professional (3)

Prerequisites: CS 965, CS 967, or equivalent Microsoft certification.

This course is intended for those who administer Microsoft Windows 2000 Servers and 2000 Professional. This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a Microsoft Windows 2000 Server networking environment. It also provides students with the prerequisite knowledge and skills required for course CS 982, Introduction to Microsoft Windows 2000 Server.

NOTE: This course is one of the required core courses for the WLAC's Microsoft Certified Systems Engineer certification program.

982 Introduction To Microsoft Windows 2000 Server (3)

Prerequisites: CS 965, CS 967 and CS 981, or equivalent Microsoft certifications.

This course is intended for those who administer Microsoft Windows 2000 Servers, and for those preparing for the Microsoft Certified Systems Engineer Windows 2000 certification examination number 70-215. The course provides the core foundation for supporting Microsoft Windows 2000 Servers, and the goal is to provide support professionals with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows 2000 Servers.

NOTE: This course has a limited enrollment of 26 students and is one of the required core courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.

983 Microsoft Network Infrastructure Administration (3)

Prerequisite: CS 981 or CS 982, or equivalent Microsoft certifications.

This course will teach students how to plan a network infrastructure around features supported by Windows 2000, but is also relevant to Windows XP and Windows NT. The primary course focus is Transmission Control Protocol/Internet Protocol (TCP/IP) and preparing students for certification exam number 70-216. Students will learn how to utilize, manage, and configure the TCP/IP protocol and use features such as NetBIOS, WINS, DHCP, and DNS. In addition, this course is appropriate for webmasters, web developers and those active in network security.

NOTE: This course has a limited enrollment of 26 students and is one of the required core courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program. This course is recommended for students participating in the WLAC CISCO (CCNA) training program.

984 Introduction To Windows Active Directory Services (3)

Prerequisite: CS 981, CS 982, CS 983 or equivalent Microsoft certifications.

This course introduces students to Windows Active Directory and prepares students to plan, configure, and administer your Active

Directory infrastructure. Students will learn to configure Domain Name System to manage name resolution, schema, and replication. In addition, students will also learn to use Active Directory to centrally manage users, groups, shared folders, and network resources.

NOTE: This course is one of the required courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program, and has a limited enrollment of 26 students.

987 Introduction to Local Area Networks (3) CSU

Prerequisites: CSIT 934 and CSIT 937 or equivalent experience.

This course will introduce students to the fundamental concepts of local area networks (LANs) as well as provide practical experience implementing a LAN. Network topology, network operating system configuration and installation, network administration, and installation of software on a Novell network will be covered.

990 Object-Oriented Programming in Java (4)

Prerequisites: CSIT 901 and CSIT 902.

This course is designed to take the student through the various phases of Java programming, from applications and applets to database programming using JDBC. The course will cover Java foundation classes (JFC), detailed exposure to Util/language packages, and some networking/animation.

991 Programming Laboratory (1) RPT 3 Credit/No-Credit

This class provides access to modern networked microcomputers for any student at West Los Angeles College. Students enrolled in this class will be provided with a "user-ID" which will allow them to use word processing, spreadsheet, and desktop publishing software as well as computer programming languages. Written instructions will be provided in the use of the computer facilities.

992 Programming Laboratory (1) RPT 3 Credit/No-Credit

993 Programming Laboratory (1) RPT 3 Credit/No-Credit

994 Programming Laboratory (1) RPT 3 Credit/No-Credit

Any or all of the above UC transferable courses combined:

Maximum UC credit allowed, 6 courses total.

COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education (CWEE) combines on-the-job experience with regular classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned, supervised work experience. CWEE is based on the principle that well-educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government and human services bring enrichment to college studies and enhance the student's total development. It is called CWEE because the educational objectives are carefully planned and coordinated with the student's employer to provide realistic employment experience. The objectives are to:

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

Course Descriptions

Benefits of Cooperative Work Experience Education

The Student:

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

Student Qualifications:

1. Be pursuing a planned program based on measurable learning objectives agreed to with a CWEE instructor or coordinator.
2. Be enrolled in no less than 7 units (including CWEE units).
3. Be enrolled in at least 1 other class in addition to CWEE during the summer session.

CORRECTIONS

(See Administration of Justice for additional course offerings)

2 Correctional Institutions (3) (CSU)

(Same as Administration of Justice 75)

The student will become aware of cultural diversity during the presentation of the various course topics, such as community relations, race relations and cultural awareness.

3 Field Work I (3)

Prerequisites: Corrections 1 and 2. (Administration of Justice 1 can substitute for Corrections 1.)

Under supervision, students will participate in a correctional facility such as a probation/parole field office, jail, detention center, juvenile camp, juvenile institution, or a similar agency. Students must meet the minimum entry level requirements of the participating agency and will be fingerprinted, take an oath and TB test. The class meets once a week and then the student will have a volunteer assignment for a minimum of six hours per week with a sponsoring agency.

4 Field Work II (3)

Prerequisites: Corrections 1, 2, and 3. (Administration of Justice 1 can substitute for Corrections 1.)

Under supervision students will participate in a correctional facility such as a probation/parole field office, jail, detention center, juvenile camp, juvenile institution, or similar agency. Students must meet the minimum entry level requirements of the participating agency and will be fingerprinted, take an oath and TB test. The class meets once a week and then the student will have a volunteer assignment for a minimum of six hours per week with a sponsoring agency.

5 Legal Aspects of Corrections (3)

This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners, and responsibilities and liabilities of correctional employees.

310 FIELD WORK I (3) (Same as Corrections 3)

311 FIELD WORK II (3) (Same as Corrections 4)

DENTAL HYGIENE

NOTE: Courses are open to enrolled Dental Hygiene Majors only.

87 Orientation To Dental Hygiene Application (1) (CR/NCR)

This class will discuss the educational program, the process and an overview of the dental hygiene profession.

88 Dental Hygiene Development Clinic RPT 2 (1) NDA

Open to students enrolled in Dental Hygiene.

Discussions and exercises presented will center on case reasoning for Clinical Dental Hygiene. Accumulated theoretical knowledge will be related to practical clinical applications.

90 Special Project in Dental Hygiene (2) NDA

Prerequisite: Permission of the instructor. Open to enrolled Dental Hygiene students or graduates of an approved Dental Hygiene program.

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

91 Special Project in Dental Hygiene (4) NDA

Prerequisite: Permission of the instructor. Open to enrolled Dental Hygiene students or graduates of an approved Dental Hygiene program.

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

92 Special Project in Dental Hygiene (6) NDA

Prerequisite: Permission of the instructor. Open to enrolled Dental Hygiene students or graduates of an approved Dental Hygiene program.

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

96 Special Project in Dental Hygiene - Laboratory (.5) NDA

Prerequisite: Permission of the instructor. Open to enrolled Dental Hygiene students or graduates of an approved Dental Hygiene program.

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

97 Special Project in Dental Hygiene (1) NDA

Prerequisite: Permission of the instructor. Open to enrolled Dental Hygiene students or graduates of an approved Dental Hygiene program.

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

Course Descriptions

100 Principles of Clinical Dental Hygiene (2)

Open to enrolled students in Dental Hygiene.
(First Semester)

This course will provide beginning Dental Hygiene students with the scientific knowledge and understanding of the basic principles of dental techniques and procedures for applying comprehensive dental hygiene services.

101 Clinical Dental Hygiene (2)

Open to enrolled students in Dental Hygiene. (First Semester)

This pre-clinical dental hygiene services course is de-signed to develop the skills and techniques required for performing dental hygiene services and orienting the student to the role of the clinical dental hygienist.

101 A Clinical Dental Hygiene (1)

Modularized Class

101 B Clinical Dental Hygiene (1)

Modularized Class

102 Radiology I - Introduction to Radiology (1)

Open to enrolled students in Dental Hygiene. (First Semester)

A study of the principals and techniques of exposing and processing dental radiographs. Emphasis is placed on radiation safety and protection.

103 Radiology I - Laboratory (1)

Open to enrolled students in Dental Hygiene. (First Semester)

This laboratory course is designed to provide experience in exposing, processing, mounting charting and interpreting dental radiographs on a mannequin.

104 Dental Morphology (2)

Open to enrolled students in Dental Hygiene. (First Semester)

Through lecture and demonstration, the morphological characteristics and development of the teeth and oral structures are presented. Emphasis is on comparative crown and root anatomy. Some drawing and wax carving of teeth may be required.

105 General Pathology (2)

Open to enrolled students in Dental Hygiene. (First Semester)

This lecture course focuses on the basic pathologic mechanisms in human disease. Major diseases and disorders encountered in practice are discussed with emphasis on the clinical aspects of the diseases.

106 Anatomy of the Head and Neck (2)

Open to enrolled students in Dental Hygiene. (First Semester)

A detailed study of the anatomy of the human head, neck, face and jaw is presented through lecture and demonstration.

108 Introduction to Periodontics (2)

Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)

This course is designed to provide the Dental Hygiene student with an introduction to periodontics. Etiology, prevention, diagnosis and Phase I therapy will be discussed histologically and clinically.

109 Infection Control in Dentistry (1)

Open to enrolled students in Dental Hygiene. (First Semester)

This course is designed to provide the Dental Health Care Worker with the principle and practical application concepts of infection control in dentistry. Occupational Safety and Health Administration (OSHA), environmental Protection Agency (EPA), Center for Disease

Control (CDC) and other governmental agency standards will be presented and discussed.

150 Preventive Dentistry (1)

Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better.

This course provides the fundamentals for the clinical application of primary preventive dentistry procedures. Content centers on the strategies to prevent plaque diseases and the skills required for effective patient education and motivation.

151 Clinical Dental Hygiene II (3) (CR/NCR)

Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)

At the UCLA School of Dentistry, students apply knowledge and basic clinical skills learned in DH 101 and other related classes toward competency in performing dental hygiene service. Emphasis will be on the periodontal maintenance and recall patient, and the patient with mild to moderate active periodontal involvement.

151A Clinical Dental Hygiene II (1)

Modularized Class

151B Clinical Dental Hygiene II (2)

Modularized Class

152 Special Patient Care (1)

Open to enrolled students in Dental Hygiene (First Semester)

The role of dental hygienist in the care of the special dental patient is the focus of this lecture course. The determining factors and treatment considerations for medically, physically and emotionally handicapped patients will be explored.

153 Radiology II - Interpretation (1)

Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)

The clinical discipline of radiographic interpretation of oral and maxillofacial disease is presented for the dental hygienist. Techniques in extra-oral and specialized radiography are discussed.

154 Oral Pathology (2)

Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)

Interpretation of pathological conditions is presented with emphasis on clinical signs and symptoms. Oral abnormalities are presented through the use of color slides and case histories.

155 Dental Materials (2)

Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

The purpose of this course is to study the properties, composition and manipulation of materials used in dentistry. The study of dental materials enables the dental hygienist to understand the behavior of these materials and provides a scientific rationale for selecting, using and understanding the varied relationships of dental bio-materials.

Course Descriptions

156 Histology and Embryology of Oral Tissues (2)

Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)

Through lecture and demonstration, the histological structure of oral tissues is presented.

160 Clinical Dental Hygiene (2) IIB

Prerequisite: Open only to Dental-Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Summer)

Students will apply knowledge and basic clinical skills learned in DH 101 and DH 151 and other related classes toward proficiency in performing dental hygiene services. Emphasis will be on supportive periodontal treatment and the patient mild to moderate active periodontal involvement.

200 Cariology and Occlusion (1)

Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This course provides understanding, recognition and proper treatment of cariology and occlusion. Lectures and discussion cover the aspects of temporomandibular dysfunction, dental caries, dental desensitization and traumatic injuries to the teeth.

201 Clinical Dental Hygiene III (4) (CR/NCR)

Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental hygiene courses attempted with a grade of "C" or better. (Third Semester)

In a clinical setting, students apply specific knowledge and skills learned in pre-clinical and didactic courses. Emphasis will be on treating the patient with moderate active periodontal involvement. Rotating assignments into dental specialty clinics at UCLA provide the opportunity to learn of the role of the dental hygienist in these areas.

201A Clinical Dental Hygiene III (2)

Modularized Class

201B Clinical Dental Hygiene III (2)

Modularized Class

203 Expanded Functions - Laboratory (1) (CR/NCR)

Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This laboratory course is designed to provide experience in selected functions and manipulations of various dental materials with emphasis on the role of the dental hygienist as a member of the team. Procedures include: Placement and removal of rubber dam; sizing of stainless steel crowns; sizing, placement and removal of temporary crowns and restorations; mouth-guard construction placement and removal of anterior and posterior matrices; finishing of amalgam restoration; intro-oral photographs; placement of pit fissure sealant, placement and removal of periodontal dressings, placement and removal of sutures; vitality testing, placement of temporary wire ligation and taking amalgam impressions.

204 Dental Health Education (1)

Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This course in dental health education is designed to orient Dental Hygiene students in the role of dental health educator. The course focuses on the concepts of school program planning, development of evaluation mechanisms and coordinating efforts with education-

al and community systems in teaching elementary and pre-school aged children and those with special handicaps.

205 Dental Health Education - Practicum (1)

Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This practicum course to dental health education, DH 204, is designed to provide the Dental Hygiene student with experiences in dental health education.

206 Periodontics (1)

Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

Lectures on anatomy, histology and pathology of the periodontium are correlated with the clinical aspects of periodontal disease and the various therapeutic measures currently in use. Rationale and procedures for gingival curettage will be discussed.

207 Pain Control (2)

Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)

Management of pain control through the use of local anesthetics and nitrous oxide and oxygen sedation is studied through lectures and laboratory exercises.

207A Pain Control (1)

Modularized Class

207B Pain Control (1)

Modularized Class

208 Pharmacology (3)

Prerequisite: Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester)

This course presents the general principles of pharmacology including the pharmacodynamics, pharmacokinetic adverse reactions, and contraindications of drugs. Emphasis will be placed on those drug groups especially relevant to dental practice including the general anesthetics, local anesthetics, sedatives, analgesics, anti-septics, autonomic drugs, anti-inflammatory drugs and antibiotics.

210 Emergencies in Dental Practice (1)

Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)

This course is designed to provide the student with the background and skill to recognize and manage any medical emergency situation. Emphasis will be placed on prevention, prompt recognition, and effective treatment of life-threatening emergency situations that can occur in the practice of dentistry.

Course Descriptions

250 Advanced Periodontal Seminar (1)

Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)

This course is designed to provide the dental hygienist with an advanced understanding in periodontics. The development of a periodontal treatment philosophy will be accomplished through reading in the classical and current literature. Emphasis will be placed on nuances of periodontal care, controversies and state of the art understanding developed through the reading of scientific literature.

251 Clinical Dental Hygiene IV (5) (CR/NCR)

Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)

In a clinical setting, students apply specific knowledge/ skills learned in clinical/didactic courses. Emphasis will be on treating the patient with moderate to advanced active periodontal involvement. Clinical experiences at higher levels of skill are required to prepare the student for licensure. Rotating assignments into dental specialty clinics at UCLA provide the opportunity to learn of the role of the dental hygienist in these areas.

251A Clinical Dental Hygiene IV (3)

Modularized Class

251B Clinical Dental Hygiene IV (2)

Modularized Class

252 Essentials of Dental Hygiene Practice (2)

Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)

Lecture, discussion and group activities will focus on the legal, ethical and managerial aspects of dental hygiene practice.

253 Community Dental Health (1)

Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)

This course is a study of the concepts and methods of preventive dentistry as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, and recognition of abuse health policy are discussed.

254 Community Dental Health - Practicum (1)

Prerequisite: Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)

The purpose of this practicum is to provide experiences in program planning and implementation at various governmental and voluntary community agencies.

256 Biochemical Nutrition (3)

Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)

The relationship of diet and nutrition to various diseases such as periodontal disease, cancer, diabetes, and obesity will be considered as will the nutritional considerations of patients with special needs. Each major nutrient group will be covered along with its biological role.

260 Research Design and Methodology (1) RPT 1

This course is designed to introduce the student to how research projects are designed, undertaken and evaluated utilizing quantitative and qualitative methodologies. In addition, students will learn to analyze and evaluate scientific literature in health-related areas.

EARTH SCIENCE

(See also: Environmental Science, Geography, and Oceanography)

1 Earth Science (3) UC:CSU

This course provides a broad-based, integrated introduction to the geosciences. The course content includes a survey of topics from geology, geography, oceanography, meteorology, and astronomy. This course is designed to fulfill a natural science requirement.

ECONOMICS

1 Principles of Economics I (3) UC:CSU

This introductory microeconomics course provides the student with an understanding of the basic economic principles and forces which govern the production and distribution of goods and services. Topics include: forms of business organization, the role of government in the economic system, value and price in a free-enterprise system, labor/management relations, and contemporary economic developments.

2 Principles of Economics II (3) UC:CSU

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 the application of economic principles to contemporary economic developments.

EDUCATION

1 Introduction to Teaching (3) CSU

This course introduces students to the field of professional education and teaching as a career. Students are assigned to schools to observe current teaching practices and trends, and to assist a master teacher in the operation of a modern classroom.

6 Methods and Materials of Tutoring (1) (NDA)

Students preparing to be peer tutors will learn strategies for teaching grammar and the mechanics and organization necessary for the writing process.

911 Cooperative Ed. - Education (1) CSU

921 Cooperative Ed. - Education (2) CSU

931 Cooperative Ed. - Education (3) CSU

941 Cooperative Ed. - Education (4) CSU

Cooperative Education is approved for Cooperative Work Experience credit. See Cooperative Education section for prerequisite, course description and credit limits.

EMERGENCY MEDICAL TECHNICIAN/ TECHNOLOGY

(See ALLIED HEALTH for course listings)

Course Descriptions

ENGINEERING (GENERAL)

2 Introduction to Engineering Drafting (3) UC:CSU

Prerequisite: High school drafting, college drafting or General Engineering 52.

Intermediate level multi-view and pictorial drawings are covered. Introduction to Descriptive Geometry. Sketching, auxiliary views, developments, intersection and linear tolerancing are included.

4 Engineering Descriptive Geometry (3) UC:CSU

Prerequisite: General Engineering 2.

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; intersections and developments are included.

7 Statics (3) UC:CSU

Prerequisite: Mathematics 261.

Force systems and equilibrium conditions are studied, with emphasis on engineering problems covering structures, machines, distributed forces and friction. This course is required of all Engineering majors.

52 Elementary Engineering Drafting (3)

Instruction is provided in the proper use and care of drawing instruments, in technical lettering, geometric construction, orthographic and pictorial views, sectional views, developments, fasteners and dimensioning.

ENGLISH

21 English Fundamentals (3) NDA

Prerequisite: Appropriate placement level demonstrated through the English assessment process.

English Fundamentals is a course in beginning critical reading and the writing of short essays.

22 Technical English (3)

Technical English is designed for students in the business, industrial and technical fields. Instruction covers reading, writing, and speaking. Emphasis is placed on writing business and technical correspondence, technical procedures, and a variety of reports. Summarizing trade reports, technical reports; other technical data, and the preparation and presentation of oral reports is also studied.

23 Advanced Vocabulary (3) NDA

This course teaches a technique of enlarging and enriching a student's vocabulary through a more in-depth understanding of words. The class includes the history of English and a survey of the varied elements which make up individual vocabularies. It introduces the laws of word formation, derivatives from Latin, Greek and Old English, and the application of prefixes and suffixes to the roots of words.

28 Intermediate Reading and Composition (3)

Prerequisite: Completion of English 21 or English 73 with a grade of "C" or better, or appropriate placement level demonstrated through the English assessment process.

This is a course in written composition and critical reading. It is a prerequisite for English 101. The emphasis is on writing based primarily on critical reading, and secondarily on life experiences.

Required: nine to ten compositions, including at least six essays of 500 to 750 words each.

31 Composition and Critical Reading (5)

Prerequisite: Successful completion of English 21 or 73, appropriate placement level demonstrated through the English assessment process, or consent of the instructor.

This class focuses on academic reading and writing with particular emphasis on writing full-length essays. Analytic reading techniques are taught using a variety of sources including subject-area textbooks, magazine articles, essays, and a variety of literature. Students discuss and analyze these sources as basis for eight to ten full-length papers, and several short papers.

33 Basic Vocabulary (3) NDA

This course familiarizes students with the wealth of information contained in dictionaries, and instructs in their usage as a tool for communication. The student's vocabulary is increased through a systematic study of word structure, prefixes, suffixes and combining forms. The student becomes aware of the utility and beauty of language.

46 Reading and Study Improvement (3) NDA

This course is designed to aid the student in increasing reading and studying efficiency. Each student is assisted in analyzing reading skills and, by means of intensive practice with a variety of reading materials, 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.

67 Writing Laboratory (.5)

This course is designed to improve the student's writing ability by providing supervised instruction emphasizing individual conferences. Completion of specific assignments are based on personal needs and skills required in both English and other college courses.

69 Writing and Revising on the Computer (1) RPT 3 (CR/NCR)

Students use computers to improve their writing skills; including organizing, spelling, punctuating, grammar and mechanics.

73 Beginning College Reading and Writing (3)

Prerequisite: Same as English 21.

This course provides integrated methods of reading, writing, and critical thinking in preparation for college reading and composition courses (English 28 and English 101). The class teaches basic language conventions and editing skills.

75 Methods for Tutoring Writing (1) NDA

Students preparing to be peer tutors in the Learning Resource Center will learn strategies for teaching grammar, mechanics, organization, and writing as a process.

85 College English as a Second Language II (5) CSU

Prerequisite: Appropriate placement level demonstrated through the English assessment process.

This course introduces ESL students to the English writing sequence by giving practice in writing short academic essays in response to reading non-fiction and literature. Attention will be given to sentence structure, vocabulary, grammar and critical reading.

86 College English as a Second Language III (5) UC:CSU

Prerequisite: Appropriate placement level demonstrated through the English assessment process.

This course prepares advanced ESL students for English 101 with intensive practice in essay writing and critical reading skills.

Course Descriptions

94 Intensive Grammar Review (3) NDA

Advisory: Eligibility for English 21.

An intensive review of grammar and sentence structure for students who want extra help before taking English 28 or 102.

101 College Reading and Composition I (3) UC:CSU

Prerequisite: Appropriate placement level demonstrated through the English assessment process or a grade of "C" or better in English 28.

This course teaches students to write college-level essays as a result of and in response to reading and analyzing college-level texts. This course focuses equally on writing and critical reading of a diverse variety of authors. Texts may include full length works and literature of all kinds. Students will learn to prepare a research paper in which they accurately, clearly, and coherently synthesize ideas and information from a variety of sources and points of view. Concurrent enrollment in Library Science 101, which provides instruction in basic library research methods, is strongly recommended. Acceptable for English 3 credit, UCLA.

102 College Reading and Composition II (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.

This course expands the reading and writing skills obtained in English 101. Critical reading and interpretation of literary works in the genres of the novel, short story, play and poem are emphasized. Students are required to write critical essays about these literary forms, emphasizing critical thinking. Acceptable for English 4 credit, UCLA.

103 Composition and Critical Thinking (3) UC:CSU

Prerequisite: English 101 with a grade of "C" or better.

This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 101. The course will focus on the development of logical reasoning, analytical and argumentation writing skills.

127 Creative Writing (3) UC:CSU RPT 2

Prerequisite: English 101 or equivalent.

This course introduces the student to the elements of fiction, poetry and drama by introducing the basic elements of each genre through reading and writing assignments. Students will learn to produce imaginative writing by generating ideas and by shaping those ideas into complete works. Class discussion of student writing is an important part of the course.

130 Report Writing for Law Enforcement (3) CSU

(Same as Administration of Justice 14)

Recommended: Eligibility for English 28.

This course has been designed to provide basic writing skills necessary for the law enforcement professional. Emphasis will be placed on correct sentence structure, spelling, punctuation and grammar.

185 Directed Study - English (1) CSU

203 World Literature 1 (3) UC:CSU

Prerequisite: English 101

This survey of world literature in translation begins with works of the Near and Far East, continues with the Greek epic and drama, follows with Latin and Italian literature, and closes with major writings from Spain, France and Germany through the sixteenth century. Critical papers are required.

204 World Literature II (3) UC:CSU

Prerequisite: English 101

This course surveys Continental and Oriental literature from the seventeenth century to the present, and emphasizes works from France, Germany, Scandinavia, Russia, Japan and China. Critical papers are required.

205 English Literature I (3) UC:CSU

Prerequisite: English 102.

This survey of English literature begins with Beowulf and continues to the decline of neoclassicism in the eighteenth century, with special emphasis on major figures and works. The writing of critical papers is required.

206 English Literature II (3) UC:CSU

Prerequisite: English 102.

This survey of English literature includes writings from the Romantic Age to the present. The writing of critical papers is required.

207 American Literature I (3) UC:CSU

Prerequisite: English 101.

This survey of American literature, from the earliest period through the Civil War, includes major literary works which express the social and political concerns of a pluralistic society. The writing of critical papers is required.

208 American Literature II (3) UC:CSU

Prerequisite: English 101.

This survey of American literature from the Civil War to the present places special emphasis upon those writers who significantly treat the social, political and philosophical problems of each period. The writing of critical papers is required.

209 California Literature (3) UC:CSU

Prerequisite: English 101.

This course surveys literary works by and about Californians, ranging from Indian myths to poems, short stories and novels. The course introduces students to writing critical essays about literature and explores, through reading, writing, and class discussion, the archetypal patterns reflected in the literature of California.

210 The Twentieth Century Novel (3) UC:CSU

Prerequisite: English 101.

This course is a study of the twentieth century novel from 1910 to the present. Landmark European, British and American novels are read and discussed, with critical papers required.

211 Fiction (3) UC:CSU

Prerequisite: English 101.

This course offers an analysis of selected novels and short stories from different nations and cultures. Students will write critical papers in response to these works of literature.

NOTE: UC transfer credit limit: one course from either English 211, 212, or 240.

212 Poetry (3) UC:CSU

Prerequisite: English 101.

In this course, students read and analyze selected poems as they consider the range of poetic forms and explore the nature of poetry.

NOTE: UC transfer credit limit: one course from English 211, 212, 240.

Course Descriptions

213 Dramatic Literature (3) UC:CSU

Prerequisite: English 101.

This survey of drama analyzes plays by important and influential playwrights. They may include Sophocles, Shakespeare, Ibsen, Beckett, Williams, Hansberry or Shepard.

215 Shakespeare I (3) UC:CSU

Prerequisite: English 101.

Poems and plays selected from the works of Shakespeare are studied. Some attention is paid to the background of his times, and to the Renaissance theater. The writing of critical papers is required. Acceptable for English 90 credit at UCLA.

218 Children's Literature (3) CSU

Prerequisite: English 101.

This course is a survey of the literature suitable for children of different age levels and is recommended for prospective nursery, kindergarten and elementary school teachers. Parents will also find the course material helpful in discovering what reading material is available for a child's home library.

219 The Literature of American Ethnic Groups (3) UC:CSU

Prerequisite: English 101.

This course considers noteworthy fiction and other literature arising from the traditions and contemporary problems of several ethnic groups, each of which offers a unique contribution to American life.

233 American-Jewish Literature (3) UC:CSU (Same as Jewish Studies 6)

This course explores writings by Jewish-American authors. Topics include European and Middle-Eastern traditions, the American dream, creativity and art, the family, and images of women.

234 African-American Literature (3) UC:CSU

Prerequisite: English 101.

This course surveys the literary, social and historical aspects of essays, novels, dramas, short stories and poetry written by African-Americans. Critical papers are required. (Same as African American Studies 20.)

239 Women in Literature (3) UC:CSU

Prerequisite: English 101.

This course is a survey of literature by and about women, from early times to the present. Poetry, autobiographical writings, short stories and novels will be analyzed from the viewpoint of women's roles and images. Critical writing is required.

240 Literature and the Motion Picture I (3) UC:CSU

Prerequisite: English 101.

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 an opportunity to view feature-length films of cultural and artistic significance and read related works of literature including novels, short stories, plays, and film scripts.

NOTE: UC transfer credit limit: one course from either English 211, 212, or 240.

250 Mythology and Literature (3) UC:CSU

Prerequisite: English 101.

An introduction to the mythology of Western and Middle-Eastern civilizations. The course treats these myths as they appear in epics, plays, and other literature both ancient and modern, and shows how myths relate to folk stories, dreams, and fantasy through powerful symbols shared by people all over the world.

254 The Latin-American Short Story (3) UC

A study of contemporary short stories from Latin American authors covering the traditional elements of plot, character, setting, symbolism, style and tone, as well as social and magical realism.

285 Directed Study - English (2) CSU

385 Directed Study - English (3) CSU

Prerequisite: English 101 with a grade of "C" or better.

This class allows a student to pursue directed study in English on a contract basis under the direction of a supervising instructor.

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

ENGLISH AS A SECOND LANGUAGE

1 College English As A Second Language I: Integrated Skills (12) NDA

For beginning ESL students. Emphasis is on development of basic reading and writing skills in preparation for college work.

1A Integrated Skills (6) NDA

1B Integrated Skills (6) NDA

2 College English As A Second Language II (12) NDA

Prerequisite: Appropriate placement level demonstrated through the ESL assessment process.

A beginning course for students to learn and practice basic grammar, sentence structure, vocabulary and reading skills. Emphasis is on oral and written language for success in school, work and everyday life.

2A College English As A Second Language I (6) NDA

2B College English As A Second Language II (6) NDA

3 College English As A Second Language (12) NDA

Prerequisite: Appropriate placement level demonstrated through the ESL assessment process. Level 3 is divided into modules 3A, 3B and 3C.

3A Writing/Grammar (6) NDA

Corequisites: ESL 3B and 3C.

This is a high-beginning course in academic English as a Second Language for non-native speakers of English. It emphasizes basic sentence patterns and the development of writing through guided and free composition. Reading, speaking and listening activities reinforce writing and grammar-in-context lessons.

3B Reading/Vocabulary (3) NDA

Corequisites: ESL 3A and 3C.

This is a high-beginning course in academic English as a Second Language for non-native speakers of English. It emphasizes the development of reading and vocabulary skills leading to college-level proficiency.

3C Listening/Speaking (3) NDA

Corequisites: ESL 3A and 3B.

This is a high-beginning course in academic English as a Second Language for non-native speakers of English. It emphasizes pronunciation principles, listening strategies, and conversational skills.

Course Descriptions

4 College English as a Second Language (12) NDA

Prerequisite: Completion of ESL 3 with a grade of "C" or better, or appropriate placement level demonstrated through the English assessment process. Level 4 is divided into modules 4A, 4B and 4C.

4A Writing/Grammar (6) NDA

Corequisites: ESL 4B and 4C.

This is an intermediate course in academic English as a Second Language for non-native speakers of English. Through the presentation and reinforcement of essentials grammar patterns and rules, this class emphasizes the development of skills leading to college-level writing proficiency, and effective speaking competency.

4B Reading/Vocabulary (3) NDA

Corequisites: ESL 4A and 4C.

This is an intermediate course in academic English as a Second Language for non-native speakers of English. It emphasizes the development of skills leading to college-level proficiency in reading and vocabulary.

4C Listening/Speaking (3) NDA

Corequisites: ESL 4A and 4B.

This is an intermediate course in academic English as a Second Language for non-native speakers of English. It emphasizes the development of listening comprehension, conversational skills, and English pronunciation to improve communication.

5 College English as a Second Language (12)

Prerequisites: Completion of ESL 4 with a grade of "C" or better, and appropriate placement level demonstrated through the English assessment process.

Level 5 is divided into modules 5A, 5B and 5C.

5A Writing/Grammar (6) UC:CSU

Corequisites: ESL 5B and 5C.

This is a high-intermediate course in English as a Second Language for non-native speakers of English. It emphasizes the development of grammar and writing skills leading to college-level writing and speaking proficiency. Course work includes paragraph and short essay writing.

5B Reading/Vocabulary (3) NDA

Corequisites: ESL 5A and 5C.

This is a high-intermediate course in English as a Second Language for non-native speakers of English. It emphasizes the development of skills leading to vocabulary expansion and college-level reading proficiency.

5C Listening/Speaking (3) NDA

Corequisites: ESL 5A and 5B.

This is a high-intermediate course in English as a Second Language for non-native speakers of English. Students will improve listening comprehension, speaking in group situations, and brief formal presentations. Accent reduction instruction and practice is incorporated into communication exercises.

6 College English as a Second Language (12) NDA

Prerequisites: Completion of ESL 5 with a grade of "C" or better, and appropriate placement level demonstrated through the English assessment process.

Level 6 is divided into modules 6A, 6B and 6C.

6A Writing/Grammar (6) UC:CSU

Corequisites: ESL 6B and 6C.

This is an advanced course in English as a Second Language for

non-native speakers of English. It emphasizes the development of the writing and grammar skills necessary for college-level writing. Course work includes paragraph and essay writing.

6B Reading/Vocabulary (3) NDA

Corequisites: ESL 6A and 6C.

This is an advanced course in English as a Second Language for non-native speakers of English. It emphasizes the development of college-level reading and vocabulary skills.

6C Listening/Speaking (3) NDA

Corequisites: ESL 6A and 6B.

This is an advanced course in English as a Second Language for non-native speakers of English. Students will improve listening comprehension, speaking and pronunciation with a wide range of communication exercises.

7B College English as a Second Language - Reading/Vocabulary (3) (NDA)

Prerequisites: Completion of ESL 6 with a grade of "C" or better, and appropriate placement level demonstrated through the English assessment process.

This is designed for ESL students who wish to develop college reading versatility and efficiency, and use critical reading skills in analyzing difficult material.

ENTREPRENEURSHIP

1 Entrepreneurship 1 (3) CSU

This course provides an overview of entrepreneurship: creating or finding a feasible business concept, starting, marketing, financing, organizing, and managing a successful company. The characteristics, knowledge and skills of entrepreneurs, as well as sources of capital, are also examined.

2 Entrepreneurship 2 (3) CSU

This course provides the student with the tools necessary to identify a business concept and test it for feasibility. Market analysis, entry strategy, import/export opportunities, ventures in information technologies, and capital sources are examined and used in building a feasible business model.

3 Entrepreneurship 3 (3) CSU

Prerequisite: Entrepreneurship 2.

This course provides the skills necessary to transform a feasible business concept into a successful new company. Students learn how to establish, start, and grow a company through the development of a business plan.

ENVIRONMENTAL SCIENCE

(See also: Earth Science)

1 The Human Environment: Physical Processes (3) UC:CSU

This introductory course discusses the effects of humans on their physical environment. Particular emphasis is placed upon modifications of physical processes due to industrialization and urbanization. Energy and pollution are stressed. Topics include energy sources and the environment, air pollution, climatic change, solid waste and water pollution, as well as topics of current interest.

Course Descriptions

2 The Human Environment: Biological Process (3) UC:CSU

This is a course in basic ecology and natural history that fulfills a non-laboratory science requirement. Topics to be covered include ecosystem structure and function, use of natural resources, and survival of plant and animal species. Environmental problems such as population and pollution will be discussed, as well as local plant and animal species.

12 Environmental Chemistry (3) UC:CSU

This is an introductory course in chemistry emphasizing those inorganic and organic substances released into the environment that are hazardous to human and environmental health. Topics will include an introduction into chemical symbols and formulas; physical properties of chemicals including density, solubility, and states of matter; chemical properties including reactivity, ignitability and chemical compatibility; energy in chemical reactions; acids, bases and pH; the naming of organic groups of chemicals, including alcohol, ketones and esters, and their physical and chemical properties.

13 Environmental Chemistry Laboratory (1) UC:CSU

This laboratory course is designed to complement Environmental Science 12. It will provide an introduction to laboratory techniques, analytical methodologies, quality assurance/quality control, and "hands-on" use of analytic instruments. Laboratory topics will include detection and measurement of radioactivity, methods of water analysis, isolation and separation techniques, air pollutant monitoring, and the physical and chemical properties of organic compounds.

FAMILY AND CONSUMER STUDIES

21 Nutrition (3) UC:CSU

This basic survey course is important to all those interested in nutrition. The fundamentals of nutrition which affect human growth and health maintenance, including weight control and dietary requirements throughout the life cycle, are studied. Food compositions and the nutritional aspects of food preparation are explored.

FINANCE

2 Investments (3) CSU

This course covers the analysis of stocks and bonds, mutual funds, real estate trusts, commodities and related investments. Functions and operations of the investment market are also studied.

8 Personal Finance and Investments (3) CSU

This course is comprised of lectures, discussions and practice with regard to one's personal financial activities. Particular attention is given to consumer credit, life and property insurance, savings plans, taxes, retirement plans, estate transfers, securities, and miscellaneous investments.

FIRE TECHNOLOGY

201 Fire Protection Organization (3) (CSU)

This course is an introduction to the fire service and fire protection, including examining careers in fire departments and related fields. Also covered will be the history of fire protection, causes of loss by fire, and public and private protection services. Also discussed will be the organization of fire departments, fire prevention, fire-fighting tactics, tools, equipment, apparatus, and alarm and water systems. This course includes field trips.

FRENCH

1 Elementary French I (5) UC:CSU

Corequisite: French 101.

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France.

2 Elementary French II (5) UC:CSU

Prerequisite: French 1 with a grade of "C" or better, or two years of high school French or equivalent.

Corequisite: French 101.

This course completes the basic grammar of the French language. Videos are employed to develop an understanding of French culture and history, improve comprehension, enrich vocabulary, and serve as topics for discussions and written compositions. Same as French 52 with French 62.

3 Intermediate French 1 (5) UC:CSU

Prerequisite: French 2 with a grade of "C" or better, or three years of high school French or equivalent.

This course provides a review of the fine points of grammar and seeks to perfect fluency, comprehension and cultural knowledge through dramatic films, short novels, poetry, plays, music and magazines. Acceptable for French 4 credit at UCLA.

4 Intermediate French II (5) UC:CSU

Prerequisite: French 3 or four years of high school French.

This course continues to refine speaking, reading and writing comprehension skills through literary and visual media.

5 Advanced French I (5) UC:CSU

Prerequisite: French 4.

This course continues the study of advanced composition and grammar through the use of literature, film and music. The readings are the basis for regular composition works and student discussions in French.

6 Advanced French II (5) UC:CSU

Prerequisite: French 5.

This course completes the study of advanced composition and grammar through the use of literature, film, and music. The readings are the basis for regular composition works and student discussions in French.

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, literature, arts and sciences, and its contributions to civilization. It is especially recommended to all students of French.

101 French Language Lab (1) CSU RPT 2

A mediated, independent study course, which allows students to enhance their French language skills through audio, video, and computer, work in the language lab.

Course Descriptions

185 Directed Study - French (1) UC:CSU

285 Directed Study - French (2) UC:CSU

385 Directed Study - French (3) UC:CSU

Allows a student to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

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

GEOGRAPHY

(See also: Earth Science, Environmental Science, and Oceanography)

1 Physical Geography (3) UC:CSU (CAN GEOG 2)

A systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation). An analysis of their interrelationships and patterns of world distribution are considered.

2 Cultural Elements of Geography (3) UC:CSU

NOTE: Geography 1 is not a prerequisite for Geography 2. The cultural elements of geography, and their correlation with the physical environment are introduced. Population patterns, cultural diversity, livelihood, settlement, environmental modification and perception are emphasized.

3 Introduction to Weather and Climate (3) UC:CSU

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

7 World Regional Geography (3) UC:CSU

This introductory course provides information about the major regions of the world including their occupancy and modification by man. It is especially recommended for teaching majors and anyone desiring a general understanding of contemporary world conditions.

15 Physical Geography Laboratory (2) UC:CSU

Prerequisite: Geography 1 or concurrent enrollment in Geography 1. This course will introduce the student to the description, analysis, explanation and representation of natural phenomena such as: earth-sun relations; earth representation on maps and air photos; temperature, moisture, and pressure; air masses, fronts, and storms; and landform evolution by tectonic, erosion, and depositional forces.

GEOLOGY

(See also: Earth Science and Oceanography)

1 Physical Geology (3) UC:CSU

This course surveys the materials and structures of the earth and the agents and processes that modify it. A study of rocks and their mineral composition; the work of rivers, winds, glaciers and oceans as agents of erosion; and volcanoes and earthquakes as forces which change the surface of the earth are covered. The main purpose of the class is to stimulate student interest in the geological aspects of the environment in which they will spend their lives. Geology 1 and Geology 6 taken together fulfill a laboratory science course.

2 Earth History (3) UC:CSU (Formerly Historical Geology)

Prerequisite: Geology 1. Principles of interpretation of earth history are covered. The evolution of continents, oceans, mountain systems and other features of

the earth and the development and evolution of life are dealt with. North American geology is stressed.

NOTE: UC Transfer Credit Limit: A maximum of 4 units from Geology 2 and 7 will be accepted for UC credit.

6 Physical Geology Laboratory (2) UC:CSU

Prerequisite: Geology 1 or concurrent enrollment in Geology 1. This course deals with laboratory exercises that aid students in the identification of rock forming minerals, igneous, metamorphic and sedimentary rocks and the interpretation of topographic and geologic maps.

7 Earth History Laboratory (2) UC:CSU

Prerequisite: Geology 2 or concurrent enrollment in Geology 2. This course deals with laboratory exercises that aid students in the identification of fossils, and the use of fundamental principles of historical geology in solving practical geological problems. Field trips are held during class time.

NOTE: UC Transfer Credit Limit: A maximum of 4 units from Geology will be accepted for UC credit.

HEALTH

2 Fitness and Health (3) UC:CSU

This course surveys issues that particularly affect physical fitness and health. Laboratory activities develop and understanding of activities that promote life-long fitness.

9 Health for the Mature Individual (3) CSU

This course is designed to meet the personal needs and interest of the mature, older student in the area of protection, preservation and prolongation of physical and emotional health during the later years of life. Emphasis will be placed upon those personal methods and public institutional services that can promote greater freedom from the chronic discomforts and anxieties that can be associated with aging. This course does not duplicate Health 10, and meets the graduation requirement.

11 Principles of Healthful Living (3) UC:CSU

This course will survey information regarding personal and community health and basic principles of healthful living. Such subjects as drug and alcohol abuse, cancer, AIDS, nutrition, diet, personal care and consumer health will be covered.

NOTE: UC Transfer Credit Limit: A maximum of one course from Health 2, 11 will be accepted for UC credit.

12 Safety Education and First Aid (3) UC:CSU

The prevention of accidents, care of common injuries and emergency procedures at the scene of accidents are dealt with. This course meets the certification requirements of both the standard and advanced first-aid courses offered by the American Red Cross.

HEBREW

21 Fundamentals of Hebrew I (3) CSU

This class introduces the Hebrew alphabet and provides basic skills in reading, understanding, and speaking modern Hebrew.

22 Fundamentals of Hebrew II (3) CSU

This course is a continuation of Hebrew 21, completing the elementary grammar of Hebrew. Students should have completed Hebrew 21 or its equivalent before enrolling in this course.

Course Descriptions

HISTORY

NOTE: Check with the Counseling Office to determine which History courses meet the American Institutions Requirement.

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.

2 Introduction to Western Civilization II (3) UC:CSU

The course encompasses major developments in Western history over the past three centuries. Emphasis is given to political, economic, cultural and diplomatic thoughts and actions of peoples and nations. Special attention is placed upon the impact of ideas: nationalism, democracy, capitalism, socialism, communism, imperialism, etc.

5 History of the Americas I (3) UC:CSU

This course surveys the history of cultures through the development of colonial life patterns to the achievement of US and Latin American Independence.

6 History of the Americas II (3) UC:CSU

This course surveys the history of the Americas, from the Latin American wars of independence to the present, stressing Latin America development, inter-American relations and constitutional patterns.

11 Political and Social History of the United States I (3) UC:CSU

This course surveys the political, social, economic and constitutional history of the United States from the colonial settlements through Civil War. Reconstruction.

NOTE: UC Transfer Credit Limit: one course from History 11, 14, 41, 43 and one course from History 12, 13, 42, 44 will be accepted for UC credit.

12 Political and Social History of the United States II (3) UC:CSU

This course is a survey of economic, cultural and foreign policy aspects of the United States from the Reconstruction period to the present. Emphasis is given to political, economic, cultural, and diplomatic thoughts and actions.

NOTE: A maximum of one course from History 12, 13, 42, and 44 will be accepted for UC credit.

13 The United States in the Twentieth Century (3) UC:CSU

A survey of major political, economic, cultural and foreign relation aspects of twentieth century America.

14 Selected Issues of United States History (3) UC:CSU

A topical study of major issues in American history from its beginning to the present. Areas of concentration include religion in colonial America, causes of the Revolution, drafting the Constitution, Jeffersonian America, literary Renaissance, slavery and abolitionism, causes of the Civil War, the Industrial Revolution and labor, U.S. emergence as a world power, Progressives in America, the New Deal, the Cold War, and others.

NOTE: UC Credit not granted for History 14 if taken after History 11.

22 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, literature, arts and sciences, and its contributions to civilization. It is especially recommended to all students of French.

25 History of the Jewish People (3) UC:CSU

This course traces the development of the Jewish people from their origins in Mesopotamia to the present day. It follows and describes the experiences of the Jewish people in all parts of the world, and in all major countries. It analyzes their outlook and philosophy, and habits, customs, values and ideals.

27 History of Africa (3) UC:CSU

This is an introductory course in African History. It summarizes and highlights the events, internal and external, which produced an impact on the people in various parts of the African continent—from the origins of human beings to present day social events of interest to Africans on the continent and in the Diaspora.

29 Asian Civilization: The Middle East (3) UC:CSU

An introductory survey of the modern Middle East emphasizing Islamic culture and its political and socio-cultural development. The course deals with the life and teachings of Mohammad, development of the Islamic world, and the relationship between the Islamic world and the rest.

40 American History in Film (3) CSU

This course will survey the development of American films, and explore the way in which American history has been both accurately and falsely presented for popular consumption.

41 The African-American in the History of the United States I (3) UC:CSU

(Same as African American Studies 4)

This course provides a survey of U.S. history from the early Colonial period through the Civil War, with special emphasis on the contributions of African-Americans. It provides a background in the political, economic, and social development of the United States for students majoring in the Social Sciences, and for those who want to gain a better understanding of the African-American in American society.

NOTE: UC Transfer Credit Limit: one course from History 11, 14, 41, 43 and one course from History 12, 13, 42, 44 will be accepted for UC credit.

42 The African-American in the History of the United States II (3) UC:CSU

(See African-American Studies 5)

In a survey of U.S. history from the end of the Civil War to the present time, this course provides information about the African-Americans' part in the social, economic, and political development of American society and culture. Also included is a continued survey of the United States Constitution.

NOTE: Maximum UC credit allowed: one course from History 12, 13, 42, and 44.

43 The Mexican-American in the History of the United States I (3) UC:CSU

A survey of U.S. History from the early Colonial Era through the Civil War with special emphasis on the contribution of the Mexican-American. Included is a survey of the United States Constitution. This course provides a background in the political and social development of the United States for students majoring in the Social Sciences and, in addition, for those who wish to gain a better understanding of the Mexican-American in American civilization.

NOTE: Maximum UC credit allows one course from History 11, 14, 41, and 43.

Course Descriptions

44 The Mexican-American in the History of the United States II (3) UC:CSU

The course will introduce students to the background of the political, social, and cultural development of the United States from Reconstruction to the present, with particular emphasis on the contributions of the Mexican-American to the development of the modern United States. There will also be discussion of key events in the history and development of Mexico when appropriate. Also included is a continued survey of the United States Constitution.

52 The Role of Women in the History of the United States (3) UC:CSU

This course will survey women's contributions to the economic, cultural and socio-political development of the United States between the Civil War and the present. The roles of women of African, Asian, European, and Latina descent will be emphasized.

68 Introduction to the Pacific Rim (3) CSU

An introduction to the history and culture of the nations of the Pacific Rim of Asia. This course is designed to introduce students to Pacific Rim cultures and history.

185 Directed Study - History (1) CSU

285 Directed Study - History (2) CSU

385 Directed Study - History (3) CSU

Allows a student to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

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

HONORS PROGRAM

The WLAC Transfer Honors Program is designed for students who plan to transfer to a major four-year college or university. The program consists of academically enriched general education courses. The honors courses are designed to foster not only mastery of content, but also increased critical thinking, analysis, discussion, research and writing skills. For additional information please see the Student Services section of this catalog on the Transfer Honors Program.

- Anthropology 101H (3) UC:CSU
- Anthropology 102H (3) UC:CSU
- Art 101H (3) UC:CSU
- Art 102H (3) UC:CSU
- Astronomy 1H (3) UC:CSU
- Biology 6H (5) UC:CSU
- Biology 7H (5) UC:CSU
- Chemistry 101H (5) UC:CSU
- Chemistry 102H (5) UC:CSU
- Chemistry 211H (5) UC:CSU
- Chemistry 212H (5) UC:CSU
- Earth Science 1H (3) UC:CSU
- Economics 2H (3) UC:CSU
- English 101H (3) UC:CSU
- English 102H (3) UC:CSU
- English 103H (3) UC:CSU
- English 203H (3) UC:CSU
- English 204H (3) UC:CSU
- English 205H (3) UC:CSU
- English 206H (3) UC:CSU
- English 212H (3) UC:CSU
- English 233H (3) UC:CSU

- French 2H (5) UC:CSU
- Geography 1H (3) UC:CSU
- Geography 2H (3) UC:CSU
- Geography 3H (3) UC:CSU
- Geology 1H (3) UC:CSU
- History 1H (3) UC:CSU
- History 2H (3) UC:CSU
- History 11H (3) UC:CSU
- History 12H (3) UC:CSU
- History 13H (3) UC:CSU
- Humanities 30H (3) UC:CSU
- Humanities 31H (3) UC:CSU
- Humanities 60H (3) UC:CSU
- Jewish Studies 3H (3) UC:CSU
- Jewish Studies 6H (3) UC:CSU
- Jewish Studies 26H (3) UC:CSU
- Jewish Studies 27H (3) UC:CSU
- Mathematics 225H (3) UC:CSU
- Mathematics 261H (5) UC:CSU
- Meteorology 3H (3) UC:CSU
- Music 111H (3) UC:CSU
- Oceanography 1H (3) UC:CSU
- Philosophy 1H (3) UC:CSU
- Philosophy 9H (3) UC:CSU
- Philosophy 33H (3) UC:CSU
- Physics 6H (4) UC:CSU
- Physics 38H (5) UC:CSU
- Political Science 1H (3) UC:CSU
- Psychology 1H (3) UC:CSU
- Psychology 2H (3) UC:CSU
- Psychology 14H (3) UC:CSU
- Sociology 1H (3) UC:CSU
- Spanish 1H (5) UC:CSU
- Spanish 2H (5) UC:CSU
- Spanish 3H (5) UC:CSU
- Speech 104H (3) UC:CSU

HUMANITIES

1 Cultural Patterns of Western Civilization (3) UC:CSU

This course is designed to introduce the student to the general concepts or principles of the Humanities as evidenced in the ideas of applied aesthetics. Music, literature, painting, sculpture, architecture and other art forms are studied in relation to their background, function, medium, organization and style.

5 Interdisciplinary Studies in the Liberal Arts (3) UC:CSU

This course provides an opportunity for an interdisciplinary study of a particular historical era, its leading themes and definitive issues, or it provides an opportunity for an interdisciplinary study of one or more of the timeless themes of humankind. Art, music, literature, philosophy and science of the age are stressed. The specific age or themes will be announced in the Schedule of Classes.

30 The Beginnings of Civilization (3) CSU

This survey of the cultural heritage of Western civilization, from ancient Egypt, Mesopotamia and Greece to the Early Renaissance, presents a history of culture and values with emphasis on artistic, literary, musical, religious and philosophical traditions. A wide variety of audio/ visual materials are used.

Course Descriptions

31 People in Contemporary Society (3) UC:CSU

This survey of the cultural heritage of Western civilization from the High Renaissance to the end of the twentieth century presents a history of culture and values, with an emphasis on artistic, literary, musical, philosophical, and cinematic traditions using a wide variety of audio/visual materials.

60 People and Their World: Technology and the Humanities (3) UC:CSU

This course provides opportunities to examine the interaction between society and technology. Challenging and stimulating questions about cultural and social values in light of the effects of modern technology are developed and discussed.

61 People and Their World: The Creative Process (3) CSU

This course focuses on the creative processes. It surveys creativity as expressed through art, architecture, literature and music, incorporating historical, psychological and philosophical perspectives.

77 Medieval Cultures (3) UC:CSU

A comparative study of the cultures of the Middle Ages in Europe and the Middle East will include the literary, musical, and artistic traditions of Christianity, Islam, and Judaism.

185 Directed Study - Humanities (1) CSU

911 Cooperative Ed. – Humanities (1) CSU

921 Cooperative Ed. – Humanities (2) CSU

931 Cooperative Ed. – Humanities (3) CSU

941 Cooperative Ed. – Humanities (4) CSU

(See the Cooperative Education section for guidelines)

JAPANESE

21 Fundamentals of Japanese I (3) UC:CSU

This is a course in spoken Japanese that stresses the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases, and the ability to understand and speak simple Japanese. It includes an introduction to the Hiragana writing system.

22 Fundamentals of Japanese II (3) UC:CSU

Prerequisite: Japanese 21 with a grade of "C" or better, or the equivalent.

Japanese 22 is a continuation of Japanese 21. Together Japanese 21 and 22 are equivalent to Japanese 1, a 5-unit course. This course stresses pronunciation, intonation, grammar, and basic vocabulary. An introduction to the Kanji and Katakana writing system is included.

NOTE: A maximum of 5 units from Japanese 21 and 22 will be accepted for UC credit.

JEWISH STUDIES

3 Contemporary Hebrew Literature in Translation (3) UC:CSU

Read fiction, poetry, and drama by such Israeli writers as Agnon, Amichai, Appelfeld, Grossman, Oz, and Yehoshua. All readings are in English. Students will write critical papers in response to these readings.

6 American Jewish Literature (3) UC:CSU (Same as English 233)

Students in this course explore short stories, novels, poems and plays that illustrate the following themes: tradition versus modernity, identity, assimilation, the American dream, creativity and art, the family, and love.

26 Survey of Jewish Thought and Culture (3) UC:CSU

In this course, examine important ideas in Judaism as well as Jewish art, music, and film. Topics include Providence and free will, good and evil. The course generally features a field trip to the Skirball Cultural Center.

27 Holocaust: A Prototype of Genocide (3) UC:CSU

Students in this course study feature films, documentaries, novels, poems and memoirs as they examine the Holocaust from historical, philosophic, psychological, and theological perspectives. This class features a field trip to the Museum of Tolerance.

RELATED COURSES:

English 127 Creative Writing (3) UC:CSU

Section focusing on Jewish Thought: Read Jewish texts such as the Bible and the Kabbalah (Jewish mysticism) as a source of ideas.

Follow directed writing exercises that will help you to generate stories, poems, and plays. This course is suitable for beginning writers who need help getting started, and experienced writers with works in progress. It is open to students interested in writing, art, or Jewish thought.

JOURNALISM

101 Collecting and Writing News (3) CSU

This course stresses instruction and practice in news gathering, with particular emphasis on documentation, research and news writing. Adherence to professional writing style; and legal and ethical aspects of the profession are included. Emphasis will be on publishing both a print newspaper and an online news site featuring subjects of interest to students, staff and faculty of WLAC.

105 Mass Communication (3) CSU (Formerly Journalism 5)

This course analyses the impact of mass media on society. Special attention is devoted to newspapers, magazines, radio, television, motion pictures, public relations and advertising.

LAW

NOTE: UC Transfer Credit Limit: A maximum of one course from either Law 1, 2, or Business 5 will be accepted for UC credit.

1 Business Law I (3) UC:CSU (Same as Business 5)

Essentials of the law of contracts, of 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 for Business 5.

2 Business Law II (3) UC:CSU

This course covers essentials of the laws of negotiable instruments, security devices, partnerships, corporations, estates and bankruptcy in their application to everyday problems of business.

NOTE: A maximum of one course from Law 1 or 2 is acceptable for UC transfer.

Course Descriptions

3 Civil Rights and the Law (3) UC:CSU

Comparative and analytical study of the law and related problems concerning the Bill of Rights to the U.S. Constitution. Life and the death penalty, freedoms of speech and press, freedom of religion, racial and sexual equality, and privacy are some of the topics under consideration, with emphasis on recent court decisions and current events. A recommended elective for the Paralegal Certificate.

51 Legal Research for Paralegals (3)

The student will gain a working knowledge of legal research methods, both in traditional print and electronic formats. The student will be exposed to materials not necessarily covered in other courses.

52 Introduction to Law and Legal Terminology (3)

Legal language is the cornerstone of all legal professions. This course presents common terms used in the legal profession, and students will learn the proper use of terminology through reading and practice.

185 Directed Study - Law (1) CSU

285 Directed Study - Law (2) CSU

385 Directed Study - Law (3) CSU

Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

911 Cooperative Education - LAW (1) CSU

921 Cooperative Education - LAW (2) CSU

931 Cooperative Education - LAW (3) CSU

941 Cooperative Education - LAW (4) CSU

LEARNING SKILLS

1 Reading (3) RPT 3 NDA

Corequisite: Enrollment in one or more college course.

A self-paced program intended for all students having difficulty with their college reading assignments. The course features diagnostic testing, individual attention and instant feedback about students' progress toward prescribed goals. (This 3-unit course is modularized into three, 1-unit modules.)

1A Learning Skills - Reading A (1) RPT 3 NDA

1B Learning Skills - Reading B (1) RPT 3 NDA

1C Learning Skills - Reading C (1) RPT 3 NDA

2 English Fundamentals (3) RPT 3 NDA

A self-paced, individualized Basic Skills class utilizing multi-media and computer-assisted instruction, workshops, and cooperative study groups. This 3-unit course is modularized into three, 1-unit modules.

2A English Fundamentals - A (1) RPT 3 NDA

2B English Fundamentals - B (1) RPT 3 NDA

2C English Fundamentals - C (1) RPT 3 NDA

3 Vocabulary Development (5) RPT 3 NDA

Learning Skills 3A and 3B are group conversation classes designed to provide students with class activities that will expand their comprehension and use of spoken English. Through the use of role-playing, practice dialogues, and impromptu speaking exercises, students are given the opportunity to improve their oral communication skills in small group settings. Learning Skills 3C, 3D, and 3E are individualized, self-paced vocabulary programs for all students, and have been designed for various levels of difficulty. These courses focus on continued vocabulary growth and development, as well as providing students with helpful strategies for understanding complex vocabulary words.

3A Vocab. Development - A (1) RPT 3 NDA

3B Vocab. Development - B (1) RPT 3 NDA

3C Vocab. Development - C (1) RPT 3 NDA

3D Vocab. Development - A (1) RPT 3 NDA

3E Vocab. Development - B (1) RPT 3 NDA

4 The Mechanics of Spelling (1) RPT 3 NDA

There are two courses available in spelling, the first being presented at a lower level of difficulty than the second. The first half of this course offers individualized instruction in basic word-attack skills, covering vowels, consonants, blends, digraphs, and syllables. The second half offers individualized instruction in the basic rules and complicated patterns of spelling, covering vowels, consonants, and word families.

5 English as a Second Language Fundamentals (1) NDA

This computer-assisted instruction (CAI) class is designed specifically to help the ESL student build language skills in vocabulary, reading speed, reading comprehension, and basic writing. The student will learn on computers in a non-stressful environment tailored around his or her own schedule.

10 Mathematics Fundamentals (1) RPT 3 NDA

This class is designed both to prepare a student for Mathematics 105 and to serve as a complementary computer-assisted lab for the student already enrolled in Mathematics 105 who wants to enhance his or her learning experience. This is an individualized learning skills class.

10A Math. Fundamentals - A (1) RPT 3 NDA

10B Math. Fundamentals - B (1) RPT 3 NDA

10C Math. Fundamentals - C (1) RPT 3 NDA

15 Overcoming Math Anxiety (1) NDA

This class helps the student to ease into the world of mathematics. The course is designed to help students understand math anxiety, as well as provide an opportunity to discuss its myths and realities, and to improve one's ability to be successful in a mathematics course. Strategies, techniques, and activities will be offered which enable students to overcome the barriers impeding their success in mathematics.

30 Computer-Assisted Instruction in Reading (CAI) (1) RPT 3 NDA

This class provides reading development and practice; communication skills in speaking, listening, and comprehension; and use of CAI. It provides guided practice in reading with feedback, and opportunities for independent work.

40 Introduction to Learning Disabilities (1) RPT 1 NDA

Individualized diagnostic assessments are conducted to determine whether a student meets California Community Colleges criteria for learning disability program services. The student becomes aware of his or her pattern of learning, strengths and weaknesses, and develops an individualized educational plan.

41 Study Strategies for the Learning Disabled (3) RPT 2 NDA **Prerequisite:** Learning Skills 40.

This 3 unit course is modularized into three, 1-unit segments. (CR/NCR). The course will help students with identified learning disabilities to develop strategies to cope with the demands of an academic environment. Strategies include discovering "hidden agendas," and developing time management, note-taking, memorizing, and other comprehension and study skills.

Course Descriptions

LIBRARY SCIENCE

41A Study Strategies for the Learning Disabled (1) NDA

Recommended corequisite: *Learning Skills 40.*

This course is the first in a series designed to help students with identified learning disabilities develop strategies to cope with the demands of a regular college classroom environment. These strategies include time management and organizational skills, communication skills, goal setting and decision-making. Orientation to college, the nature of learning disabilities and how to compensate for them, personality and learning styles will be explored.

41B Study Strategies for the Learning Disabled (1) NDA

Recommended corequisite: *Learning Skills 40.*

This course is the second in a series designed to help students with identified learning disabilities develop strategies to cope with the demands of a regular college classroom environment. Topics include active learning, classroom listening and note taking, reading, writing, problem solving and test taking.

41C Study Strategies for the Learning Disabled (1) NDA

Recommended corequisite: *Learning Skills 40.*

This course is the third in a series designed to help students with identified learning disabilities develop strategies to cope with the demands of the college classroom environment. Topics include memory techniques, question formation, critical thinking, and comprehension and evaluation skills.

49 Introduction to Computer Assisted Instruction (Application) (1) RPT 3 NDA

Self-paced computerized instruction in the Learning Skills PC Lab. Students will have the opportunity to become familiar with various software packages including word processing and spreadsheet programs. Knowledge of these programs will enable students to develop skills in formatting term papers, and writing resumes. In addition, hands-on interactive instructional programs are available.

50 Introduction to Computer Assisted Instruction - Language Arts (1) NDA

Using recognized software programs that enhance reading speed and comprehension, this class helps students advance their reading rates in a pressure-free, supportive environment.

73 Online Grammar and Writing Workshop (1)

This course provides students with an introduction to the foundations of grammar in the writing process. Students will have access to nearly 50 online writing labs, and will be required to submit written assignments for peer and instructor review.

74 Learning Skills for Political Science (1)

This course is designed both to prepare students for Political Science and to serve as a complementary computer-assisted lab for students in Political Science 1.

75 Learning Skills for Chemistry (1)

This course is designed both to prepare students for Chemistry, and to serve as a complementary computer-assisted lab for students in Chemistry 51.

185 Directed Study (1) RPT 3 NDA

This is a very specific computer-assisted class designed to address individualized, even unique, learning needs. Consultation with the instructor is strongly recommended before adding this course.

88 Business Resources on the Internet (1)

This course provides an overview of the many business resources available on the Internet and elsewhere in computerized format. The student will learn how and where to find information on companies, industries, stocks, securities markets, real estate, and other business topics.

101 Library Research Methods (1) UC:CSU

This course teaches the student to develop efficient research skills utilizing traditional and selected computerized library resources. These skills will optimize the student's educational experience and enhance his or her ability to realize independent life-long personal benefits from using the library. Standard research techniques are emphasized, and both general and specialized information sources are examined.

102 Internet Research Skills (1) CSU

Successful completion of this course will enable the student to find and assess information found on the Internet. The student will also be able to devise effective search strategies in the pursuit of academic and personal interests utilizing approved principles of access, and standardized evaluation criteria.

103 Information Literacy: Search Strategies, Tools, and Resources in the Modern Library (2) UC

This course combines modern, up-to-date search strategies with the latest research tools to enable the student to access pertinent information and data from both print and electronic research resources.

104 Advanced Internet Research (1)

This course provides extensive coverage of the Internet and the world wide web using specialized and meta-searchers to find resources on the web and on the so-called "deep web." The student will learn to monitor the growth and direction of the internet, and learn how the internet affects society's views of privacy, intellectual property rights, social interaction, and communication.

117 Online Legal Research (1)

This class introduces paralegal students and interested laypersons to the wide array of primary and secondary legal sources on the Internet. It also provides an overview of Westlaw and/or Lexis/Nexis databases, and will prepare students to utilize their respective general search strategies and protocols. This course does not replace a traditional legal research class and assumes some familiarity with legal research and with computers on the part of the student. Such foreknowledge is not required to learn and benefit from the class.

130 Travel and the Internet (1)

This is an introductory Internet class on travel and tourism websites. It focuses on the many websites established by travel departments of the major countries of the world, and by travel businesses and agents. Students will learn about cruises, tours, discount fares, and vacations that are being made available to the fastest growing consumer group in the world: Internet users.

Course Descriptions

MANAGEMENT

(Also see Business)

1 Principles of Management (3) CSU

This course provides an introduction to the principles of management. A detailed analysis of basic managerial functions including planning, organizing, leading and controlling in a business or administrative environment is made.

2 Organization and Management Theory (3) CSU

This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior; communications; motivation and leadership, organizational development, change and manpower development are examined.

6 Public Relations (3) CSU RPT 1

This course covers the basic concepts and fundamentals involved in the organization of a public relations program. Community relations, customer relations, stockholder relations, press relations, and special group relations are emphasized.

13 Small Business Management I (3) CSU

This course discusses the challenges of entrepreneurship, and provides the tools to enhance success. The course provides a detailed treatment of strategic planning for small businesses, an in-depth coverage of creating and managing the business, new sources of small business funding, effective decision making and hands-on experience for creating a business plan.

33 Personnel Management (3) CSU

Prerequisite: Management 1.

This course discusses the growth and development of human resource management. The legal environment and implementation of Equal Employment Opportunity, unions and their relationship to business enterprise, employee selection and development, handling personnel problems and employee compensation systems are studied. Guest lecturers will be featured.

911 Cooperative Ed. – Management (1) CSU

921 Cooperative Ed. – Management (2) CSU

931 Cooperative Ed. – Management (3) CSU

941 Cooperative Ed. – Management (4) CSU

MARKETING

1 Principles of Selling (3) CSU

This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing sales are covered. The course is designed to help students currently involved in sales as well as those seeking to improve their communication skills. Sales presentations, video tapes and case studies are used.

21 Principles of Marketing (3) CSU

This course introduces students to various activities in the field of marketing. It provides a broad understanding of the principles involved in the distribution of commodities from the producer to the user or consumer. It covers the consumer market, consumerism, packaging and brands, pricing, wholesaling, retailing, sales promotion, personal selling, and international marketing. Presentations, case studies and video tapes are used.

911 Cooperative Ed. – Marketing (1) CSU

921 Cooperative Ed. – Marketing (2) CSU

931 Cooperative Ed. – Marketing (3) CSU

941 Cooperative Ed. – Marketing (4) CSU

MATHEMATICS

NOTE: To enroll in a Mathematics course, one of the following must be satisfied:

1. The prerequisite must have been completed, OR
2. Appropriate placement level must be demonstrated through the Mathematics assessment process.

NOTE: The District-wide Mathematics competency equivalency test for elementary algebra is given only during the Spring and Fall semesters.

100 Mathematics Workshop (1) RPT 3 NDA (CR/NCR)

Corequisite: Current enrollment in any mathematics course.

Recommended: For students concurrently enrolled in any mathematics course.

This course is designed to increase comprehension of all levels of mathematics, utilizing tutorial assistance from a mathematics instructor.

105 Arithmetic for College Students (3) NDA

This course is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, students must have a genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system, and simplified calculations.

112 Pre-Algebra (3) NDA

Prerequisite: Mathematics 105 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.

This course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

115 Elementary Algebra (5)

Prerequisite: Mathematics 112 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.

This is a first course in algebra. It covers the fundamental operations on natural numbers and carries on a logical development through all the real numbers. The course includes the solution of linear and quadratic equations and their graphs, factoring and statement problems.

117 Basic Elementary Algebra I (5)

Prerequisite: Mathematics 112 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.

This course is designed for students who are beginning the study of algebra. It parallels the first half of the first year algebra course in high school. Additional topics have been added to the traditional material.

Course Descriptions

118 Basic Elementary Algebra II (5)

Prerequisite: Mathematics 117 with a grade of "C" or better.
This course parallels the second half of a first-year high school algebra course, including additional topics such as rational expressions, radicals and roots, graphs of linear and quadratic equations, and linear systems.

120 Plane Geometry (5)

Prerequisite: Mathematics 115 or 118 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.
This is a basic course in the fundamentals of Euclidean plane geometry, stressing the development of logical proof in a mathematical system.
NOTE: Mathematics 120 is a prerequisite for Mathematics 241.

125 Intermediate Algebra (5)

Prerequisite: Mathematics 115 or 118 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.
Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.

215 Principles of Mathematics 1 (3) UC:CSU

Prerequisite: Mathematics 125 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.
This course helps students understand topics in mathematics, including sets, number bases, number systems, logic and probability. It is recommended for prospective elementary school teachers.

227 Statistics (4) UC:CSU (Formerly Mathematics 225)

Prerequisite: Mathematics 125 with a grade of "C" or better, or equivalent preparation and a satisfactory score on the Intermediate Algebra Placement test.
This course discusses averages, variability, graphical techniques, probability, hypothesis testing, sampling, estimation, correlation, prediction, and linear regression. Topics include collection and analysis of data and how inferences about a population are made from that sample.

235 Mathematical Analysis for Business and Social Sciences I (5) UC:CSU

Prerequisite: Mathematics 125 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.
This course covers finite mathematics consisting of sets, graphing, linear programming, vectors, matrices, linear systems, combinations, probability, statistics, game theory and Markov chains with emphasis on applications to business and social sciences.
NOTE: Maximum UC credit allowed, 2 courses from 235 & 236, 261 & 262 combined.

236 Mathematical Analysis for Business and Social Sciences II (5) UC:CSU

Prerequisites: Mathematics 120 and 125 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.
This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to

business and social sciences.
NOTE: Maximum UC credit allowed, 2 courses from 235 & 236, 261 & 262 combined.

241 Trigonometry (4) CSU

Prerequisites: Mathematics 120 and 125 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.
This course of analytical trigonometry includes solutions of triangle problems, radian measure, graphs of trigonometric functions, trigonometric equations, identities, polar coordinates and inverse trigonometric function and complex numbers.

245 College Algebra (3) UC:CSU

Prerequisite: Math 125 with a grade of "C" or better.
The course discusses relations, functions and their graphs, matrices and determinants, theory of equations, permutations, combination, probability, sequences and series, and conic sections.

260 Pre-Calculus (5) UC:CSU

Prerequisite: Mathematics 241 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.
This course in pre-calculus combines the traditional courses of college algebra and analytic geometry, and covers such topics as inequalities, functions, matrices and determinants, properties of the straight line, conic, algebraic and transcendental functions, and parametric equations.
NOTE: Maximum UC credit 4 units.

261 Calculus I (5) UC:CSU

Prerequisite: Mathematics 260 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.
A study is made of the differentiation and integration of algebraic functions; applications of the derivative to maximum/minimum problems; related rates, motion of a particle and curve sketching; applications of the integral to the area between two curves; volumes of solids of revolution and work; and the Fundamental Theorem of Integral Calculus.

262 Calculus II (5) UC:CSU

Prerequisite: Mathematics 261 with a grade of "C" or better.
The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of integration, curves in polar coordinates and sequences and series.

263 Calculus III (5) UC:CSU

Prerequisite: Mathematics 262 with a grade of "C" or better.
The third course of calculus deals with such topics as multivariable calculus, partial differentiation, two- and three-dimensional vectors, Stokes and divergence theorems, and differential equations.

270 Linear Algebra (3) UC:CSU

Prerequisite: Mathematics 263, which may be taken concurrently.
This course covers vector spaces; linear transformations and matrices, matrix algebra; determinants and solutions of systems of equations are made.
NOTE: Offered Fall semester only.

Course Descriptions

275 Ordinary Differential Equations (3) UC:CSU

Prerequisite: *Mathematics 263, which may be taken concurrently.* This study covers first order differential equations and linear differential equations. Special methods for solution of these equations are developed and applied. Trans-forms are developed and used for the solution of differential equations and systems of equations. Existence theorems are stated and proofs are outlined. Series solutions and operator methods are included.

METEOROLOGY

(Also see *Earth Science, Environmental Science, and Geography*)

3 Introduction to Weather and Climate (3) UC:CSU (Same as *Geography 3*)

Atmospheric elements and controls, storms, human modification and the regional distribution of climates are studied.

MICROBIOLOGY

20 General Microbiology (4) UC:CSU

Recommended: *Successful completion of English 28.* This is an introduction to the fundamental principles of microbiology. The course includes general aspects of the structure, metabolism, multiplication, genetics and classification of bacteria, fungi, protozoa, and viruses; the methods used to control these microorganisms, the human body's natural defense mechanisms, and some selected microbial pathogens. The laboratory portion of the course covers microscopic and cultural techniques for studying and identifying micro-organisms.

MILITARY SCIENCE

1 Military History: From Troy to the Present (3) CSU

The course covers military history around the world: from Troy, the Greek/Persian Wars, the Punic Wars, the American Civil War, World Wars I and II, and Viet Nam to the Gulf War.

2 State Military Reserve: Basic Training (3)

This course provides all of the requisite knowledge and orientation for recruits to function within the State Military Reserve, including fundamental military skills, the chain of command, and basic organizational procedures.

MULTI-MEDIA

100 Introduction to Multimedia (3) CSU

An overview of the interactive multimedia industry, the profession and career options, the market, and the production process including concept development, interactive design, asset manipulation, programming and delivery. This introduction forms the basis for study of digital and non-linear technologies and applications.

210 Digital Editing (3) CSU

This course introduces the student to computer applications for the digital editing of video and sound. Emphasis is placed on non-linear post-production tools.

320 Web Design (3) CSU

A fundamental course in the application of the principles of design to build websites. Students will use a web interface design they have created to build and publish a third- or fourth-generation website.

MUSIC

UC Transfer Credit Limit: A maximum of 12 units from the following courses will be accepted for UC transfer: Music 181, 182, 183, 184, 321, 322, 323, 324, 341, 411, 412, 413, 414, 561, 725, 775. See UC information under Music heading.

101 Fundamentals of Music (3) UC:CSU

Basic rudiments of musical notation, scales, keys, intervals, common musical terms and elementary keyboard are studied. This is a preparatory course for Music 201 and Music 211.

111 Music Appreciation I (3) UC:CSU

Designed for non-music majors, this course meets Humanities/Fine Arts requirements by surveying a wide variety of musical styles and periods, past and present. The emphasis is on perceptive listening along with expository readings.

112 Music Appreciation II (3) UC:CSU

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying a variety of twentieth century musical styles. The emphasis is on perceptive listening, along with expository readings. Music 112 differs from Music 111 in that the focus is on twentieth century composers and styles.

NOTE: *Music Appreciation I is not a prerequisite to Music Appreciation II.*

121 Music History and Literature I (3) UC:CSU

A survey of musical practices and styles from the earliest times to 1750, including the Romanesque, Gothic, Renaissance, and the Baroque periods. The artistic philosophy of each style period is explored.

NOTE: *Music History and Literature I is not a prerequisite to Music History and Literature II.*

122 Music History and Literature II (3) UC:CSU

Styles, techniques and forms of music from 1750 to the present are traced. Special emphasis is placed on the development of the orchestra and its forms. The artistic philosophy of each style period is examined.

NOTE: *Music History and Literature I is not a prerequisite to Music History and Literature II.*

133 Introduction to Asian Music (3) CSU

This course consists of an introduction to Asian music and its place in history. Culture from the earliest period to the present will be explored.

141 Jazz Appreciation (3) UC:CSU

Designed for non-music majors, this course meets humanities/fine arts requirements by surveying jazz styles of music from their beginnings to the present. The emphasis is on perceptive listening, along with expository readings.

161 Introduction to Electronic Music (3) CSU

This course explores electro-acoustic music by surveying contemporary music and by becoming familiar with the use of technology in today's musical practices and procedures. Computers, synthesizers and MIDI software are utilized.

Course Descriptions

181 Applied Music I (1) CSU

182 Applied Music II (1) CSU

183 Applied Music III (1) CSU

184 Applied Music IV (1) CSU

Prerequisite: Open to music majors by audition.

These courses are designed for both vocal and instrumental students and provides credit for independent study. Fifteen one-hour lessons and a minimum of five hours of weekly independent music practice are required for the semester. The development of vocal/instrumental technique is emphasized. Workshop and recital participation are required.

200 Introduction to Music Theory (4) UC:CSU

This course explores the elements of music and discovers how musicians use the elements to create compositions. Topics include musical notation, basic rhythms, scales keys, sightseeing, ear training, and an introduction to the keyboard.

201 Harmony I (3) UC:CSU

Required of all music majors.

Prerequisite: Music 101.

Recommended: concurrent enrollment in Music 211.

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, harmonic progression, harmonic structure of the phrase, harmonization of a given part and non-harmonic tones. Harmonic skill is developed through written exercises, analyses of classic examples and keyboard exercises.

202 Harmony II (3) UC:CSU

Prerequisite: Music 201.

Corequisite: Music 212.

This course extends principles initiated in Music 201, including the structure of seventh chords, secondary dominants, altered non-harmonic tones and modulation to closely related keys.

203 Harmony III (3) UC:CSU

Prerequisite: Music 202.

Corequisite: Music 213.

This course extends principles developed in Music 202, including augmented sixth chords, the Neapolitan sixth, altered dominants, diminished seventh chords, chromatic third-relation harmony, modulation to foreign keys and extended chords such as ninths, elevenths and thirteenth.

211 Musicianship I (2) UC:CSU

Required of all music majors.

Prerequisite: Music 101 or equivalent.

Corequisite: Music 201.

Correlated with Harmony 1, this course consists of a study of sight reading, one-part melodic dictation, simple harmonic dictation, elementary theory, including scale structure, keys, intervals, musical terminology and notation, and the basic principles of musicianship.

212 Musicianship II (2) UC:CSU

Prerequisite: Music 211.

Corequisite: 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.

Corequisite: Music 203.

This course consists of sight reading, ear training and keyboard application of the subject matter covered in Music 203.

299 Music Honors (1) CSU RPT 3

Designed for the advanced Music major. This course provides the gifted Music student with an opportunity for concentrated independent study in selected areas under the direct supervision of an instructor. For UC transfer, Music 299 is considered the same as Directed Study.

321 Elementary Piano I (2) UC:CSU

This course begins a four-semester sequence covering music reading, basic keyboard technique, and principles of interpretation. Music majors are required to take four units of piano for the A.A. Degree. Anyone interested in learning to play the piano and in growing musically should find the piano sequence helpful.

NOTE: Students should have access to a piano, as daily practice is required.

322 Elementary Piano II (2) UC:CSU

Prerequisite: Music 321 or equivalent.

Continuation of Music 321 topics with extended hand position; transposition; selected exercises.

NOTE: Students should have access to a piano, as daily practice is required.

323 Elementary Piano III (2) UC:CSU

Prerequisite: Music 322 or equivalent.

Continuation of Music 322 topics including repertoire on level of Beethoven Sonata in G; Bach Minuet in G.

NOTE: Students should have access to a piano, as daily practice is required.

324 Elementary Piano IV (2) UC:CSU

Prerequisite: Music 323 or equivalent.

This course is a continuation of skills and concepts developed in Elementary Piano III.

NOTE: Students should have access to a piano, as daily practice is required.

341 Intermediate Piano (2) UC:CSU RPT 3

Prerequisite: Music 324 or equivalent.

The performance of appropriate repertoire is developed with emphasis on memorization and artistic interpretation.

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.

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. See UC information under Music heading.

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. See UC information under Music heading.

414 Elementary Voice IV (2) UC:CSU

Prerequisite: Music 413 or equivalent.

This course is a continuation of the principles and concepts presented in Music 413. The development of the student's ability to analyze and interpret the song repertoire is stressed.

Course Descriptions

501 College Choir (.5) UC:CSU RPT 3

Open to all students by audition.

This course consists of study and performance of selected choral literature for mixed voices, both accompanied and a cappella. The emphasis is placed on the development of reading skills, basic voice techniques and interpreting the score.

561 Chamber Chorale (.5) UC:CSU RPT 3

Open to all students by audition.

Rehearsal and performance of choral music for small ensembles. The music is chosen from all stylistic periods. Emphasis is placed upon reading skills, interpreting the score and the development of a professional attitude toward public performance.

562 Youth Symphony (1) RPT 3

Standard orchestra repertoire is rehearsed and performed while learning about the history, development and role of a symphony orchestra in the 21st century. The class culminates with a final performance.

701 Instrumental Ensemble (.5) UC:CSU

This course provides students with the opportunity to study and perform a variety of music. The music selected will depend on the variety and mix of instruments being played each semester.

725 Community Orchestra (.5) UC:CSU RPT 3

Open by audition to all musicians who play orchestral instruments. Standard orchestral literature is rehearsed and performed.

775 Jazz Ensemble (.5) UC:CSU RPT 3

Open to all instrumentalists by audition.

This course provides instrumentalists 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.

OCEANOGRAPHY

(Also see *Earth Science, Environmental Science, and Geography*)

1 Introduction to Oceanography (3) UC:CSU

The student is introduced to the general field of oceanography, including a study of the features of the sea floor, the chemical and physical properties of sea water, currents, tides, waves and their effects on marine organisms. Special reference is made to the Southern California environment and the problems of people and the sea.

PARALEGAL STUDIES

(Also see *Law*)

4 Directed Field Work in Legal Assisting (3)

Prerequisite: Law 10.

Directed field work in selected private law firms or public institutions of legal assisting are assigned to individual students. An effort is made to rotate office assignments.

10 Introduction to Legal Assistant I (3) CSU

An introductory course in formalizing the career of the legal assistant; an introduction to law; social forces and the law; comparison of the role of the legal assistant and the lawyer; and an introduction to legal terminology and bibliography, including research problems.

11 Introduction to Legal Assistant II (3) CSU

Prerequisite: Law 10.

A continuation of Law 10 with a study of the composition, location and jurisdiction of all courts; a study of document production and administration within the judicial structure; a detailed examination of civil and criminal litigation; an introduction to legal drafting and writing.

12 Tort Law and Claims Investigation (3)

Prerequisite: Concurrent enrollment in or completion of Law 10.

A study of the fundamental principles of law of torts, including insurance and an examination of the techniques of investigation involved in the lawyer's handling of tort and insurance claims.

13 Wills, Trusts, and Probate Administration (3)

A study of the fundamental principles of the law of wills and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court; and the administration of estates in California Probate Courts.

14 Law Office Management (3)

A study of the basic objectives of the management of a law office; a study of hardware and software used in a law office; an examination of indexing and filing principles; law office manuals; a study of basic accounting principles; practice in and study of law office correspondence.

15 Property, Bankruptcy, and Family Law (3)

A study of the law of personal property and real property, including community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, study of the system of recording and search of public documents, a study of the bankruptcy laws and forms and a study of family law, with emphasis on the dissolution of marriage.

16 Civil and Criminal Evidence (3)

Prerequisite: Law 10.

This is a study of the rules of civil and criminal evidence and the admissibility of such evidence in court; deposition comprehension and use in court; interrogatory summarizing and use in court.

17 Legal Writing (3)

Prerequisite: Law 10.

This course covers advanced legal drafting and writing, including special research and projects.

20 Basic Probate Procedures (3)

Prerequisite: Law 10.

A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the handling of probates of both testate and in testate decedents.

33 Law and the Media (3) CSU

An overview of the legal aspects in the entertainment industry. The students will be exposed to legal aspects of contractual agreements; copyrights requirements; privacy, regulations of Federal Communications Commission; libel and slander; freedom of speech and press; publishing rights; trademarks; unions; and related concerns.

35 Immigration Law for Paralegals (3)

This course is a study of concepts of immigration law including grounds of exclusion, defense to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.

Course Descriptions

385 Directed Study - LAW (3) CSU

Prerequisite: *Concurrent enrollment or completion of Law 10.*
Allows a student to pursue directed study in Law on a contract basis under the direction of a supervising instructor.

911 Cooperative Education - Law (1) CSU

921 Cooperative Education - Law (2) CSU

931 Cooperative Education - Law (3) CSU

941 Cooperative Education - Law (4) CSU

See "Cooperative Education" section for description and requirements.

PERSONAL DEVELOPMENT

1 Introduction to College (1) RPT 1 NDA

This course covers educational and vocational planning, including preparation of a detailed term-by-term plan, fixing of goals and objectives, career guidance, library skills, institutional roles and governance, student government, and deficiencies in preparation with relation to objectives and study skills.

4 Career Planning (1) CSU

This class examines the career developmental concepts of awareness and implementation (decision-making) as it relates to the self and the world of work. Students will develop a personal decision-making strategy utilizing the skills obtained in the class. The class will emphasize the philosophy and importance of career development and personal interests, values, and skills as well as occupational resources. Other topics include the personality type/work environment relationship, a work environment analysis, and educational planning.

5 College Survival (2) CSU

Enabling students to survive and succeed in a college program. Emphasis will be placed on development of making informed decisions, study skills, productive time management, financial planning and other personal development skills.

8 Career Planning and Development (2) CSU

This course is an introduction to career planning and is designed for students who are considering vocational choices. The focus is on a comprehensive career and personal evaluation, the ability to utilize a personal career strategy, the development of an appropriate educational plan.

15 Personal Development Seminar (3) NDA

Modularized Courses Listed Below

This class will provide students with testing and the assessment of individual abilities, interests and values. An individual educational plan, equipment orientation, campus orientation and effective communication techniques will be fully explored.

15A Personal Devlpmnt. Seminar A (1) NDA

15B Personal Devlpmnt. Seminar B (1) NDA

15C Strategies for Success in College and Life (1) NDA

17 College Survival Skills (1) CSU

This course provides the student with a variety of survival skills necessary to become a successful college student, including instruction on study skills, time management, stress management, identifying educational and career goals, utilizing library resources, etc.

PHILOSOPHY

1 Introduction to Philosophy I (3) UC:CSU

This course examines such questions as the existence of God, the problems of evil, the nature of the soul and the origin of knowledge. It takes a historical approach to philosophical problems in the Western tradition emphasizing the development of analytic and evaluative skills. An inquiry into the nature of science, religion, metaphysics and the theory of knowledge is undertaken.

3 History of Greek Thought (3) UC:CSU

A critical presentation of Western thought is made, from the Greek classical philosophers to the medieval philosophers.

6 Logic in Practice (3) UC:CSU

An introduction to critical thinking, the skill of evaluating and constructing arguments as they appear in ordinary language. This course examines problems of clarity of language as they appear in a variety of disciplines such as science, the humanities, social sciences, law and business. Emphasis is placed on the practical application of logical skills to other disciplines.

8 Deductive Logic (3) UC:CSU

An introduction to the principles of deductive and inductive reasoning emphasizing critical and evaluative skills. Introduces technical analysis of the reasoning process, categorical and propositional logic, and formal and informal fallacies. Excellent preparation for the LSAT.

9 Symbolic Logic I (3) UC:CSU

This course provides an introduction to formal logic including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

18 Business Ethics (3) UC:CSU

This course introduces the study of values, and their importance in the practical conduct of business.

20 Ethics (3) UC:CSU

An inquiry into the nature of morality, and ethical theory in both historical and contemporary settings as they apply to business, the arts, science, and medicine. An analysis of utilitarianism, duty theory and virtue theory as well as contemporary moral issues such as abortion, capital punishment, animal rights, environmental issues and the role of ethics in political and social policy.

33 Comparative Survey of World Religions (3) UC:CSU (Formerly Philosophy 23)

An analysis of the world's great religions including Hinduism, Buddhism, Confucianism, Judaism, Islam and Christianity. This course investigates pre-rational religions, mystic cults, myth and ritual. Emphasis is placed on the philosophical assumptions and principles underlying religious beliefs and the influence of environment and culture on these beliefs.

41 An Introduction to the Philosophy of Literature (3) UC:CSU

This course offers an examination of great philosophical and literary works which explore the relationships between philosophy and literature. An analysis is made of philosophical themes such as the nature of self, faith and reason, and the problem of evil as it arises in plays, novels, poems and short stories.

Course Descriptions

185 Directed Study - Philosophy (1) CSU

285 Directed Study - Philosophy (2) CSU

385 Directed Study - Philosophy (3) CSU

Directed Study allows a student to pursue Philosophy on a contract basis under the direction of a supervising instructor.

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

PHYSICAL EDUCATION

All Physical Education classes require critical thinking to satisfactorily complete the course.

UC Transfer Credit Limit: A maximum of 4 units from the following courses will be accepted for UC transfer: Physical Education 630, 682, 683, 666, 668, 679, 262, 665, 667, 684, 504, 506, 508, 515, 516, 690. A maximum of 12 units will be accepted from Physical Education 462, 460, 463, 814.

185 Directed Study - Physical Education (1) CSU

Individual and Dual Activities (1) UC:CSU RPT 3

NOTE: Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

225 Yoga Skills (1) UC:CSU

262 Track and Field Skills (1) UC:CSU

630 Super Aerobics Laboratory (1) UC:CSU

666 Body Conditioning (1) UC:CSU

668 Body Dynamics (1) UC:CSU

679 Golf Skills (1) UC:CSU

682 Tennis Skills (1) UC:CSU

683 Racquetball Skills (1) UC:CSU

690 Weight Training and Conditioning Skills (1) UC:CSU

Team Sports (1) UC:CSU RPT 3

NOTE: Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

322 Volleyball Skills (1) CSU

519 Ice Hockey Skating (1)

520 Ice Hockey Skills Development

665 Basketball Skills (1) UC:CSU

667 Flag/Touch Football Skills (1) UC:CSU

Dance Activities (1) UC:CSU RPT 3

NOTE: Beginning, intermediate and advanced levels offered for all courses listed below, but all levels may not be taught each semester:

440 Social Dance I (1) UC:CSU

460 Ballet Techniques (1) UC:CSU

462 Modern Dance Skills (1) UC:CSU

463 Modern Jazz Dance Skills (1) UC:CSU

814 Dance Production (2) RPT 3 UC:CSU

822 Dance Rehearsals and Performances (1)

Intercollegiate Sports (2) UC:CSU RPT 1

504 Basketball (2) UC:CSU

504A Basketball A (1.5) UC:CSU

504B Basketball B (.5) UC:CSU

506 Cross Country (2) UC:CSU

508 Football (2) UC:CSU

515 Track and Field (2) UC:CSU

516 Volleyball (2) UC:CSU

521 Strength and Fitness Training for Ice Hockey (1)

522 Intercollegiate Ice Hockey (2) CSU

550 Cheerleading/Yell Leading (2) UC:CSU

552 Athletics Pre-season Conditioning (1) UC:CSU

553 Intercollegiate Sports - Strength and Fitness Training (1) UC:CSU

554 Intercollegiate Sports - Strength and Fitness Training (1) UC:CSU

555 Intercollegiate Sports - Strength and Fitness Training (1) UC:CSU

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560 Intercollegiate Sports - Strength and Fitness Training (1) UC:CSU

523 Ice Hockey Theory (3) CSU

This course will teach the rules of ice hockey to both the novice and the advanced player. Evaluating game situations and offensive, defensive and attack scenarios. Coaches' handouts and the USA Hockey Manual will be used.

712 Introduction to Physical Education (3) UC:CSU

This introductory course is designed to offer major examples of the requirements of a physical education teacher.

NOTE: This class does not meet the required credit for a Physical Education activity.

713 Introduction to Coaching (3) UC:CSU

This course is designed for those wanting to coach an athletics team. The major emphasis will be on sound training and organizational principals.

718 Fundamentals of Athletic Training (3) UC:CSU

This course emphasizes the principle techniques and ethics used by athletic trainers in the prevention and care of athletic injuries.

727 Academic Success for the Student Athlete (3) CSU

A college orientation class to help student athletes set educational and career goals, develop study skills, learn about job hunting skills, and other college resources.

814 Dance Production I

PHYSICAL SCIENCE

1 Physical Science 1 (3) UC:CSU

This integrated course for non-science majors develops fundamental concepts and principles of physics, chemistry, geology, astronomy, and related fields. The course emphasizes the ideas that will give an overall understanding of our physical universe.

Course Descriptions

PHYSICS

6 General Physics I (4) UC:CSU

Corequisite: Concurrent enrollment in Mathematics 241 or equivalent trigonometry.

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.

NOTE: No UC credit will be given for Physics 11 or 12 if taken after Physics 6, 7, or 37, 38, 39 series.

7 General Physics II (4) UC:CSU

Prerequisite: Physics 6.

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.

NOTE: No UC credit will be given for Physics 11 or 12 if taken after Physics 6, 7, or the 37, 38, 39 series.

12 Physics Fundamentals (3) UC:CSU

Prerequisite: One year of high school algebra, or Mathematics 115.

This introductory course in physics, designed primarily for liberal arts students, provides qualitative knowledge of fundamental physical principles.

NOTE: No UC credit will be given for Physics 11 or 12 if taken after Physics 6, 7, or 37, 38, 39 series.

14 Physics Fundamentals Laboratory (1) UC:CSU

Prerequisite: Physics 12 or concurrent enrollment in Physics 12.

This course is designed for those liberal arts students who are taking or have taken Physics 12 and who wish or need to have a laboratory experience as part of their physical science education. The course consists of a large number of physical science experiments.

37 Physics for Engineers and Scientists I (5) UC:CSU

Prerequisite: Mathematics 261 with a grade of "C" or better.

Corequisite: Mathematics 262.

This course is the first semester of a three-semester calculus-level sequence in introductory physics. Topics studied included kinematics, particle dynamics, momentum and impulse, work-energy, rotational dynamics, statics, oscillations, gravitation, mechanics of solids and fluids, and special relativity.

NOTE: No UC credit will be given for Physics 11 or 12 if taken after the Physics 6, 7, or 37, 38, 39 series.

38 Physics for Engineers and Scientists II (5) UC:CSU

Prerequisites: Physics 37 and Mathematics 262.

Corequisite: Mathematics 263.

This is the second semester of a three-semester calculus-level sequence in introductory physics. Topics studied include electric fields, magnetism, electrical and magnetic properties of matter, direct and alternating current circuits, Maxwell's equations, electromagnetic waves and wave theory.

NOTE: Subject to UC limitation if combined with other physics courses. See Physics 12.

39 Physics for Engineers and Scientists III (5) UC:CSU

Prerequisites: Physics 37 and Mathematics 262.

Corequisite: Mathematics 263.

This course is the third semester of a three-semester calculus-level

sequence in introductory physics. Topics studied include thermodynamics, waves and sound, geometrical and physical optics, quantum mechanics, some statistical mechanics, and nuclear physics.

NOTE: UCLA transfer students should plan to complete the sequence at WLAC. See NOTE in Physics 12.

185 Directed Study - Physics (1) CSU

385 Directed Study - Physics (3) CSU

Allows a student to pursue Directed Study in Physics on a contract basis under a direction of a supervising instructor.

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

PHYSIOLOGY

(Also see Anatomy)

1 Introduction to Human Physiology (4) UC:CSU

Prerequisite: College Biology with a grade of "C" or better.

This course presents the biochemical and biophysical principles underlying the physiological processes of the human being. Lecture topics include the neural and hormonal regulation of bodily processes, and the integration of the organ systems to maintain a constant fluid environment within the body. Special emphasis will be placed on the evaluation of body temperature, blood pressure, breathing, and urine output, as well as the interpretation of clinical laboratory tests. Laboratory exercises will introduce the student to the spectrophotometer, EKG machine, blood pressure cuff, and urinalysis tests. This course is intended to meet the requirements of students majoring in Nursing, Dental Hygiene, Occupational Therapy, Psychology, Physical Education, and Life Sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introductory biology.

185 Directed Study - Physiology (1) CSU

285 Directed Study - Physiology (2) CSU

385 Directed Study - Physiology (3) CSU

These courses allow a student to pursue Directed Study in Physiology on a contract basis under a direction of a supervising instructor.

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

POLITICAL SCIENCE

1 The Government of the United States (3) UC:CSU

This course deals with the principles, problems, structures, and functions of United States and California Governments.

2 Modern World Governments (3) UC:CSU

A comparative study is made of the major governments of the developed world in terms of their institutions, ideologies, political habits and foreign policies. Emphasis is placed upon the European governments of Great Britain, France, Germany, and Russia.

4 Introduction to State and Local Governments (3) CSU

This general survey course introduces the student to the various functions, structures and services of state governments, their relation to local governments, and their interrelationships with the federal government.

Course Descriptions

7 Contemporary World Affairs (3) UC:CSU RPT 1

This course surveys the factors involved in international relations today. Emphasis is placed upon regional and global affairs, providing the student with a framework for analysis.

8 The Modern Far East - Politics of the Pacific Rim (3) UC:CSU

This course is a comparative study of the history and culture of government, politics, and the economic development of Asia. The focus is upon China, Japan, Korea, and Southeast Asia with emphasis on the political process and its relationship to economic development and modernization.

185 Directed Study - Poli. Sci. (1) CSU

285 Directed Study - Poli. Sci. (2) CSU

385 Directed Study - Poli. Sci. (3) CSU

Allows a student to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor.

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

PSYCHOLOGY

1 General Psychology I (3) UC:CSU

This course offers a scientific approach to principles of human behavior. It covers such topics as growth and development, heredity and environment, perception and attention, feeling and emotion, motivation, learning, thinking and intelligence, individual differences, introduction to statistical concepts, personality and social relations, and abnormal psychology.

2 General Psychology II (3) UC:CSU

Prerequisite: Psychology 1.

This course considers the functional and anatomical aspects of the nervous system, the structure and function of the sense organs, as well as emotions, speech, intelligence, consciousness and sleep, motivation, psychosomatic relationships, psychopathology, and brain/mind relationships.

14 Abnormal Psychology (3) UC:CSU

The principles of general psychology are applied to the field of psychopathology. Behavior disorders are described, and their major causes and major methods of treatment. Diagnosis and the Diagnostic Statistical Manual (DSM) are emphasized.

16 Love and Marriage (3) CSU

This course deals with the psychological aspects of dating, love and marriage. It is designed to provide students with a basic positive attitude towards the potential of marriage, and to prescribe the circumstances that make the marital union an opportunity for a growing, greater, "other-centered" self-realization.

41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU

This course familiarizes the student with physical, cognitive, biological and social growth changes affecting individuals during their many life stages. Life stages examined include the prenatal, neonatal, infant, child, adolescent, adult and senior adult stages.

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, and sexual variance and dysfunction are all studied to help the student achieve an understanding of his or her own unique sexuality.

64 Introduction to Drug and Alcohol Abuse (3) CSU

This survey course includes drug classification, drug physiology and psychopharmacology, theories of addiction, history and theories of treatment, dual diagnosis, drug testing and social policy, recovery and rehabilitation, and other related topics. This course is also the introductory course for drug and alcohol counseling programs.

65 Chemical Dependency, Intervention, Treatment and Recovery (3) CSU

An introduction to treatment and recovery from drug and/or alcohol addiction including the physiology of addiction, criteria of addiction, and the various treatment modalities with an emphasis on family and different populations. Other aspects include models of recovery, rehabilitation, relapse, and aftercare.

185 Directed Study - Psychology (1) CSU

285 Directed Study - Psychology (2) CSU

385 Directed Study - Psychology (3) CSU

Allows a student to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

REAL ESTATE

1 Real Estate Principles (3) CSU

This beginning course in real estate fundamentals is required for the real estate salesperson's license, and is highly recommended as a foundation course in real estate. 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 are covered.

3 Real Estate Practice (3) CSU

Prerequisite: Real Estate 1 or possession of a real estate salesperson's license.

This course covers the day-to-day activities of the real estate brokerage business, from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: time management, human relations, client psychology, financing, leasing, appraising and property management. The course is required for those seeking the California broker's license.

5 Legal Aspects of Real Estate I (3) CSU

Prerequisite: Real Estate 1 or possession of a salesperson's license. This course covers in detail the 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.

Course Descriptions

7 Real Estate Finance I (3) CSU

Prerequisite: Real Estate 1, or possession of a salesperson's real estate license.

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are also covered.

9 Real Estate Appraisal I (3) CSU

Prerequisite: Real Estate 1, or possession of a salesperson's real estate license.

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.

10 Real Estate Appraisal II (3) CSU

Prerequisite: Real Estate 9.

This advanced appraisal course features a brief review of the theory, principles and methods used in the valuation of residential, commercial and industrial properties. It also features case study problems illustrating the use of the three approaches to value and a thorough analysis of the components utilized by the income approach. This course emphasizes the valuation of all income-producing properties. An appraisal report is required on an income-producing property is usually required.

14 Property Management (3) CSU

Prerequisite: Real Estate 1 or Real Estate 3.

This course is designed for real estate brokers, salespeople and owners of income-producing properties. Topics covered include the nature and types of property management, organization for management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners, budgets, purchasing accounts, reports, ethics and legal and professional relationships.

16 Income Tax Aspects of Real Estate (3) CSU

Prerequisite: Real Estate 1.

The impact of Federal and California State income tax laws upon the purchase, sale, exchange and use of real property is covered. This includes depreciation, capital gains, installment sales, prepaid interest and tax saving opportunities.

18 Real Estate Investments I (3) CSU

Prerequisite: Real Estate 1.

This is an advanced course in which a thorough analysis is made of the investment factors that determine the evaluation of commercial, industrial and residential projects. The six basic steps in the investment process are covered in detail: Search, Analysis, Negotiation, Documentation, Contingency Removal and Property Management after Purchase.

21 Real Estate Economics (3) CSU

Prerequisite: Real Estate 1.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include: urban structural relationships, real estate market analysis, problems of subdividing, and governmental relationship to real estate development.

911 Cooperative Ed. – Real Estate (1) CSU

921 Cooperative Ed. – Real Estate (2) CSU

931 Cooperative Ed. – Real Estate (3) CSU

941 Cooperative Ed. – Real Estate (4) CSU

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.

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.

11 Ethnic & Racial Minorities in the United States (3) UC:CSU

Examines majority and minority relations in the United States; how these relations developed historically, and the social, political, and economic forces that maintain or act to change these relationships. Analysis of similarities and differences in ethnic and racial groups' experience will promote understanding of the forces underlying minority/majority relations.

185 Directed Study - Sociology (1) CSU

285 Directed Study - Sociology (2) CSU

385 Directed Study - Sociology (3) CSU

Allows a student to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor.

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

SPANISH

1 Elementary Spanish I (5) UC:CSU

Corequisite: Spanish 101.

This is the first term of a two-term sequence in first-year Spanish. Communicative proficiency is the main objective. The four skills of listening, speaking, reading and writing are developed with emphasis on the active use of these skills. Culture is incorporated into the course in textual and visual materials to stimulate interest and reinforce understanding and appreciation of the Spanish-speaking world.

NOTE: Same as Spanish 21 with Spanish 22.

2 Elementary Spanish II (5) UC:CSU

Corequisite: Spanish 101.

Prerequisite: Spanish 1 with a grade of "C" or better, or two years of high school Spanish or equivalent.

This course is a continuation of Spanish 1. It is designed to provide the student with further skill development in understanding, reading, and speaking and written communication. More advanced cultural material is presented to further develop the interest, knowledge and appreciation for the lifestyle of Hispanic people.

Course Descriptions

3 Intermediate Spanish I (5) UC:CSU

Corequisite: Spanish 101.

Recommended: Spanish 2 with a grade of "C" or better, or three years of high school Spanish.

This course assists the student with the continued development of proficiency in Spanish language skills. It reviews and expands grammatical concepts learned in previous courses and emphasizes idiomatic construction and conversational ability. Discussion of selected literary and cultural readings will provide training in oral and written expression.

4 Intermediate Spanish II (5) UC:CSU

Corequisite: Spanish 101.

Recommended: Spanish 3 with a grade of "C" or better, or four years of high school Spanish.

This course provides a review of the more difficult aspects of grammar and seeks to perfect comprehension, fluency and cultural knowledge. Spanish and Spanish-American life and problems are considered through readings and discussion of literature. The readings provide the basis for regular composition assignments.

5 Advanced Spanish I (5) UC:CSU

Prerequisite: Spanish 4 with a grade of "C" or better.

This course continues the study of advanced grammar and composition, and seeks to perfect comprehension and fluency in the language, and skill in analyzing literature. It includes reading in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

6 Advanced Spanish II (5) UC:CSU

Prerequisite: Spanish 5 with a grade of "C" or better.

This course continues the study of advanced grammar and composition and seeks to perfect comprehension and fluency in the language and skill in analyzing literature. It includes readings in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

8 Conversational Spanish (2) UC:CSU RPT 3

This course is designed to increase the student's ability to comprehend native spoken Spanish and increase his/her fluency in conversation. Reading and writing are used to enhance opportunities for a student to acquire and use new structures and vocabulary.

NOTE: UC transfer credit limit: 4 units. No UC credit for Spanish 8 if taken after spring 1994.

14 Spanish for Public Service Personnel (3) CSU RPT 1

This course emphasizes the practical usage of Spanish in the areas of public service, business, and community activities.

21 Fundamentals of Spanish I (3) UC:CSU

This course provides the first half of the fundamentals of Spanish 1. It stresses pronunciation and grammar as well as provides practice in understanding, speaking, reading, and writing simple Spanish. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language.

NOTE: Spanish 21 and 22 together are equivalent to Spanish 1.

22 Fundamentals of Spanish II (3) UC:CSU

Corequisite: Spanish 101.

This course provides the second half of the fundamentals of first semester Spanish. It stresses pronunciation, grammar, and practice in understanding, speaking, reading and writing simple Spanish. Students are introduced to Spanish and Spanish-American culture and civilization through simple readings. Emphasis is placed upon the spoken language through practical material for simple conversation based on everyday experiences.

NOTE: Spanish 21 and Spanish 22 together are equivalent to Spanish 1. UC Transfer Credit limit: A maximum of 5 units from Spanish 21, 22 will be accepted for UC credit.

101 Spanish Language Lab (1) CSU RPT 4

Corequisite: Spanish 1, 2, 3, and 4.

This is a mediated, independent study course which allows students to enhance their Spanish language skills through audio, video, and computer, work in the language lab.

SPEECH COMMUNICATIONS

101 Oral Communication I (3) UC:CSU

This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principles and practice of effective speech composition and delivery.

102 Oral Communication II (3) UC:CSU

Prerequisite: Speech 101.

This course 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 also considered. Students evaluate the manner in which different audiences perceive and judge issues and solutions presented in varying speech situations.

103 Business and Professional Speaking (3) CSU RPT 2

This beginning course for business and professional persons stresses the preparation and delivery of speeches, reports and briefings. Emphasis is placed upon technical aids to facilitate delivery. The course is recommended for career Education majors.

104 Argumentation (3) UC:CSU

This course is an introduction to critical thinking and seeks to explore the various steps in the critical thinking process. Emphasis is placed on both how and why we make decisions as we do. Topics explored include: claims, definitions, evidence, reasoning, fallacies, and persuasion.

NOTE: UC credit limits: one course from 104, 121, 151.

111 Voice and Articulation (3) CSU

This introductory course gives students the opportunity to practice proper methods of voice production, accurate articulation and enunciation of Standard Spoken American English. The IPA (International Phonetics Alphabet) is taught as a means of identifying sounds and enhancing listening skills.

Course Descriptions

113 English Speech as a Second Language (3) CSU RPT 1

Designed for non-native speakers of American English. This course focuses on the "speech music" of the language - the stress, rhythm, and intonation patterns important to clear accent acquisition—as well as difficult sound contrasts. Students will receive individual accent evaluations and prescriptives for improvement. They will practice and test new accents in communicative group activities.

121 The Process of Interpersonal Communication (3) UC:CSU

This is an advanced course in the analysis of the principles and significance of interpersonal social interactions in all areas of life. Reasoning is applied to problem-solving tasks in a discussion situation.

NOTE: UC credit limits: one course from 104, 121, or 151.

135 Storytelling (3) CSU

This course emphasizes history, sources, selection, analysis, preparation and presentation of narrative prose and verse for all age levels. It also develops the adult story teller's knowledge, critical ability, appreciation and taste in the field of children's literature. It is especially useful for teachers, nurses, librarians, recreation leaders and parents.

151 Small Group Communication (3) UC:CSU

This course provides an analysis of the purposes, principles and types of discussions. Responsible discussions, participation and leadership achieve development of individual skills.

NOTE: UC credit limits: one course from 104, 121, 151.

185 Directed Study - Speech (1) CSU

285 Directed Study - Speech (2) CSU

385 Directed Study - Speech (3) CSU

Allows a student to pursue Directed Study in Speech on a contract basis under the direction of a supervising instructor.

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

STATISTICS

(See Mathematics 227)

SUPERVISED LEARNING ASSISTANCE

(See Tutoring)

SUPERVISION

1 Elements of Supervision (3) CSU

In general terms, this course introduces the total responsibilities of a supervisor in industry. Among the items covered are organization, duties and responsibilities, human relations, grievances, training, and management/ employee relations.

THEATER

100 Introduction to the Theater (3) UC:CSU

This survey course introduces students to the theater. Students learn to become aware of the components constituting an artistic entity and to intelligently and objectively evaluate a professional or non-professional performance. As a final project, students may collectively produce a play.

110 History of World Theater (3) UC:CSU

This course surveys theater from its prehistoric beginnings to contemporary drama. It emphasizes the reflection of the culture in the drama of each historical period and follows throughout the threads of subject matter, dramatic structure, playwrights, acting techniques and approaches, playing space, and visual elements.

130 Playwriting (3)

This course introduces the student to the basic principles and techniques of playwriting. This is a hands-on practical introduction to playwriting culminating in the student's one-act play being presented by student actors to a live audience.

200 Introduction to Acting (3) UC:CSU

This course is an introduction 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 will be covered through lecture/demonstration, ensemble exercises, scene work, play readings and viewing live performances.

233 Play Production (3)

In this course students are actively involved in the production of plays for college and public performance. This course provides study and laboratory exploration in all aspects of play production involving the actor in order to develop his or her acting capabilities, skills, and disciplines.

240 Voice and Articulation for the Theater (3) CSU (Same as Speech 717)

This is an elementary voice class which covers the mechanics of voice production, and the various elements of theater speech: quality, strength, timing, and pitch. Individual group exercises are combined to help the student acquire the basics of good theater speech.

NOTE: Credit allowed for only one course: Theater Arts 240 or Speech Communications 111.

265 Movement for the Actor (2) UC:CSU RPT 1

Selections from plays, poetry and prose are utilized to train the actor to approach the text from a "physical and emotional" point of view. Exercises and improvisations in sensory-motor awareness lead to flexibility, balance, energy and expressiveness on stage.

271 Intermediate Acting (2) UC:CSU

Prerequisite: Theater 200 with a grade of "C" or better, or consent of the instructor.

Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and character creation. The actor's self-awareness is explored and developed before a classroom audience.

275 Scene Study (2)

Prerequisites: Theater 100, Theater 200.

This course provides the opportunity to increase proficiency in the advanced art and craft of acting. The students will explore the necessary techniques for developing and intensifying their dramatic abilities by demonstrating competency in character analysis and performance.

278 Film and Television Acting (3)

The basic fundamentals of acting for the camera are explored. Demonstration, exercises and improvisations are used to practice the techniques. Scenes are practiced, taped and critiqued.

Course Descriptions

300 Theater (3)

501 Introduction to Motion Picture Production (3) CSU (Same as Cinema 1)

A comprehensive introduction to basic film production techniques and equipment. Proper procedures are explained for the use of cameras, lenses, filters, film stock, light, microphones, tape recorders, editors, and other motion picture equipment. The goal of this course is to appreciate and understand the elements unique to cinematic production and post-production.

505 History of Motion Pictures (3) UC:CSU

This course will involve the viewing of approximately 14 full-length motion pictures. Discussions will follow each screening centering on various film making techniques including acting and narration. The effect of changing social mores will also be discussed. Several formal typewritten papers will be required.

185 Directed Study - Theater (1) CSU RPT 2

285 Directed Study - Theater (2) CSU

385 Directed Study - Theater (3) CSU

Allows a student to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor.

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

TRAVEL

NOTE: Subject credit for courses in this program may be obtained at California State University Los Angeles after transfer with an Associate in Arts Degree.

100 Introduction to the Travel Industry (3)

This course gives a practical overview of the fast growing travel industry, including such sectors as cruising, tours, travel agencies, air transportation, car rentals and lodging, as well as information on career opportunities, both full-time and part-time.

106 Airline Reservations and Ticketing (3)

Learn to identify airline and airport codes, interpret computer displays, plan air schedules, determine airfares and taxes, and prepare tickets for domestic and international air travel.

110 Airline Computer Reservations - Apollo (3)

Hands on experience of the APOLLO computer system, one of the two systems most widely used by travel agents. Learn to make airline reservations, build passenger name records, quote fares and price itineraries.

115 Airline Computer Reservations - Sabre (3)

Hands-on experience of the SABRE computer system, one of the two systems most widely used by travel agents. Learn to make airline reservations, build passenger name records, quote fares and price itineraries.

120 Advanced SABRE Computer Reservations (3)

Prerequisite or Corequisite: Travel 115.

A continuation of Travel 115. This course helps you master advanced concepts of the SABRE computer system, including special formats for hotel and car rentals.

125 Advanced APOLLO Computer Reservations (3)

Prerequisite or Corequisite: Travel 110.

A continuation of Travel 110. This course helps you master advanced concepts of the APOLLO computer system, including special formats for hotel and car rentals.

130 Geography of North America, Hawaii and the Caribbean (3)

In this course you'll become familiar with the major attractions, tourist centers, climate patterns, lodging choices, travel options and traveler motivations for the United States, Canada, Mexico and Central America.

135 Geography of Europe and the Middle East (3)

In this course you'll become familiar with the major attractions, tourist centers, climate patterns, lodging choices, travel options and traveler motivations for Europe and the Middle East.

137 Geography of Asia, Africa, South America and the South Pacific (3)

In this course you'll become familiar with the major attractions, tourist centers, climate patterns, lodging choices, travel options and traveler motivations for Africa, Asia, South America and the South Pacific.

140 Travel Industry Sales, Service and Marketing (3)

Discover the secrets to selling travel profitably, effectively serving your customer needs and effectively marketing the travel product.

155 Tour Escorting, Planning and Operations (3)

Tour conducting, guiding and planning are among the most rewarding and sought after careers in travel. In this course you'll explore the appeal of tours, job strategies, cross-cultural sensitivities, client psychology and anticipating customer and supplier needs. Includes several field trips.

161 How to Run a Travel Business (3)

Prerequisite or Corequisite: Travel 100

The key to business productivity and profitability: efficient operation. Using the travel agency as a model, this course will show you how to develop a business plan, generate sales reports, apply proven accounting systems and follow those best practices that can lead to success in any travel business.

175 Meeting/Convention and Incentive Planning (3)

Students will be prepared to plan, promote and operate travel programs for meetings, conventions and incentive groups, including site selection, pricing, entertainment, supplier negotiations, and motivational techniques.

180 Cruise Sales Specialization (3)

Cruising is the travel industry's fastest growing sector. This course will give you a deep understanding of the cruise experience and business, including client motivation, cruise line profiles, worldwide port geography, sales tactics and marketing strategies. Actual ship inspection field trips are included.

186 Internet Travel Research (3)

You'll become familiar with key travel industry Web sites and learn how to book travel, communicate and access information from airlines, hotel chains, tour companies, cruise lines, tourist bureaus and government sites.

Course Descriptions

200 Introduction to the Airline Industry (3)

Learn about entry-level jobs with airlines, and explore current issues such as airline operations, code sharing, sales and safety, and the market strategies of the 10 largest U.S. airlines.

300 Introduction to the Hospitality Industry (3) CSU

Learn about exciting careers in hotels, resorts, restaurants, private clubs and in institutional settings. Learn how knowledge of duties, organization, marketing and revenue sources and more give you world-wide opportunities in this growing industry.

TUTORING

1T Supervised Learning Assistance (O) NDA

Students who utilize general tutorial services, PC Labs, the Library's Internet Lab, and audio-visual services are automatically enrolled in Supervised Learning Assistance. There is no cost associated with the use of tutoring services, the audio-visual services or the Internet Lab.

CAN QUALIFIED COURSES

California Articulation Numbering System

<u>CAN ID</u>	<u>WLAC Course</u>
CAN ANTH 2	ANTH 101
CAN ANTH 4	ANTH 102
CAN ANTH 6	ANTH 103
CAN ART 2	ART 101
CAN ART 8	ART 201
CAN ART 10	ART 300
CAN BUS 8	LAW 1
CAN CHEM 2	CHEM 101
CAN CHEM 4	CHEM 102
CAN CHEM SEQ A	CHEM 101+102
CAN ENGL 2	ENGL 101
CAN ENGL 4	ENGL 102
CAN ENGL SEQ A	ENGL 101+102
CAN ENGL SEQ B	ENGL 205+206
CAN FCS 2	FAM CS 21
CAN FREN 8	FRENCH 3
CAN FREN 10	FRENCH 4
CAN FREN SEQ A	FRENCH 1+2
CAN FREN SEQ B	FRENCH 3+4
CAN GEOG 2	GEOG 1
CAN GEOG 4	GEOG 2
CAN GOVT 2	POSC 1
CAN HIST 2	HIST 1
CAN HIST 4	HIST 2
CAN HIST 8	HIST 11
CAN HIST 10	HIST 12
CAN HIST SEQ A	HIST 1+2
CAN HIST SEQ B	HIST 11+12
CAN MATH 20	MATH 262
CAN MATH 22	MATH 263
CAN MATH 24	MATH 275
CAN MATH 26	MATH 270
CAN MATH SEQ C	MATH 261+262+263
CAN PHIL 2	PHILOS 1
CAN PHIL 4	PHILOS 20
CAN PHIL 6	PHILOS 6
CAN PHYS 2	PHYSICS 6
CAN PHYS SEQ A	PHYSICS 6+7
CAN PHYS SEQ B	PHYSICS 37+38+39
CAN PSY 2	PSYCH 1
CAN SOC 2	SOC 1
CAN SOC 4	SOC 2
CAN SPAN 2	SPAN 1
CAN SPAN 2	SPAN 2
CAN SPAN 8	SPAN 3
CAN SPAN 10	SPAN 4
CAN SPAN SEQ A	SPAN 1+2
CAN SPAN SEQ B	SPAN 3+4
CAN SPCH 4	SPEECH 101
CAN STAT 2	MATH 225